TULSA PUBLIC SCHOOLS

School Staffing Plan for 2026-2027

TULSA PUBLIC SCHOOLS



Table of Contents

Click links to view each section

1. How Our Staffing Plan Works
2. Summary of School Program Types
3. Elementary School Staffing Plan
    a. All Elementary Schools
    b. Traditional Elementary
    c. Montessori Elementary
    d. Multilingual Elementary Programs
    e. Program-Specific Staffing
    f. Staffing Conversion Rules
4. Secondary School Staffing Plan
    a. Standalone Middle School
    b. Standalone High School
    c. Combined 6-12 Sites:
    d. Program-Specific Allocations
    e. Conversion Rules
5. Alternative Schools
6. Special Centers



How Our Staffing Plan Works



Introduction to the Staffing Plan

The School Staffing Plan is a detailed set of guidelines that Tulsa Public Schools uses to determine how staff is allocated to sites each year. These allocations serve as a starting point for school leaders as they develop their school plans.

While staffing guidelines vary by school type, the School Staffing Plan generally consists of five components:

1. **Instructional Staff for General Education.** Determines the number of General Education Teachers and Teacher Assistants each site receives by setting target and max student-to-teacher ratios.
2. **Instructional Staff for Special Populations.** Determines the number of English Language Development and Special Education Teachers each site needs to meet state requirements and target caseloads.
3. **Student Support Staff.** Determines the number of non-instructional student support providers each site receives based on its enrollment.
4. **Administrative & Clerical Staff.** Determines the number of administrative and clerical staff each site receives based on its enrollment.
5. **Program-Specific Allocations.** Provides allocations to sites to support specific academic programs or supports, such as Gifted & Talented or Itinerant Fine Art Teachers.

While most site allocations are determined through the guidelines above, sites may receive additional site-specific staffing at the discretion of the district leadership. These additional positions are allocated to sites with unique needs or program designs that are not reflected elsewhere.

Overview of Annual Staffing Plan Milestones

Timing	Milestones
Fall & Winter	• Team Finance estimates the level of funding available for the staffing plan based on revenue projections of the following school year. • Input is gathered from School Leaders, Instructional Leadership Directors and the Teaching and Learning team on program- and site-specific priorities. • Senior leaders review the staffing plan to determine if changes need to be made to based on the district's strategic focus.
Spring	• On an annual basis, the staffing plan for the upcoming school year is presented to the board for approval in the spring. • The staffing plan along with student enrollment projection is used to generate initial allocations for staff at each school site.

Note: Outside of this process, the Superintendent may choose to modify staffing allocations as needed to meet new or changing district needs.

Enrollment Projections & Rebalance

To calculate the number of allocations each site will earn for the following school year, TPS uses enrollment projections, or estimates of how many students will enroll at each site in the fall. These projections are based on a variety of inputs, including historic trends and data gathered from student registrations during the enrollment window.

Since actual enrollment may be higher or lower than the district's original projections, site allocations are adjusted based on the number of students that are enrolled on a designated day near the beginning of the school year, which is often the 10th day of school. This process, called Rebalance, ensures that there is sufficient staffing to support each site.

During Rebalance, sites may experience one of two types of adjustments:

- Sites whose actual enrollment falls below their original enrollment projections may have staff reassigned to other sites with greater staffing needs
- Sites whose actual enrollment exceed their original enrollment projections may gain new staff allocations to support

Each year, rebalance decisions are reviewed thoroughly to minimize disruption to schools. The methodology used for rebalancing staff may vary from year to year depending on district-wide staffing needs.



