

GENERAL GUIDELINES FOR JUNIOR HIGH STAFFING

General Guidelines		Under 800	800	1200+	AJHS	WJHS
Position	Pd Days					
Principal	261	1.00	1.00	1.00	1.00	1.00
Assistant Principal (12 mo)	261	1.00	1.00	1.00	1.00	1.00
Assistant Principal (10.5 mo)	233	0.00	0.00	1.00	1.00	1.00
Dean (10.5 months)	222	0.00	1.00	0.00	0.00	0.00
TOTAL ADMINISTRATIVE TEAM		2.00	3.00	3.00	3.00	3.00
Counselors	201	2.00	2.00	3.00	2.00	2.00
Media or Technology/Media	201	0.00	1.00	1.00	1.00	1.00
TOTAL COUNSELOR AND MEDIA		2.00	3.00	4.00	3.00	3.00
TOTAL ADMIN TEAM WITH COUNSELOR/MEDIA		4.00	6.00	7.00	6.00	6.00
Office Manager	261	1.00	1.00	1.00	1.00	1.00
Attendance Tech	237	1.00	1.00	1.00	1.00	1.00
Administrative Secretary - Student Services	237	1.00	1.00	1.00	1.00	1.00
Registrar-JH	237	1.00	1.00	1.00	1.00	1.00
Library Media Assistant	206	0.25	0.50	0.50	0.50	0.50
Administrative Clerk	216	0.00	0.50	0.50	0.50	0.50
Administrative Clerk-Special Ed	195	As per allocation				
SUBTOTAL OFFICE		4.25	5.00	5.00	5.00	5.00
ISS Monitor	203	0.00	1.00	1.00	1.00	1.00
School Nurse	199	1.00	1.00	1.00	1.00	1.00
Security Guard	203	1.00	2.00	2.00	2.00	2.00
SUBTOTAL HEALTH AND SAFETY		2.00	4.00	4.00	4.00	4.00
TOTAL SUPPORT STAFF		6.25	9.00	9.00	9.00	9.00

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