

FY 25/26 Staffing Standards

ACPS Staffing Standard Ratio		Staffing Requirement/Industry Standard		Funding Notes
FTE	Criteria	FTE	Criteria	

General Education & Intervention

Elementary Schools

Classroom Teacher K-3	1.00	20.30 students	1.00	24 in kindergarten with no class being larger than 29 students; if the average daily membership in any kindergarten class exceeds 24 pupils, a full-time teacher's aide shall be assigned to the class	Increased by 0.25 students in FY 2025/26
Classroom Teacher 4-5	1.00	22.50 students	1.00	24 in grades one, two, and three with no class being larger than 30 students	
Classroom Teacher K-5		additional assigned for dual language immersion program to maintain even numbers of dual sections	1.00	25 in grades four through six with no class being larger than 35 students	Clarified in FY 2025/26
Class Size Reduction	1.00	70 economically disadvantaged students			
Reading Specialist	1.00	100 economically disadvantaged students (minimum 1 per school, then rounded to nearest 0.0, 0.5, 0.8)	1.00	550 K-3 students	
Tiered Services	1.00	per 200 economically disadvantaged students (provided to schools with at least 50 economically disadvantaged students)			
Intervention Teacher		Variable staffing based on minimizing staffing loss (when compared to FY 2023/24) to a school's system for intervention and to deliver staffing to schools who may have a higher need than is predicted by demographics.			Reduced by 1.0 FTE in FY 2025/26 9.0 Total FTE funded division-wide
Teaching Assistant K-1	0.28	4-hour TA per K-1 classroom 4/7.25 hrs per day 0.50 TA conversion			
Teaching Assistant & EDEP Assistant (instructional portion)	0.25	4-hour TA per school 4/8 hrs per day 0.50 TA conversion			
School Based Substitute (Teaching Assistant)	0.50 1.00 1.50 0.50	per school (one full-time position) per school >350 students (two full-time positions) per school >700 students (three full-time positions) additional assigned to schools with an average substitute fill rate below 40% 2-year avg, including preschool enrollment 0.50 TA conversion			5.0 Total FTE funded division-wide

ACPS Staffing Standard Ratio			Staffing Requirement/Industry Standard		Funding Notes
FTE	Criteria		FTE	Criteria	
Comprehensive Middle Schools					
Classroom Teacher	1.00	23.75 students	1.00	25 in grades four through six with no class being larger than 35 students	Increased by 0.25 students in FY 2025/26
			1.00	24 in English classes in grades six through eight	
Class Size Reduction	1.00	70 economically disadvantaged students			
Reading Specialist	1.00	per school			
	2.00	per school > 250 economically disadvantaged students			
	3.00	per school > 500 economically disadvantaged students			
Tiered Services	1.00	per 110 economically disadvantaged students			
Intervention Teacher	1.00	per school that meets or exceeds the Division's Free/Reduced lunch average			
Intervention Teacher		Variable staffing based on minimizing staffing loss (when compared to FY 2023/24) to a school's system for intervention and to deliver staffing to schools who may have a higher need than is predicted by demographics.			Reduced by 1.0 FTE in FY 2025/26 9.0 Total FTE funded division-wide
Testing Specialist	0.50	per school			
School Based Substitute (Teaching Assistant)	0.50	per school (one full-time position)			5.0 Total FTE funded division-wide
	1.00	per school >400 students (two full-time positions)			
	1.50	per school >800 students (three full-time positions)			
	0.50	additional assigned to schools with an average substitute fill rate below 40% 2-year average 0.50 TA conversion			

ACPS Staffing Standard Ratio			Staffing Requirement/Industry Standard		Funding Notes
FTE	Criteria		FTE	Criteria	
Comprehensive High Schools					
Classroom Teacher	1.00	23.75 students	1.00	24 in English classes in grades nine through 12	Increased by 0.25 students in FY 26
Class Size Reduction	1.00	70 economically disadvantaged students			
Reading Specialist	1.00	per school			
	2.00	per school > 250 economically disadvantaged students			
	3.00	per school > 500 economically disadvantaged students			
Tiered Services	1.00	per 200 economically disadvantaged students			
Testing Specialist	0.50	per school >1,000 students			
	0.75	per school >1,500 students			
	1.00	per school >2,000 students			
Work-Based Learning Specialist (11-mo)	1.00	per school			
Freshman Advisory	1.00	per school			Reduced in FY 2025/26
School-Based Substitute (Teaching Assistant)	1.00	per school (two full-time positions)			5.0 Total FTE funded division-wide
	1.50	per school >1,000 students (three full-time positions)			
	2.00	per school >1,700 students (four full-time positions)			
	0.50	additional assigned to schools with an average substitute fill rate below 40% 2-year average 0.50 TA conversion			
Scholars Studio Lead Planning Time	0.17	per studio lead			FY 2025/26 Proposal
High School Centers					
Classroom Teacher	1.33	per grade level that has enrollment at each studio for specialized studio classes for each grade level enrollment			Clarified in FY 2025/26
	0.34	>20 total students (>10 daily students) for Core Academic Classes for each grade level enrollment			
	0.67	>40 total students (>20 daily students) for Core Academic Classes for each grade level enrollment			

