

Staffing Formula Book – SY 2026-27
Collier County Public Schools
Student & Staff Projections, Allocations, and Reporting (SSPAR)



STAFFING FORMULA FOR ELEMENTARY SCHOOLS – SY 2026-27

POSITION	ALLOCATION	STAFF FACTOR	COMMENTS
Principal	Per school	1.0	221 days
Assistant Principal	Per school	1.0	209 days
	1,100 – above FTE	1.0 additional	209 days
School Counselor	Per school	1.0	203 days
	750 – 1,099 FTE	0.5	203 days
	1,100 – above FTE	1.0	203 days (additional)
Schools above 750 FTE earn an additional 0.5 School Counselor allocation and those over 1,100 FTE earn 1.0			
Literacy Coach	Per school	1.0	196 days
Media Specialist	Per school	1.0	196 days
ELL Immersion	Formula = Projected weighted ELL FTE / District Total ELL FTE x total earned (schools 32 or greater)		196 days
Classroom Teachers			
Kindergarten	Per 19.0 FTE	1.0	196 days
Grade 1	Per 19.0 FTE	1.0	196 days
Grade 2	Per 19.0 FTE	1.0	196 days
Grade 3	Per 19.0 FTE	1.0	196 days
Grade 4	Per 23.0 FTE	1.0	196 days
Grade 5	Per 23.0 FTE	1.0	196 days
Related Arts K-5			
Art, Music, and Resource	Formula = FTE / 23 (students) / 6 (teacher periods per day) x 0.2 (1 day)		196 days
PE Teachers	Formula = FTE / 23 (students) / 6 (teacher periods per day) x 0.4 (2 days)		196 days
Related Arts allocations rounded to the nearest 0.2 increment.			

STAFFING FORMULA FOR ELEMENTARY SCHOOLS – SY 2026-27 (*continued*)

POSITION	ALLOCATION	STAFF FACTOR	COMMENTS
ELL Tutors	15 or more same language ELL LY students*	1.0	188 days
* A tutor will be employed based on the formula above for ELL LY students speaking the same language. <i>ELL Tutor allocations greater than 1.0 funded from either Title I or Title III.</i>			
ELL Paraprofessional	200 or more same language ELL LY students	1.0	188 days
POSITION	ALLOCATION	STAFF FACTOR	COMMENTS
School Office Manager	Per school	1.0	221 days
General Secretary	Per school	1.0	209 days
General Secretary	Per school	1.0	201 days
General Assistant	Per 160 FTE (<i>above the first 320 FTE</i>)	1.0	186 days
	1 of the above Assistants – 50% of allocation = 1.0 unit		188 days
Media Resource Assistant	Per school	1.0	186 days
Data Entry Clerk	Per school	1.0	209 days
Safe School Assistant	Per school (contingent upon FL DOE categorical funding). This position may not be traded for other staff.	1.0	186 days

STAFFING FORMULA FOR MIDDLE SCHOOLS – SY 2026-27

POSITION	ALLOCATION	STAFF FACTOR	COMMENTS
Principal	Per school	1.0	228 days
Assistant Principal C&I	Per school	1.0	216 days
Assistant Principal	Per school	1.0	209 days
	Over 1,300 FTE	2.0	209 days
<i>Schools above 1,300 FTE earn an additional 1.0 allocation for Assistant Principal.</i>			
School Counselor	0 – 499 FTE	1.0	206 days (One Unit)
	500 – 799 FTE	1.5	196 days
	800 – 1,099 FTE	2.0	196 days
	1,100 – 1,399 FTE	2.5	196 days
	Over 1,400 FTE	3.0	196 days
Literacy Coach	Per school	0.5	196 days
<i>SY 25-26 allocated at 1.0; reviewed annually and contingent upon available funding</i>			
Media Specialist	Per school	1.0	196 days
CLASSROOM TEACHERS			
Core	Per 19.0 FTE Title I / Per 20.0 FTE non-Title I	1.0	196 days
Non-core	Per 31.5 FTE	1.0	196 days
<i>Sum of allocations rounded to the nearest tenth.</i>			
POSITION	ALLOCATION	STAFF FACTOR	COMMENTS
ELL Tutors	15 or more same language ELL LY students*	1.0	188 days
* A tutor will be employed based on the formula above for ELL LY students speaking the same language. <i>ELL Tutor allocations greater than 1.0 funded from either Title I or Title III.</i>			
ELL Paraprofessional	200 or more same language ELL LY students	1.0	188 days

STAFFING FORMULA FOR MIDDLE SCHOOLS – SY 2026-27 (*continued*)

POSITION	ALLOCATION	STAFF FACTOR	COMMENTS
School Office Manager	Per school	1.0	228 days
General Secretary	Per school	1.0	201 days
Assistant Principal Secretary	Per school	1.0	216 days
Data Entry Clerk	Per school	1.0	209 days
Guidance Secretary	Per school	1.0	206 days
Accounting Clerk	Per school	0.5	196 days
ASSISTANTS			
Assistant General	Per 250 FTE (above the first 500 FTE) 50% of allocation = 1.0 unit	1.0	186 days
Safe School Assistant	Per school (contingent upon FL DOE categorical funding). This position may not be traded for other staff.	0.5	186 days
Assistant ISS	Per school	1.0	186 days