TULSA PUBLIC SCHOOLS

Summary of Program Staffing Models



Summary Program Staffing Models

School Type	Program Description *Click links to see the staffing plan for each program*
Elementary	Traditional: Sites serving students in Pre-K through 5th through a standard elementary program model
	Montessori: Sites serving students through a Montessori model with specialized program design, multi-age classrooms, and self-paced learning
	Multilingual: Sites implementing one-way language programs, two-way language programs, or language immersion programs
Secondary	Standalone Middle School: Sites serving students in grades 6-8 at a standalone campus
	Standalone High School: Sites serving students in grades 9-12 at a standalone campus
	Combined 6-12 Sites: Sites serving students in grades 6-12 with middle and high school programs on the same campus
Alternative & Special Center	Alternative: Sites that provide specialized settings for students who need non-traditional pathways for personal, academic, and social success
	Special Centers: Non-traditional student support centers for students with unique academic or wellness needs



TULSA PUBLIC SCHOOLS

All Elementary Schools

Instructional Staff for Enrichment

Number of General Ed Teachers	Number of Enrichment Teachers
<= 17	2
18-20	2.5
21-24	3
25-27	3.5
28-31	4
32-34	4.5
35-38	5
39-41	5.5
42-45	6
46-48	6.5
49-52	7

Methodology Notes

- Enrichment Allocations are provided to each elementary site so that they can offer Art, Music and/or PE to students
- Enrichment allocations also help provide coverage so that teachers can plan and meet as a team
- Enrichment teachers work on a teacher contract

Instructional Staff - Special Education Services

Setting	Target Caseload
Direct/Collaboration/CoTeach	Teacher 1:25 (roundup)
PreK-3 and PreK-4	Teacher 1:10 (round) Para 1:4 (round)
Elementary Blended Program	Teacher 1:8 (round) Para 1:4 (round)
Assisted Communication & Exploration Skills (ACES)	Teacher 1:8 (round) Para 1:4 (round up; minimum 2)
Learning Independence & Functional Essentials (LIFE Skills)	Teacher 1:10 (round) Para 1:5 (round)
Routine Intensive Structured Environment (RISE)	Teacher 1:10 (round) Para 1:5 (round)
Structured Teaching Acquiring and Reaching Success (STARS)	Teacher 1:10 (round) Para 1:5 (round)
Creating Opportunities to Reach Excellence (CORE)	Teacher 1:8 (round) Para 1:4 (round up; minimum 2)

Methodology Notes

- Teacher allocations will be assigned based on the needs of the students as determined by the IEP process
- Allocations may be adjusted throughout the year to comply with state requirements and weighted caseload calculations
- Allocations may also be adjusted as IEP teams make revisions to support the evolving needs of individual students
- Special education allocations that remain vacant for 60 days may be reallocated to other schools.
- Special Education Teachers work on a teacher contract
- Round = Add an additional Sped Teacher or Sped Para when class size exceeds the denominator x 1.5
- Round Up = Add an additional Sped Teacher or Sped Para when the class size exceeds the denominator +1

Instructional Staff - English Language Development

Staff Type	Staffing Methodology
Teachers-English Language Development	1.0 per 70 English Language Development students FTEs are rounded to the nearest 0.5 FTE

Methodology Notes

- ELD allocations are based on a maximum teacher caseload of 70 students
- Due to rounding, actual caseloads may be much lower than the maximum, particularly at schools with small multilingual learner populations
- ELD Teachers work on a teacher contract

Student Support Staff

Staff Type	Staffing Methodology	Contract
Counselor	1 per site 2 for sites with at least 600 students	Teacher Contract
Librarian	For sites with: ● Fewer than 499 students, one full-time Library Media Specialist (Librarian) OR one half-time certified Library Media Specialist (Librarian) and a full-time Library Assistant ● 500-999 students, one full-time Library Media Specialist (Librarian) and a half-time Library Assistant	Teacher Contract
Nurse	0.1 per site, with nurse rotating across sites	Teacher Contract
Health Assistant	1 per site 2 for sites with at least 1000 students	181 Days, 8 hour days

Administrative & Clerical Staff

Staff Type	Staffing Methodology	Contract
Principal	1 per site	12 Months
Principal Secretary	1 per site	12 Months, 8 hour days
Assistant Principal	1 for sites with at least 550 students 2 for sites with at least 850 students	12 Months
Clerk	1 per site 2 for sites with at least 600 students 3 for sites with at least 800 students	182 Days, 8 hour days



