# Staffing Standards

## Purpose

The purpose of the staffing standards is to foster equity across schools; however, if an individual school wishes to deviate from a particular standard for a reason related to its School Strategic Plan, a waiver process has been established.

## Staffing Requirements

Where applicable, minimum staffing requirements as required by state code in the Standards of Quality (SOQ), or industry standards, are included as a point of comparison.

https://law.lis.virginia.gov/vacode/title22.1/chapter13.2/section22.1-253.13:2/

## Organization

The standards are organized by school-based program categories and positions, followed by department positions. Special Education and Preschool standards are provided last. The staffing categories are:

**General Education and Intervention**

- General Education
- Elementary Art, Music, and Physical Education
- Library Media
- Talent Development
- Intervention

**Student Services and Special Education**

- School Counseling
- Mental Health Support Specialists (MHSS)
- Health
- School Safety & Security
- English Learners (EL)
- Special Education
- Preschool

**School-Based Classified**

- Principals, Assistant Principals
- On-Site Administrators
- Clerical
- Athletics

**Departments**

- Instruction
- Technology
- Building Services
- Transportation Services
- Human Resources
- Extended Day Enrichment Programs (EDEP)

## Review

Staffing standards are reviewed on a three-year cycle and technical clarifications may be made annually. Changes are proposed during the budget development process.

Year 1: General Education and Intervention, Departments Group 1-6
Year 2: Student Services and Special Education, Departments Group 7-12
Year 3: School-based Classified Positions, Departments Group 13-18

## 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<br>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<br>24 in grades one, two, and three with no class being larger than 30 students | Increased by 0.25 students in FY 2025/26 |
| Classroom Teacher 4-5 | 1.00 | 22.50 students | 1.00 | 25 in grades four through six with no class being larger than 35 students | |
| Classroom Teacher K-5 | | additional assigned for dual language immersion program to maintain even numbers of dual sections | | | 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<br>*9.0 Total FTE funded division-wide* |
| Teaching Assistant K-1 | 0.28 | 4-hour TA per K-1 classroom<br>*4/7.25 hrs per day*<br>*0.50 TA conversion* | | | |
| Teaching Assistant & EDEP Assistant (instructional portion) | 0.25 | 4-hour TA per school<br>*4/8 hrs per day*<br>*0.50 TA conversion* | | | |
| School Based Substitute (Teaching Assistant) | 0.50<br>1.00<br>1.50<br>0.50 | per school (one full-time position)<br>per school >350 students (two full-time positions)<br>per school >700 students (three full-time positions)<br>additional assigned to schools with an average substitute fill rate below 40%<br>*2-year avg, including preschool enrollment*<br>*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<br>1.00 | 25 in grades four through six with no class being larger than 35 students<br>24 in English classes in grades six through eight | Increased by 0.25 students in FY 2025/26 |
| Class Size Reduction | 1.00 | 70 economically disadvantaged students | | | |
| Reading Specialist | 1.00<br>2.00<br>3.00 | per school<br>per school > 250 economically disadvantaged students<br>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<br>*9.0 Total FTE funded division-wide* |
| Testing Specialist | 0.50 | per school | | | |
| School Based Substitute (Teaching Assistant) | 0.50<br>1.00<br>1.50<br>0.50 | per school (one full-time position)<br>per school >400 students (two full-time positions)<br>per school >800 students (three full-time positions)<br>additional assigned to schools with an average substitute fill rate below 40%<br>*2-year average*<br>*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 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<br>2.00<br>3.00 | per school<br>per school > 250 economically disadvantaged students<br>per school > 500 economically disadvantaged students | | | |
| Tiered Services | 1.00 | per 200 economically disadvantaged students | | | |
| Testing Specialist | 0.50<br>0.75<br>1.00 | per school >1,000 students<br>per school >1,500 students<br>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<br>1.50<br>2.00<br>0.50 | per school (two full-time positions)<br>per school >1,000 students (three full-time positions)<br>per school >1,700 students (four full-time positions)<br>additional assigned to schools with an average substitute fill rate below 40%<br>*2-year average*<br>*0.50 TA conversion* | | | *5.0 Total FTE funded division-wide* |
| Scholars Studio Lead Planning Time | 0.17 | per studio lead | | | FY 2025/26 Proposal |
| ***High School Centers*** | | | | | |
| Classroom Teacher | 1.33<br>0.34<br>0.67 | per grade level that has enrollment at each studio for specialized studio classes for each grade level enrollment<br>>20 total students (>10 daily students) for Core Academic Classes for each grade level enrollment<br>>40 total students (>20 daily students) for Core Academic Classes for each grade level enrollment | | | Clarified in FY 2025/26 |

