

General Staffing Guidelines for High School					
Administrative Team	Pd Days	Under 2600	2600	3050	3500
Principal	261	1.00	1.00	1.00	1.00
Assistant Principal 12 mo.	261	2.00	2.00	2.00	2.00
Assistant Principal 10.5 mo.	233	1.00	1.00	2.00	3.00
Dean (20 additional days)	222	0.00	1.00	1.00	0.00
Total Administration		4.00	5.00	6.00	6.00
Counselor	201	5.00	6.00	7.00	8.00
Social Worker		1.00	1.00	1.00	1.00
TOTAL ADMIN TEAM with COUNSELOR/SOCIAL WORKER		10.00	12.00	14.00	15.00
Add 1.00 Media ACPH, CCHS, CHS	201				
Support Team	Pd Days	Under 2600	2600	3050	3500
Office Manager (12 month Principal)	261	1.00	1.00	1.00	1.00
Administrative Assistant (to 12 month AP)	238	1.00	1.00	1.00	1.00
Administrative Secretary (to 12 mo - Athletic Director (AP)	261	1.00	1.00	1.00	1.00
Administrative Secretary (to 10.5 AP)	227	1.00	1.00	2.00	3.00
Administrative Secretary (Counseling)	227	0.50	0.50	1.00	1.00
Career Center Tech	238	1.00	1.00	1.00	1.00
Receptionist	261	1.00	1.00	1.00	1.00
Receptionist	216				
Administrative Clerk	216	0.00	1.00	2.00	2.00
Senior Administrative Clerk - Special Education	206		As per allocation		
Attendance Tech	216	2.00	3.00	3.00	3.00
Registrar	261	1.00	1.00	1.00	1.00
Bookstore Assistant	216		As per allocation		
Bookstore Manager	261	1.00	1.00	1.00	1.00
Multimedia Services Tech	261	1.00	1.00	1.00	1.00
SUBTOTAL OFFICE		11.50	13.50	16.00	17.00
Add 1.0 Media Assistant for ACPH, CCHS, CHS	206				
Student Attendance Interventionist	216	1.00	1.00	1.00	1.00
Athletic Equipment Tech	261	1.00	1.00	1.00	1.00
School Nurse	199	1.00	1.00	1.00	1.00
Health Office Assistant	211	0.00	1.00	1.00	1.00
ISS Monitor	203	1.00	1.00	1.00	1.00
Secondary School Security Guard	203	7.00	7.00	8.00	9.00
SUBTOTAL HEALTH AND SAFETY		11.00	12.00	13.00	14.00
TOTAL SUPPORT STAFF		22.50	25.50	29.00	31.00
Revised 2.21.2024					