STAFFING FORMULA FOR HIGH SCHOOLS – SY 2026-27

POSITION	ALLOCATION	STAFF FACTOR	COMMENTS
Principal	Per school	1.0	250 days
Assistant Principal: Curriculum & Instruction	Per school	1.0	223 days
Assistant Principal: Attendance & Discipline	Per school of 1,250 FTE or above	1.0	209 days
Assistant Principal	1,250 – 1,499 FTE	0.5	209 days
	1,500 – 1,749 FTE	1.0	209 days
	1,750 – 1,999 FTE	1.5	209 days
	2,000 – 2,249 FTE	2.0	209 days
	2,250 – above FTE	2.5	209 days
Activity Coordinator	Per school	1.0	211 days
School Counselor	1,000 – 1,249 FTE	2.5	216 days (One allocation)
	1,250 – 1,499 FTE	3.0	196 days
	1,500 – 1,749 FTE	4.0	196 days
	1,750 – 1,999 FTE	5.0	196 days
	2,000 – 2,249 FTE	6.0	196 days
	2,250 – above FTE	7.0	196 days
School Counselor (support Gifted/Advanced students)	Per school (except LWH)	1.0	196 days
Media Specialist	Per school	1.0	196 days
Testing Coordinator	Per school	1.0	196 days
Literacy Coach	Per school	0.5	196 days
<i>SY 25-26 allocated at 1.0; reviewed annually and contingent upon available funding</i>			
Classroom Teachers			
Core	Per 20.0 students projected Title I* / Per 21.0 students projected non-Title I*	1.0	196 days
Non-Core	Per 25.0 students projected (Includes 1.0 ROTC)*	1.0	196 days
ROTC	1.0 for each assigned FTE from school's basic non-core allocation	1.0	230 days
* Projected month 1 Membership aggregate (Basic, ELL, Voc., ESE (54%)); minus full-time dual enrollment students, study hall period count, and FLVS course count, to be distributed based upon prior-year Core and Non-Core percentage.			
POSITION	ALLOCATION	STAFF FACTOR	COMMENTS
School Office Manager	Per school	1.0	250 days
General School Secretary	Per school	1.0	201 days
Assistant Principal Secretary	Per Allocated AP		
<i>Attendance/Discipline</i>		1.0	209 days
<i>Curriculum/Instruction</i>		1.0	223 days
Data Entry Clerk	Per school	1.0	209 days

STAFFING FORMULA FOR HIGH SCHOOLS – SY 2026-27 (*continued*)

POSITION	ALLOCATION	STAFF FACTOR	COMMENTS
Activity Coordinator's Secretary	Per school	1.0	211 days
Guidance Secretary	Per school	1.0	216 days
School Receptionist	Per school	1.0	216 days
Bookkeeper	Per school	1.0	216 days
ASSISTANTS			
Assistant General	Per 700 FTE (above the first 700) 50% of allocation = 1.0 unit	1.0	186 days
Assistant Media Resource	Per school	1.0	186 days
ISS Assistant	Per school	1.0	186 days
Driver Ed. Paraprofessional	Determined at District		186 days
ELL STAFFING			
A tutor will be employed based on the following formula for ELL LY students speaking the same language. This includes Paraprofessionals which take the place of 1 Spanish tutor. <i>ELL tutor allocations greater than 1.0 funded from either Title I or Title III.</i>			
ELL Tutors	15 LY students + (same language)	1.0	188 days
ELL Paraprofessional	200 LY + (same language)	1.0	188 days
SUMMER EXTENSIONS			
Authorized according to the following formula: 20 days per school, plus			
	Per 55 wFTE	1.0	1 day*
*Contingent upon Superintendent approval of full formula funding & Leadership Director approval of planned use of hours			

STAFFING FORMULA FOR BASIC AND VOLUNTARY PREK & EXCEPTIONAL STUDENT EDUCATION PROGRAMS – SY 2026-27

POSITION	ALLOCATION	STAFF FACTOR	COMMENTS
Teacher – PreK Basic	Per 19.0 Grant-funded membership	1.0	196 days
Assistant – PreK Basic	Per Grant-funded unit	1.0	188 days
EXCEPTIONAL STUDENT EDUCATION PROGRAM			
Program	ESE % of FTE For Staffing	ESE Staffing Ratio (Teacher Equivalent)	ESE Basic % of FTE For Staffing
111	35.7	10.55	64.3
112	42.2	10.75	57.8
113	46.0	11.55	54.0
254	94.0	4.0	6.0
255	100.0	3.0	0.0
DOE program levels 111 (Elementary), 112 (Middle), and 113 (High) incorporate the former 251, 252 and 253 matrix codes. Due to the blending of 251, 252, and 253 matrices at each of the respective program levels in the above formula, some site/program specific adjustments may be necessary. When applicable, the department of Exceptional Student Education (ESE) reserves the right, in consultation with the school, to adjust the allocated FTE as necessary to meet the program needs of all schools. Teacher equivalents generated from the above ESE formula used to fund program specific allocations per the <u>Recommended Staffing Guideline for PreK-12 Exceptional Student Education</u> .			