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

| | ACPS Staffing Standard Ratio | | Staffing Requirement/Industry Standard | | Funding Notes |
|---|---|---|---|---|---|
| | FTE | Criteria | FTE | Criteria | |
| ***Library Media*** | | | | | |
| ***Elementary Schools*** | | | | | |
| Media Specialist/Teacher | 0.80<br>1.00 | per school<br>per school >285 students<br>*Including preschool enrollment* | 1.00<br>1.00 | part-time per school<br>per school >300 students | |
| Media Teaching Assistant | 0.28 | per school >600 students<br>*Including preschool enrollment*<br>*0.50 TA Conversion* | | | |
| ***Comprehensive Middle Schools*** | | | | | |
| Media Specialist/Teacher | 1.00<br>2.00 | per school<br>per school >1,000 students | 0.50<br>1.00<br>2.00 | per school<br>per school >300 students<br>per school >1,000 students | Reduced in FY 2025/26 to eliminate partial FTE. |
| Media Teaching Assistant | 0.28<br>0.50 | per school >600 students<br>per school >750 students<br>*0.50 TA conversion* | 1.00 | per school >750 students | |
| ***Comprehensive High Schools*** | | | | | |
| Media Specialist/Teacher | 2.00 | per school | 0.50<br>1.00<br>2.00 | per school<br>per school >300 students<br>per school >1,000 students | |
| Media Teaching Assistant | 0.50 | per school >750 students<br>*0.50 TA conversion* | 1.00 | per school >750 students | |
| ***Talent Development*** | | | | | |
| ***Elementary Schools*** | | | | | |
| Teacher | 0.50<br>0.60<br>0.70<br>1.00 | per school<br>per school >200 students<br>per school >250 students<br>per school >300 students | | | |
| ***Comprehensive Middle Schools*** | | | | | |
| Teacher | 1.00 | per school | | | |
| ***Comprehensive High Schools*** | | | | | |
| Teacher | 1.00 | per school | | | |

| | ACPS Staffing Standard Ratio | | Staffing Requirement/Industry Standard | | Funding Notes |
|---|---|---|---|---|---|
| | FTE | Criteria | FTE | Criteria | |
| **School Counseling** | | | | | |
| ***Elementary Schools*** | | | | | |
| School Counselor | 1.00<br>1.50<br>2.00 | per school<br>per school >575 students<br>per school >625 students<br>*Including preschool enrollment* | 1.00 | one hour per day per 100 students<br>per school >500 students<br>one hour per day additional time per 100 students<br>or major fraction thereof | |
| ***Comprehensive Middle Schools*** | | | | | |
| School Counselor (11-mo)<br>School Counselor (10-mo) | 1.00<br>1.00<br>1.00 | per school<br>per school<br>additional > 625 students<br>or >300 economically disadvantaged students<br>*Higher of 2-year allocation used* | 1.00 | one period per 80 students<br>per school >400 students<br>one additional period per 80 students<br>or major fraction thereof | Clarified in FY 2025/26 |
| Counseling Clerical (11-mo OA) | 1.00 | per school | | | |
| STEP | 0.50 | STEP TA per school (one full-time position)<br>*0.50 TA Conversion* | | | Reduced in FY 2025/26 |
| ***Comprehensive High Schools*** | | | | | |
| School Counselor (12-mo)<br>School Counselor (10-mo) | 1.00<br>1.00<br>1.00 | per school<br>per school<br>additional per 250 students over 375<br>*Higher of 2-year allocation used* | 1.00 | one period per 70 students<br>per school >350 students<br>one additional period per 70 students<br>or major fraction thereof | Clarified in FY 2025/26 |
| Counseling Director (12-mo) | 1.00 | per school | | | |
| Counseling Clerical (12-mo OA) | 1.00 | per school | | | |
| STEP | 0.50 | STEP TA per school (one full-time position)<br>*0.50 TA Conversion* | | | Reduced in FY 2025/26 |
| School Counselor (High School Centers) | 1.00 | per school | | | |
| **Social Emotional Learning (SEL)** | | | | | |
| Mental Health Support Specialist (MHSS) | 1.00<br>1.00 | per 750 students (rounded), with minimum of 1.0<br>Additional SEL Counselor provided based on student need data (DESSA, Panorama Survey, Discipline, Chronic Absenteeism) | | | |
| **Health** | | | | | |
| Nurse | 1.00<br>2.00<br>3.00 | per school<br>per school >750<br>per school >1,000 | | While there is not a State Standard, 1 Health Service Staff per 1,000 students is recommended | *Partial funding* |
| Certified Nursing Assistant (High School Centers) | 0.50 | per school (one full-time position)<br>*0.50 TA conversion* | | | |