TULSA PUBLIC SCHOOLS

Traditional Elementary



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Instructional Staff for General Education

TRADITIONAL ELEMENTARY SCHOOLS

Staff Type	Staffing Methodology	Contract Length
General Ed Teachers: Pre-K	20/1 - allocations rounded up to the nearest whole FTE	Teacher Contract
Teacher Assistants: Pre-K	1 Teacher Assistant for every Pre-K Teacher	176 Days, 7 hour days
General Ed Teachers: K-5	*Target ratio:* 24/1 *Class size max:* Additional allocations added so that the ratio of students to teachers in a given grade does not exceed the following: • K-2: 28/1 • 3-5: 34/1	Teacher Contract



TULSA PUBLIC SCHOOLS

Montessori Elementary



A Note on Staffing for Montessori Sites

MONTESSORI ELEMENTARY SCHOOLS

For the 2026-27 school year, there will be three elementary sites implementing Montessori programs, which rely on a non-traditional staffing model that includes more Teacher Assistants, larger group sizes, and multi-grade classrooms.

Two of these sites are in the process of transitioning to this model, meaning that they first rollout a Pre-Kindergarten & Kindergarten cohort, then expand Montessori programming one grade at a time over the course of several years.

During this transition period, Montessori sites will receive staff through two different methodologies:

- For the grades with Montessori programming, they will receive staff using the method described in the following slides.
- For those grades with a Traditional model, they will receive staff using the method described in the Traditional Elementary section.

Depending on enrollment, sites may end up earning additional staff during the transition period. This reflects an intentional investment on the part of TPS to ensure a smooth transition to a new model of education.

TULSA PUBLIC SCHOOLS

Instructional Staff for General Education

MONTESSORI ELEMENTARY SCHOOLS

Staff Type	Staffing Methodology	Contract
Teachers: Children's House (Pre-K & K)	Teachers allocated to maintain class sizes of no more than 26 students.	Teacher Contract
Teachers: Lower Elementary (Grades 1-3)	Teachers allocated to maintain class sizes of no more than 28 students.	Teacher Contract
Teachers: Upper Elementary (Grades 4-5)	Teachers allocated to maintain class sizes of no more than 34 students.	Teacher Contract
Teacher Assistants	1 Teacher Assistant per General Ed Teacher	176 Days, 7 hour days



TULSA PUBLIC SCHOOLS

Multilingual Elementary Programs

Summary of Multilingual Programs

MULTILINGUAL PROGRAMS

Schools with Dual Language Strands	Schools with Whole-School Dual Language Programming
These sites have implemented one- and two-way dual language programs that enroll a subset of the student population. To support these models, TPS uses the same staffing ratios as all other elementary sites, but separates out dual language enrollment as if it is a separate site.	These sites have implemented dual language programs that enroll the entire school population. These schools receive staff allocations through the same formula as other elementary schools.
• Cooper ES (Pre-K - 2nd) • Disney ES (Pre-K - 3rd) • Celia Clinton ES (Pre-K - 5th) • Springdale ES (Pre-K - 5th) • Skelly ES (Pre-K - 5th) • Sequoyah ES (Pre-K - 5th) • Kendall-Whittier ES (Pre-K - 5th) • Eisenhower IES (Pre-K - 5th)	• Zarrow IES • Felicitas Mendez IES

TULSA PUBLIC SCHOOLS

Instructional Staff for General Education

MULTILINGUAL PROGRAMS

Staff Type	Staffing Methodology	Contract
General Ed Teachers: Pre-K	20/1 - allocations rounded up to the nearest whole FTE	Teacher Contract
Teacher Assistants: Pre-K	1 Teacher Assistant for every Pre-K Teacher	176 Days, 7 hour days
General Ed Teachers: Dual Language Strands	*Target ratio*: 24/1 *Class size max*: Additional allocations added so that the ratio of students to Teachers in a given grade and strand does not exceed the following: K-2: 28/1 3-5: 34/1	Teacher Contract
General Ed Teachers: K-5	*Target ratio*: 24/1 *Class size max*: Additional allocations added so that the ratio of students to Teachers in a given grade does not exceed the following: K-2: 28/1 3-5: 34/1	Teacher Contract

