Administrative Staff

If the enrollment numbers exceed the formula as identified in the staffing guidelines within the first 4 weeks of school, a position may be authorized. No positions will be added after the 4th week of school.

Paraprofessional (Office and Instructional – non Special Education)

If the enrollment numbers exceed the formula as identified in the staffing guidelines and hold for 4 weeks, a position may be added. No positions will be added after the 4th week of the 2nd semester.

Paraprofessional (Special Education)

While IDEA does not establish a standard for staff-student ratios or class size, the LEA is required to have a sufficient number of staff to implement student Individualized Education Programs (IEP). If class numbers exceed the recommended ratios as identified in special education ratios by settings, a position may be considered when necessary for implementing student IEPs.

Teachers

Elementary classroom teachers: If the 22:1 ratio is exceeded in K-1 or 24:1 in 2-4, a position may be added. The principal and Assistant Superintendent of Administrative Services will review transfers and classroom space availability and determine if it is in the best interest of students to add a class or to add an educational aide and request a waiver to ensure compliance with Education Code class size requirements. The 22:1 limit is not mandated during the last twelve weeks of the school year.

Intermediate/Middle/High classroom teachers: If the ratio of the sections offered exceeds 27:1 by more than 20 students for 4 consecutive weeks, a position may be added. The principal and Assistant Superintendent of Administrative Services will review transfers and class schedules, analyze staffing usage, and determine if it is in the best interest of students to add a class(es) and/or staffing unit. No positions will be added after the 4th week of the 2nd semester.

Elementary/Intermediate/Middle Co-curricular teachers: If the enrollment numbers exceed the formula as identified in the staffing guidelines and hold for 4 weeks, a position may be added. The principal and Assistant Superintendent of Administrative Services will review transfers and class schedules, analyze staffing usage, and determine if it is in the best interest of students to add a class(es) and/or a staffing unit. No positions will be added after the 4th week of the 2nd semester.

Dyslexia and Special Education teachers: The Assistant Superintendent of Curriculum & Instruction and the principal will review the campus needs and determine if additional staff is needed in order to implement dyslexia services and/or students' IEPs. Follow attached process chart (SPED) IF the standard ratio is exceeded and interfers with implementation of students' Individualized Education Programs, a position may be added. (Dyslexia) If the standard ratio is exceeded for 4 consecutive weeks, a position may be added.

Dyslexia ratios

Staffing	Campus Level	# of students identified
0.5 FTE	Elementary/Intermediate	18
	Middle/High	21

1.0 FTE	Elementary/Intermediate	42
	Middle/High	49
1.5 FTE	Elementary/Intermediate	60
	Middle/High	63
2.0 FTE	Elementary/Intermediate	>61
	Middle/High	>64

Special Education ratios

Staffing	Setting	Average Class Size
1.0 FTE	VAC	15
1.0 FTE + 1.0 paraprofessional	Inclusion, Resource	19
1.0 FTE + 1.0 paraprofessional	STARS	13
1.0 FTE + 1.0 paraprofessional	Adult Transition	10
1.0 FTE + 1.0 paraprofessional	PPCD, LIFE	8
1.0 FTE + 1.0 paraprofessional	PPCD-STACC, STACC, PBS	6
1.0 FTE + 2.0 paraprofessionals	PPCD, LIFE	10
1.0 FTE + 2.0 paraprofessionals	PPCD-STACC, STACC, PBS	8
1.0 FTE + 2.0 paraprofessionals	Life – Medically Fragile	5
1.0 FTE + 3.0 paraprofessionals	Life – Medically Fragile	8
1.0 SLP + 1.0 SLP Asst.	TALK	10

(Note **Severity of student need may dictate alternative ratios)

ESL and Gifted and Talented: Program staffing and structure will be reviewed by the Assistant Superintendent of Curriculum and Instruction and the Assistant Superintendent of Administrative Services after major assessment windows to analyze district needs and determine if additional staff or program structure changes are needed.