ACPS Staffing Standard Ratio		Staffing Requirement/Industry Standard		Funding
FTE	Criteria	FTE	Criteria	Notes

Elementary Art, Music, and Physical Education

Elementary Schools

Art Teacher	0.50	per school	5.00	(total Art, Music, PE) per division per 1,000 K-5 students <i>Taught by any K-5 endorsed teacher</i>	
	0.60	per school >300 students			
	0.70	per school >360 students			
	1.00	per school >420 students			
	1.50	per school >540 students			
	1.60	per school >840 students			
	1.80	per school >900 students <i>Including preschool enrollment</i>			
Music Teacher	0.50	per school	5.00	(total Art, Music, PE) per division per 1,000 K-5 students <i>Taught by any K-5 endorsed teacher</i>	
	0.60	per school >300 students			
	0.70	per school >360 students			
	1.00	per school >420 students			
	1.50	per school >540 students			
	1.70	per school >840 students			
	1.80	per school >900 students <i>Including preschool enrollment</i>			
PE Teacher (may substitute for Teaching Assistant for FTE beyond 2.0)	1.00	per school	5.00	(total Art, Music, PE) per division per 1,000 K-5 students <i>Taught by any K-5 endorsed teacher</i>	Reduced in FY 2025/26. Revised to be based on number of class sections instead of total number of students.
	1.40	per school >14 sections			
	1.60	per school >19 sections			
	2.00	per school >22 sections			
	2.40	per school >27 sections			
	2.60	per school >32 sections			
	3.00	per school >35 sections			
	3.40	per school >40 sections <i>Including preschool sections at 0.5</i>			

ACPS Staffing Standard Ratio			Staffing Requirement/Industry Standard			Funding Notes
FTE	Criteria		FTE	Criteria		

Library Media

Elementary Schools

Media Specialist/Teacher	0.80	per school	1.00	part-time per school	
	1.00	per school >285 students <i>Including preschool enrollment</i>	1.00	per school >300 students	
Media Teaching Assistant	0.28	per school >600 students <i>Including preschool enrollment</i> <i>0.50 TA Conversion</i>			

Comprehensive Middle Schools

Media Specialist/Teacher	1.00	per school	0.50	per school	Reduced in FY 2025/26 to eliminate partial FTE.
	2.00	per school >1,000 students	1.00	per school >300 students	
			2.00	per school >1,000 students	
Media Teaching Assistant	0.28	per school >600 students	1.00	per school >750 students	
	0.50	per school >750 students <i>0.50 TA conversion</i>			

Comprehensive High Schools

Media Specialist/Teacher	2.00	per school	0.50	per school	
			1.00	per school >300 students	
			2.00	per school >1,000 students	
Media Teaching Assistant	0.50	per school >750 students <i>0.50 TA conversion</i>	1.00	per school >750 students	

Talent Development

Elementary Schools

Teacher	0.50	per school			
	0.60	per school >200 students			
	0.70	per school >250 students			
	1.00	per school >300 students			

Comprehensive Middle Schools

Teacher	1.00	per school			
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Comprehensive High Schools

Teacher	1.00	per school			
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ACPS Staffing Standard Ratio			Staffing Requirement/Industry Standard			Funding Notes
FTE	Criteria		FTE	Criteria		

School Counseling

Elementary Schools

School Counselor	1.00	per school	1.00	one hour per day per 100 students	
	1.50	per school >575 students		per school >500 students	
	2.00	per school >625 students <i>Including preschool enrollment</i>		one hour per day additional time per 100 students or major fraction thereof	

Comprehensive Middle Schools

School Counselor (11-mo)	1.00	per school	1.00	one period per 80 students per school >400 students	Clarified in FY 2025/26
School Counselor (10-mo)	1.00	per school additional > 625 students or >300 economically disadvantaged students <i>Higher of 2-year allocation used</i>		one additional period per 80 students or major fraction thereof	
Counseling Clerical (11-mo OA)	1.00	per school			Reduced in FY 2025/26
STEP	0.50	STEP TA per school (one full-time position) <i>0.50 TA Conversion</i>			