TULSA PUBLIC SCHOOLS

Site-Specific Staffing

MULTILINGUAL PROGRAMS

School	Positions	Contract
Eisenhower	Para Teachers (10.0)	176 Days, 7 hour days
Skelly	Additional Clerk (1.0)	12 Months
	Additional Librarian (1.0)	Teacher Contract
	AP if <850 Students (1.0)	12 Months
	Additional Health Assistant	181 Days
Zarrow	Para Teachers (8.5)	176 Days, 7 hour days



Program-Specific Staffing Elementary

Program-Specific Staffing

Staff Type	Staffing Methodology
AP (12 Months) & Academic Engagement Teachers (Teacher Contract)	The Instructional Leadership Directors for elementary sites will be given 15 positions to be utilized as Assistant Principals or Academic Engagement Teachers, at elementary sites.
Itinerant Fine Arts (Teacher Contract)	The music department under Teaching and Learning will be given 15 instructional allocations for itinerant fine arts teachers to distribute throughout the district.
Gifted & Talented Teachers (Teacher Contract)	The needs of the district's elementary and middle school Gifted and Talented (GT) student will be met via direct service guided by district Gifted Education Talent Development (GETD) curated curriculum through appropriate pull-out programs, electives, and seminars. The GETD department under Teaching and Learning will be given 37 instructional allocations for itinerant G/T teachers who will be hired by the GETD department and assigned to serve the district's elementary and middle schools.



TULSA PUBLIC SCHOOLS

Elementary Staffing Conversion Rules



Staffing Allocation Conversions

Staff Type	Ratio To Teachers
Dean	1:1
Counselor	1:1
Enrichment Teacher	1:1
Librarian	1:1
Teacher Assistants (7 hrs/day)	3:1

Methodology Notes

- Conversions are for the current school year only.
- Conversions must be reviewed and approved by the Instructional Leadership Director (ILD).
- Sites should work with their School Strategy Partner to ensure all conversions are reflected in the sites School Planning Workbook.
- Counseling and Instructional allocations (including enrichment, but excluding Pre-K) can be converted using the ratios in the table to the left.
- Pre-K allocations cannot be converted for other positions



Standalone Middle Schools

Instructional Staff for General Education

MIDDLE SCHOOLS

Staff Type	Staffing Methodology	Contract
General Ed Teachers: 6-8	*Target ratio*: 29/1	Teacher Contract

Instructional Staff - Special Education Services

MIDDLE SCHOOLS

Setting	Target Caseload
Direct/Collaboration/CoTeach	Teacher 1:20 (roundup)
Assisted Communication & Exploration Skills (ACES)	Teacher 1:8 (round) Para 1:4 (round up; minimum 2)
Learning Independence & Functional Essentials (LIFE Skills)	Teacher 1:10 (round) Para 1:5 (round)
Routine Intensive Structured Environment (RISE)	Teacher 1:10 (round) Para 1:5 (round)
Structured Teaching Acquiring and Reaching Success (STARS)	Teacher 1:10 (round) Para 1:5 (round)
Creating Opportunities to Reach Excellence (CORE)	Teacher 1:8 (round) Para 1:4 (round up; minimum 2)

Methodology Notes

- Teacher allocations will be assigned based on the needs of the students as determined by the IEP process
- Allocations may be adjusted throughout the year to comply with state requirements and weighted caseload calculations
- Allocations may also be adjusted as IEP teams make revisions to support the evolving needs of individual students
- Special education allocations that remain vacant for 60 days may be reallocated to other schools.
- Special Education Teachers work on a teacher contract
- Round = Add an additional Sped Teacher or Sped Para when class size exceeds the denominator x 1.5
- Round Up = Add an additional Sped Teacher or Sped Para when the class size exceeds the denominator +1