STAFFING FORMULA FOR ALTERNATIVE SCHOOLS PROGRAM – SY 2026-27

POSITION	ALLOCATION	STAFF FACTOR	COMMENTS
Principal	Per District	1.0	250 days
Assistant Principal	Per District	2.0	250 & 209 days
Guidance Counselor	Per District	2.0	230 days
School Office Manager	Per District	1.0	250 days
Data Entry Clerk	Per District	1.0	230 days
Bookkeeper	Per District	0.5	216 days
Secretary to Assistant Principal	Per District	1.0	250 days
General Secretary	Per District	1.0	201 days
General Secretary	Per District	0.5	230 days
General Secretary – ESE	Per District	0.5	196 days
Facility Manager	Per District	0.09	250 days
NEW BEGINNINGS – NAPLES			
POSITION	ALLOCATION	STAFF FACTOR	COMMENTS
Lead Teacher	Per Site	1.2	196 days
Teacher*	Per 16 FTE	1.0	196 days
<i>*1.0 allocation is provided as an Inclusion Teacher and charged to ESE</i>			
Alt. Ed. Assistant	Per 16 FTE	1.0	188 days
Alt. Ed. Specialist	Per 40-79 FTE	1.0	196 days
General Secretary	Per Site	0.5	230 days
PHOENIX – IMMOKALEE			
POSITION	ALLOCATION	STAFF FACTOR	COMMENTS
Lead Teacher	Per Site	1.0	196 days
<i>*Lead Teacher supplement traded towards Discipline Asst. at Phoenix-Immokalee</i>			
Alt. Ed. Assistant	Per Site	0.5	186 days
TAPP			
POSITION	ALLOCATION	STAFF FACTOR	COMMENTS
Lead Teacher	Per Site	1.2	196 days
Teacher	Per 30-60 FTE*	1.0	196 days
<i>*FTE refers to earned FTE in grades 4-8 and 9-12. FTE earned in the daycare is not applicable.</i>			
Social Worker	Per Site	1.0	230 days
Assistant*	Per		
	1-12 FTE	1.0	186 days
	13-24 FTE	2.0	186 days
	25-36 FTE	3.0	186 days
DETENTION CENTER			
POSITION	ALLOCATION	STAFF FACTOR	COMMENTS
Lead Teacher	Per Site	1.2	250 days
Teacher	Per		
	1-29 students	1.0	250 days
	30-59 students	2.0	250 days
Alt. Ed. Assistant	Per		
	1-29 students	1.0	250 days
	30-59 students	2.0	250 days
Secretary	Per Site	1.0	250 days

STAFFING FORMULA FOR ALTERNATIVE SCHOOLS PROGRAM – SY 2026-27

NEW BEGINNINGS - IMMOKALEE			
POSITION	ALLOCATION	STAFF FACTOR	COMMENTS
Lead Teacher*	Per 1-15 students	2.0	196 days
<i>*Lead Teacher Supplement traded for Discipline Assistant at New Beginnings – Immokalee</i>			
Teacher	Per		
	16-30 students	3.0	196 days
	31-45 students	4.0	196 days
Alt. Ed. Teacher	Per		
	1-22 students	1.0	186 days
	23-29 students	2.0	186 days
Alt. Ed. Specialist	Per Site	1.0	196 days
Assistant	Per Site	1.0	196 days
Facility Manager	Per Site	0.10	250 days
PHOENIX – NAPLES			
POSITION	ALLOCATION	STAFF FACTOR	COMMENTS
Lead Teacher	Per Site	1.2	196 days
Teacher	Per		
	1-15 students	1.0	196 days (all)
	16-30 students	2.0	
	31-45 students	3.0	
	46-60 students	4.0	
	61-75 students	5.0	
	76-90 students	6.0	
Alt. Ed. Assistant	Per		
	1-22 students	1.0	186 days (all)
	23-44 students	2.0	
	45-66 students	3.0	
	67-88 students	4.0	
BEACON HIGH SCHOOL			
POSITION	ALLOCATION	STAFF FACTOR	COMMENTS
Teacher / Guidance	Per 21.0 FTE	1.0	236 days
<i>*Allocation used for a teacher or counselor depending on the needs of the program.</i>			
<i>**Staffing based on October membership for class size compliance in lieu of FTE.</i>			
Guidance Secretary	1-500 students	1.0	236 days
Alt. Ed. Assistant	1-500 students	1.0	236 days

STAFFING CONVERSION TABLE

POSITION	RATIO
Assistant Principal (Elem.)	1.400
AP 209	1.300
Professional Support / Teacher (196 days)	1.000
Professional Support / Teacher (236 days)	1.300
Professional Support / Teacher (250 days)	1.500
School Office Manager (E)	0.600
General Secretary	0.450
Data Entry Clerk	0.500
Bookkeeper	0.600
General Assistant (A Level)	0.400
Tutor (B Level)	0.400
ESE Assistant, ESE PreK Assistant (C Level)	0.400
ISS Assistant (D Level)	0.450