| | 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<br>2.00<br>3.00 | per school<br>per school >400 students<br>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<br>2.00<br>3.00 | per school<br>per school >1,000 students<br>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.<br><br>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 | |
| **School-based Classified** | | | | | |
| ***Elementary Schools*** | | | | | |
| Principal | 1.00 | per school | 0.50<br>1.00 | per school<br>per school >300 students | |
| Assistant Principal | 1.00<br>2.00 | per school<br>per school >700 students or >300 economically disadvantaged students<br>*2-year avg including preschool enrollment* | 0.50<br>1.00 | per school >600 students<br>per school >900 students | |
| Clerical (12-month OA/Bookkeeper)<br><br>Clerical (10-month OA) | 2.00<br><br>0.50<br><br>1.00 | per school<br><br>per school >500 students (2.50 clerical total)<br>per school >600 students (3.0 clerical total)<br>or >300 economically disadvantaged students (3.0 clerical total)<br>*2-year avg including preschool enrollment* | 0.50<br><br>1.00 | per school<br><br>per school >300 students | |

| | ACPS Staffing Standard Ratio | | Staffing Requirement/Industry Standard | | Funding Notes |
|---|---|---|---|---|---|
| | FTE | Criteria | FTE | Criteria | |
| **School-based Classified** | | | | | |
| ***Comprehensive Middle Schools*** | | | | | |
| Principal | 1.00 | per school | 1.00 | per school | |
| Assistant Principal | 1.00<br>2.00 | per school<br>per school >800 students or >300 economically disadvantaged students<br>*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<br>3.00<br>4.00 | per school<br>per school >1,000 students or<br>per school >1,700 students<br>*2-year average* | 1.00 | per school for each 600 students | |
| Assistant Principal (12-mo) | 1.00 | per school > 600 economically disadvantaged students<br>*2-year average* | | | |
| Clerical<br>12-mo Bookkeeper<br>12-mo Database/Registrar<br>12-mo Front Office<br>12-mo Timekeeper<br>11-mo Sub Coord/Other<br>11-mo Attendance<br>10-mo Attendance | 7.00 | per school | 1.00<br>1.00 | per school<br>additional for each 600 students beyond 200 | |
| Clerical 10-month attendance | 1.00 | per school > 300 economically disadvantaged students | | | |
| Clerical 12-mo AP support | 1.00 | per school > 1,700 students | | | |
| Clerical 12-mo Registrar | 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 12th 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 12th grade (approx.) | | | |
| IT Staff (All) | 1.00 | per 45 employees | 1.00 | per 45 employees (Workforce 75th 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) | |
| **Extended Day Enrichment Programs (EDEP)** | | | | | |
| Site Facilitator | 1.00 | per school | | | |
| Teacher | 1.00 | per 18 students | 1.00<br>1.00 | per 18 students (ages 5-8)<br>per 20 students (ages 9+) | |
| Teaching Assistant | 1.00 | as required, based on Special Education student IEP | | | |

## Special Education Staffing Standards

Albemarle County Public Schools has a three-phased process when providing schools with special education staffing.

1. Projected staffing for the following school year, shared in January with principals;
2. Final staffing based on updated caseloads and enrollment data, provided in late May/early June; and
3. Ongoing monitoring from September – June of the school year of additional needs.

### Virginia Staffing Facts

Virginia calculates appropriate staffing levels according to building averages. A building average must not exceed 20 points. To calculate "points" look at the student's weekly percentage of special education services: 1-49% = 1 point, 50-100% = *2.5 points

If a student has 50%+ and a diagnosis of Autism or Multiple Disabilities, they are considered 3.3 points.
*If a teacher has a TA assigned to their program, all 2.5 points are adjusted to 2.0 points and 3.3 to 2.5
Classroom Limitations as Defined by Virginia Regulations: 11 students with IEPs of varying ability levels in one classroom. 14 students with IEPs of similar ability levels in one classroom.

### ACPS Special Education Staffing

Within the last 5 years, Albemarle County has worked to firm up staffing standards in order to enhance the predictability of needs across the division and within each of its schools/programs. It should be noted that staffing standards are used as guides vs. hardline rules. Group dynamics, individual student needs budgetary limitations and staffing and building capacity all are considered when making final determinations.