Instructional Staff - English Language Development

MIDDLE SCHOOLS

Staff Type	Staffing Methodology
Teachers-English Language Development	1.0 per 70 English Language Development students FTEs are rounded to the nearest 0.5 FTE

Methodology Notes

- ELD allocations are based on a maximum teacher caseload of 70 students
- Due to rounding, actual caseloads may be much lower than the maximum, particularly at schools with small multilingual learner populations
- ELD Teachers work on a teacher contract

TULSA PUBLIC SCHOOLS

TRAICE Satellite Teachers

MIDDLE SCHOOLS

School	Positions	Contract
Carver	TRAICE Satellite - Teacher Assistant (1.0)	176 Days, 7 hour days
East Central	TRAICE Satellite - Teacher (1.0)	181 Days
Hale	TRAICE Satellite - Teacher (1.0)	181 Days
Memorial	TRAICE Satellite - Teacher (1.0)	181 Days
Monroe	TRAICE Satellite - Teacher (1.0)	181 Days
Thoreau	TRAICE Satellite - Teacher Assistant (1.0)	176 Days, 7 hour days

TULSA PUBLIC SCHOOLS

Student Support Staff

MIDDLE SCHOOLS

Staff Type	Staffing Methodology	Contract
Counselor	1 per site	Teacher Contract + MS Counselor/Dean 5 Days + Summer 20 Days
Counselor	1 for sites with more than 450 students 2 for sites with more than 900 students	Teacher Contract + MS Counselor/Dean 5 Days
Librarian	For sites with: • Fewer than 300 students, one half-time certified Library Media Specialist (Librarian) • 300-499 students, one full-time certified Library Media Specialist (Librarian) OR one half-time certified Library Media Specialist (Librarian) and a full-time Library Assistant • 500-999 students, one full-time certified Library Media Specialist (Librarian) and a half-time Library Assistant • 1000-1499 students, one full-time certified Library Media Specialist (Librarian) and one full-time Library Assistant. • 1500 or more students, two full-time certified Library Media Specialists (Librarians)	Teacher Contract + MS Librarian 5 Days
Nurse	0.1 per site, with nurse rotating across sites	Teacher Contract
Health Assistant	1 per site 2 for sites with 1000 or more students	181 Days, 8 hour days

TULSA PUBLIC SCHOOLS

Administrative & Clerical Staff

MIDDLE SCHOOLS

Staff Type	Staffing Methodology	Contract
Principal	1 per site	12 Months
Principal Secretary	1 per site	12 Months, 8 hour days
Assistant Principal	1 per site 2 for sites with at least 850 students	12 Months
Clerk	1 for sites with at least 400 students 2 for sites with at least 800 students 3 for sites with at least 1000 students	195 Days, 8 hour days
Teaching Assistant or Office Assistant	1 per site	176 Days, 7 hour days

TULSA PUBLIC SCHOOLS

Site-Specific Staffing

MIDDLE SCHOOLS

School	Positions	Contract
Carver	Chinese Teacher (0.5)	Teacher Contract
	Fine Arts/MYP Program Teacher (4.0)	Teacher Contract
	Japanese Teacher (0.5)	Teacher Contract
	Clerk to act as site SAF Treasurer	12 Months
Monroe	Teacher Conversion = 1 Teacher for 3 Para Teachers	176 Days, 8 hour days
	Extended Contract Paraprofessionals	176 Days, 8 hour days
	AP if <850 students	12 Months
	Dean (2.0)	Teacher Contract + MS Counselor/Dean 5 Days
	Learning Director (1.0)	200 Days
	Health Assistant (1.0)	181 Days, 8 hour days
	Clerk (1.0) if <800	195 Days, 8 hour days
Thoreau	Teacher Conversion = 1 Teacher for 3 Para Teachers	176 Days, 8 hour days
	Extended Contract Paraprofessionals	176 Days, 8 hour days
	Foreign Language Immersion Teacher (2.0)	Teacher Contract



TULSA PUBLIC SCHOOLS

Standalone High Schools



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Instructional Staff for General Education