Comprehensive High Schools

School Counselor (12-mo)	1.00	per school	1.00	one period per 70 students per school >350 students	Clarified in FY 2025/26
School Counselor (10-mo)	1.00	per school additional per 250 students over 375 <i>Higher of 2-year allocation used</i>		one additional period per 70 students or major fraction thereof	
Counseling Director (12-mo)	1.00	per school			Reduced in FY 2025/26
Counseling Clerical (12-mo OA)	1.00	per school			
STEP	0.50	STEP TA per school (one full-time position) <i>0.50 TA Conversion</i>			
School Counselor (High School Centers)	1.00	per school			

Social Emotional Learning (SEL)

Mental Health Support Specialist (MHSS)	1.00	per 750 students (rounded), with minimum of 1.0			
	1.00	Additional SEL Counselor provided based on student need data (DESSA, Panorama Survey, Discipline, Chronic Absenteeism)			

Health

Nurse	1.00	per school		While there is not a State Standard, 1 Health Service Staff per 1,000 students is recommended	Partial funding
	2.00	per school >750			
	3.00	per school >1,000			
Certified Nursing Assistant (High School Centers)	0.50	per school (one full-time position) <i>0.50 TA conversion</i>			

ACPS Staffing Standard Ratio			Staffing Requirement/Industry Standard		Funding Notes
FTE	Criteria		FTE	Criteria	

School Safety and Security

Comprehensive Middle Schools

Student Safety Coach	1.00	per school			
School Security Officer	1.00	per school			
	2.00	per school >400 students			
	3.00	per school >800 students			Partial Funding

Comprehensive High Schools

Student Safety Coach	1.00	per school			
School Resource Officer	1.00	per school			FY 2025/26 Proposal
School Security Officer	1.00	per school			
	2.00	per school >1,000 students			
	3.00	per school >1,700 students			

English Learners (EL)

The ratios below provide a baseline for designing English Learner (EL) programs which should focus on meeting and exceeding the WIDA English Development standards. Ratios provided are not exact ratios of teachers to students, but rather a starting point for considering staffing needs to support students at different levels of English language proficiency.

Beginning in 2024-25 ACPS will adhere to new VDOE staffing standards but will use WIDA Screener and Alternate ACCESS scores as part of calculations for ratio levels, rather than categorize these students in the Other ratio.

Level 1	1.00	Teacher per 20 EL students	1.00	Teacher per 20 EL students	
Level 2	1.00	Teacher per 30 EL students	1.00	Teacher per 30 EL students	
Level 3	1.00	Teacher per 40 EL students	1.00	Teacher per 40 EL students	
Level 4	1.00	Teacher per 50 EL students	1.00	Teacher per 50 EL students	
Other	1.00	Teacher per 100 EL students	1.00	Teacher per 100 EL students	

ACPS Staffing Standard Ratio		Staffing Requirement/Industry Standard		Funding Notes
FTE	Criteria	FTE	Criteria	

School-based Classified

Elementary Schools

Principal	1.00	per school	0.50	per school	
	1.00	per school	1.00	per school >300 students	
Assistant Principal	2.00	per school >700 students or >300 economically disadvantaged students 2-year avg including preschool enrollment	0.50	per school >600 students	
			1.00	per school >900 students	
Clerical (12-month OA/Bookkeeper)	2.00	per school	0.50	per school	
Clerical (10-month OA)	0.50	per school >500 students (2.50 clerical total)	1.00	per school >300 students	

Comprehensive Middle Schools

Principal	1.00	per school	1.00	per school	
Assistant Principal	1.00	per school			
	2.00	per school >800 students or >300 economically disadvantaged students 2-year average	1.00	per school for each 600 students	
Clerical (12-month OA/Bookkeeper)	2.00	per school	1.00	per school	
Clerical (10-month OA)	0.50	per school >600 students (2.50 clerical total)	1.00	additional for each 600 students beyond 200 students	

Comprehensive High Schools

Principal	1.00	per school	1.00	per school	
Assistant Principal (12-mo)	2.00	per school			
	3.00	per school >1,000 students or	1.00	per school for each 600 students	
	4.00	per school >1,700 students 2-year average			
Assistant Principal (12-mo)	1.00	per school > 600 economically disadvantaged students 2-year average			
Clerical 12-mo Bookkeeper 12-mo Database/Registrar 12-mo Front Office 12-mo Timekeeper 11-mo Sub Coord/Other 11-mo Attendance 10-mo Attendance Clerical 10-month attendance Clerical 12-mo AP support Clerical 12-mo Registrar	7.00	per school	1.00	per school	
	1.00	per school > 300 economically disadvantaged students	1.00	additional for each 600 students beyond 200	
	1.00	per school > 1,700 students			
	1.00	per school > 1,700 students			