#### STAFFING STANDARDS: PRESCHOOL

- **Central Preschool Evaluation Team**
  - FTE ESCE Teacher, 1.0 FTE Speech Pathologist and 1.0 FTE Psychologist
- **Special Education Preschool (GENERAL)**
  - **ESCE Classroom:** Up to 8 children with IEPs/4 typically developing children: 1 Teacher, 2 TAs
  - **"6 and 6" ESCE Classroom:** Up to 6 children with IEPS/6 typically developing children: 1 Teacher, 2 TAs
  - **Blended/Supported Regular Classroom:** (In addition to standard program structure) 4 children with disabilities in a regular pre-K classroom: 1 TA
- **Special Education Preschool (Autism Classroom)**
  - 5-6 children with Autism: 1 Teacher, 3 Autism Assistants
  - 7-8 children with Autism: 1 Teacher, 4 Autism Assistants
- **Bright Stars**
  - 12 children eligible for Virginia Preschool Initiative (Bright Stars/VPI) and 4 children with disabilities: 1 Teacher, 2 TAs
  - 18 children eligible for Virginia Preschool Initiative (Bright Stars/VPI): 1 Teacher, 1 TA

### STAFFING STANDARDS: A-BASE (Building Appropriate Supports with Evidence – Autism)

The resource model for children with Autism in the regular education environment.

- **Elementary A-BASE**
  - 5-6 students: 1 Teacher, 3 Austism Assistants
  - 7-8 students: 1 Teacher, 4 Autism Assistants
- **Middle/High A-BASE**
  - 5-8 students: 1 Teacher, 2 Autism Assistants

### STAFFING STANDARDS: B-BASE (Building Appropriate Supports with Evidence – Behavior)

The resource model for children with disabilities that present with behavioral challenges who are served in the regular education environment.

- **Elementary B-BASE**
  - 5-8 students: 1 Teacher, 2 Behavior Assistants
- **Middle/High B-BASE**
  - 5-8 students: 1 Teacher, 1 Behavior Assistant

### STAFFING STANDARDS: C-BASE (Building Appropriate Supports with Evidence – Instruction)

*INCLUDES: FUNCTIONAL SKILLS, COMMUNITY-BASED INSTRUCTION, POST HIGH PROGRAMS*
Programs represent self-contained models with inclusive practices focusing on core instruction to students with cognitive impairments that require intensive and repetitive instruction to generalize skills to other environments.

- **Elementary C-BASE**
  - 5-6 students: 1 Teacher, 2-3 Teaching Assistants
  - 7-8 students: 1 Teacher, 3-4 Teaching Assistants
- **Middle/High C-BASE**
  - 5-8 students: 1 Teacher, 2-3 Teaching Assistants

## STAFFING STANDARDS: GENERALIST

This model provides specialized instruction that traditionally has been described as a resource, push-in, pull-out resource, collaborative support, and consultation for students with disabilities.

- **For all instructional/developmental levels**
  - Stat points are totaled and divided by 20. The result is rounded up, typically to the nearest 0.50 FTE.
  - In the spring of 2018, a "safety net" for projected staffing was instituted to better calculate expected increases in student populations during the course of a school year. This also was used to minimize the need for staff to "bulk up" special education services for students to maximize staffing allocations. The "safety net" for projected staffing uses a standard calculation of points of current students as well as students active in the special education evaluation process.
    - The total number of students with disabilities, served by generalists, are divided into two grounds: 60% considered students with disabilities at 2.5 points and the remaining 40% of students are calculated as 1 point students.
    - The total is divided by 20 and the resulting FTE is used as the staffing calculation, encouraging staff to focus their instruction will having a safety net for baseline staffing going into the following year.
    - Special consideration for adult assistance for individual students are considered are a case-by-case basis outside of this calculation.

## STAFFING STANDARDS: RELATED SERVICES

- **Speech and Language Pathologists**
  - 1.00 FTE for an SLP = 2,100 minutes per week, approximately
- **School Psychologists**
  - Each 100 children is a 0.10 FTE of a Psychologist at elementary and middle schools
  - NO school ever gets less than 0.20 (one full day) of a Psychologist
  - High schools are staffed differently (AHS with 1,900 = 1.00 FTE; MoHS with 1,100 = 0.60 FTE; WAHS with 1,000 = 0.40 FTE)
- **Occupational and Physical Therapists**
  - This group is small, we use speech guidelines and consider the extensive travel between schools
  - 1.00 FTE for an OT = 2,100 minutes per week, approximately
- **Specialists**
  - Autism Specialists (Board Certified Behavioral Analysts) to cover Autism Services from PK, K-12 and Post High School (4.00 FTE division-wide)
  - Behavior Specialists (1.00 FTE for elementary, 1.00 FTE for secondary)
  - Learning Disability Specialists (1.00 FTE for elementary, 1.00 FTE for secondary)
  - Teacher for Private Schools Service Plans (1.00 FTE for a caseload of 35-45)
  - Teacher for students with IEPs served by the Children's Services Act (CSA) (1.00 FTE for a caseload of 40-50)