HIGH SCHOOLS

Staff Type	Staffing Methodology	Contract
General Ed Teachers: 9-12	*Target ratio*: 33/1	Teacher Contract

Instructional Staff - Special Education Services

HIGH SCHOOLS

Setting	Target Caseload
Direct/Collaboration/CoTeach	Teacher 1:20 (roundup)
Assisted Communication & Exploration Skills (ACES)	Teacher 1:8 (round) Para 1:4 (round up; minimum 2)
Learning Independence & Functional Essentials (LIFE Skills)	Teacher 1:10 (round) Para 1:5 (round)
Routine Intensive Structured Environment (RISE)	Teacher 1:10 (round) Para 1:5 (round)
Structured Teaching Acquiring and Reaching Success (STARS)	Teacher 1:10 (round) Para 1:5 (round)
Creating Opportunities to Reach Excellence (CORE)	Teacher 1:8 (round) Para 1:4 (round up; minimum 2)

Methodology Notes

- Teacher allocations will be assigned based on the needs of the students as determined by the IEP process
- Allocations may be adjusted throughout the year to comply with state requirements and weighted caseload calculations
- Allocations may also be adjusted as IEP teams make revisions to support the evolving needs of individual students
- Special education allocations that remain vacant for 60 days may be reallocated to other schools.
- Special Education Teachers work on a teacher contract
- Round = Add an additional Sped Teacher or Sped Para when class size exceeds the denominator x 1.5
- Round Up = Add an additional Sped Teacher or Sped Para when the class size exceeds the denominator +1

Instructional Staff - English Language Development

HIGH SCHOOLS

Staff Type	Staffing Methodology
Teachers-English Language Development	1.0 per 70 English Language Development students FTEs are rounded to the nearest 0.5 FTE

Methodology Notes

- ELD allocations are based on a maximum teacher caseload of 70 students
- Due to rounding, actual caseloads may be much lower than the maximum, particularly at schools with small multilingual learner populations
- ELD Teachers work on a teacher contract

TRAICE Satellite Teachers

HIGH SCHOOLS

School	Positions	Contract
East Central (9-12)	TRAICE Satellite - Teacher (1.0)	181 Days
Hale (9-12)	TRAICE Satellite - Teacher (1.0)	181 Days
McLain (9-12)	TRAICE Satellite - Teacher (1.0)	181 Days
Memorial (9-12)	TRAICE Satellite - Teacher (1.0)	181 Days
Washington (9-12)	TRAICE Satellite - Teacher (1.0)	181 Days

TULSA PUBLIC SCHOOLS

Student Support Staff

HIGH SCHOOLS

Staff Type	Staffing Methodology	Contract
Counselor	1 per site	Teacher Contract + HS Counselor/Dean 10 Days + Summer 20 Days
Counselor/ Dean	2 per site 3 for sites with at least 1000 students 4 for sites with at least 1200 students	Teacher Contract + HS Counselor/Dean 10 Days
Librarian	For sites with: • Fewer than 300 students, one half-time certified Library Media Specialist (Librarian) • 300-499 students, one full-time certified Library Media Specialist (Librarian) OR one half-time certified Library Media Specialist (Librarian) and a full-time Library Assistant • 500-999 students, one full-time certified Library Media Specialist (Librarian) and a half-time Library Assistant • 1000-1499 students, one full-time certified Library Media Specialist (Librarian) and one full-time Library Assistant. • 1500 or more students, two full-time certified Library Media Specialists (Librarians)	Teacher Contract + HS Librarian 10 Days
Nurse	1.0 per site	Teacher Contract

TULSA PUBLIC SCHOOLS

Administrative & Clerical Staff

HIGH SCHOOLS

Staff Type	Staffing Methodology	Contract
Principal	1 per site	12 Months
Principal Secretary	1 per site	12 Months, 8 hour days
Assistant Principal	1 per site 2 for sites with at least 550 students 3 for sites with at least 1000 students	12 Months
Clerk	1 per site	12 Months, 8 hour days
Clerk	2 per site 3 for sites with at least 1000 students 4 for sites with at least 1200 students 5 for sites with at least 1500 students	195 Days, 8 hour days
Teacher Assistant or Office Assistant	2 per site	176 Days, 7 hour days