High School Centers

Principal	1.00	per school			
Clerical (12-mo OA/Bookkeeper)	1.00	per school			

ACPS Staffing Standard Ratio			Staffing Requirement/Industry Standard		Funding Notes
FTE	Criteria		FTE	Criteria	

Athletics

Comprehensive High Schools

Athletic Director	1.00	per school			
Athletic Trainer	1.33	per school			
Athletic Clerical (12-mo OA)	1.00	per school			

Instruction

Instructional Coach (Including Title II)	1.00	per 40 teachers (by school)			Reduced by 10.0 FTE in FY 2025/26; Partial funding
Instructional Coach (Including Title II)	1.00	per 20 novice teachers (division-wide)			
Equity Coordinator	1.00	per 500 teachers (division-wide)			
Curriculum Coordinator	1.00	up to 7,500 K-12 students for Math			
	1.00	up to 7,500 K-12 students for English			
	1.00	up to 15,000 K-12 students for Science & Social Studies			
	1.00	up to 15,000 K-12 students for Differentiation			
	1.00	up to 15,000 K-12 students for Career & Technical Education			
	1.00	up to 15,000 K-12 students for Fine Arts			
	1.00	up to 15,000 K-12 students for Title I			
	1.00	up to 800 preschool students for Preschool			

Technology

School-Based Learning Technology Integrator (LTI) Teacher	1.00	per 1,000 students in preschool to 12 th grade (approx.)	2.00	per 1,000 students in grades kindergarten through 12, one to provide technology support and one to serve as an instructional technology resource teacher	
School-Based Technical Support Specialists	1.00	per 1,000 students in preschool to 12 th grade (approx.)			
IT Staff (All)	1.00	per 45 employees	1.00	per 45 employees (Workforce 75 th percentile for organizations for 1,000 to 5,000 employees)	

ACPS Staffing Standard Ratio			Staffing Requirement/Industry Standard		Funding Notes
FTE	Criteria		FTE	Criteria	

Building Services

Elementary Schools

Lead Custodian	1.00	per school			
Custodian	1.00	per 17,000 sq-ft	1.00	per 17,000 sq-ft (APPA Level 2)	

Comprehensive Middle Schools

Lead Custodian	1.00	per school			
Custodian	1.00	Per 21,000 sq-ft	1.00	per 21,000 sq-ft (APPA Level 2)	

Comprehensive High Schools

Building Manager	1.00	per school			
Custodial Supervisor	1.00	per school			
Custodian	1.00	per 22,000 sq-ft	1.00	per 22,000 sq-ft (APPA Level 2)	

Multi-School

Custodian – Floating		# of Regular Custodians * Average leave hours per year / 2,080		# of Regular Custodians * Average leave hours per year / 2,080	Partial Funding
Custodian – Zone Supervisor	3.00	division-wide			

Department-Based

Maintenance	1.00	per 62,000 sq-ft	1.00	per 62,500 sq-ft (APPA Level 2)	
Grounds (Regular)	1.00	per 68 acres	1.00	per 10 acres	
Grounds (Seasonal)	1.00	per 100 acres			
Support Staff	1.00	per 620,000 sq-ft	1.00	per 620,000 sq-ft	

Transportation

Lead Bus Driver	1.00	per school			
Bus Driver – Regular	1.00	per route, includes Lead Bus Drivers (routes are designed with maximum on-bus times of 1.0 hour for elementary students and 1.5 hours for middle and high students)			Partial Funding
Bus Driver – Relief	1.00	per 20 Regular Bus Drivers (approx.)			
Bus Driver – Special Education		as needed per school			
Transportation Assistants	1.00	per Special Education Bus			
Activity Driver	1.00	per 2,800 students (approx.)			
Mechanics	1.00	per 70 vehicles maintained (approx.)			

Human Resources

Human Resources	1.03	per 100 employees	1.00	per 100 employees (Society for Human Resource Management)	
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Extended Day Enrichment Programs (EDEP)

Site Facilitator	1.00	per school			
Teacher	1.00	per 18 students	1.00 1.00	per 18 students (ages 5-8) per 20 students (ages 9+)	
Teaching Assistant	1.00	as required, based on Special Education student IEP			