Site-Specific Staffing

HIGH SCHOOLS

School	Positions	Contract
Hale	Magnet Teacher (1.0)	Teacher Contract
	Artist-In-Residence (1.0)	Teacher Contract
	AP if <1000 Students (1.0)	12 Months
	Counselor if <1000 Students (1.0)	Teacher Contract + HS Counselor/Dean 10 Days
McLain	Career Tech Teacher (5.0)	Teacher Contract
Memorial	Engineering Teacher (2.0)	Teacher Contract



Combined 6-12 Sites

Instructional Staff for General Education

6-12 SITES

Staff Type	Staffing Methodology	Contract
General Ed Teachers: 6-8	*Target ratio*: 29/1	Teacher Contract
General Ed Teachers: 9-12	*Target ratio*: 33/1	Teacher Contract

Instructional Staff - Special Education Services

6-12 SITES

Setting	Target Caseload
Direct/Collaboration/CoTeach	Teacher 1:20 (roundup)
Assisted Communication & Exploration Skills (ACES)	Teacher 1:8 (round) Para 1:4 (round up; minimum 2)
Learning Independence & Functional Essentials (LIFE Skills)	Teacher 1:10 (round) Para 1:5 (round)
Routine Intensive Structured Environment (RISE)	Teacher 1:10 (round) Para 1:5 (round)
Structured Teaching Acquiring and Reaching Success (STARS)	Teacher 1:10 (round) Para 1:5 (round)
Creating Opportunities to Reach Excellence (CORE)	Teacher 1:8 (round) Para 1:4 (round up; minimum 2)

Methodology Notes

- Teacher allocations will be assigned based on the needs of the students as determined by the IEP process
- Allocations may be adjusted throughout the year to comply with state requirements and weighted caseload calculations
- Allocations may also be adjusted as IEP teams make revisions to support the evolving needs of individual students
- Special education allocations that remain vacant for 60 days may be reallocated to other schools.
- Special Education Teachers work on a teacher contract
- Round = Add an additional Sped Teacher or Sped Para when class size exceeds the denominator x 1.5
- Round Up = Add an additional Sped Teacher or Sped Para when the class size exceeds the denominator +1

Instructional Staff - English Language Development

6-12 SITES

Staff Type	Staffing Methodology
Teachers-English Language Development	1.0 per 70 English Language Development students FTEs are rounded to the nearest 0.5 FTE

Methodology Notes

- ELD allocations are based on a maximum teacher caseload of 70 students
- Due to rounding, actual caseloads may be much lower than the maximum, particularly at schools with small multilingual learner populations
- ELD Teachers work on a teacher contract

TULSA PUBLIC SCHOOLS

TRAICE Satellite Teachers

6-12 SITES

School	Positions	Contract
Central (6-8)	TRAICE Satellite - Teacher (1.0)	181 Days
Central (9-12)	TRAICE Satellite - Teacher (1.0)	181 Days
Edison (6-8)	TRAICE Satellite - Teacher (1.0)	181 Days
Edison (9-12)	TRAICE Satellite - Teacher (1.0)	181 Days
Rogers (6-8)	TRAICE Satellite - Teacher (1.0)	181 Days
Rogers (9-12)	TRAICE Satellite - Teacher (1.0)	181 Days
Webster (6-8)	TRAICE Satellite - Teacher (1.0)	181 Days
Webster (9-12)	TRAICE Satellite - Teacher (1.0)	181 Days

Student Support Staff

6-12 SITES

Staff Type	Staffing Methodology	Contract
Librarian	For sites with (MS and HS determined separately): • Fewer than 300 students, one half-time certified Library Media Specialist (Librarian) • 300-499 students, one full-time certified Library Media Specialist (Librarian) OR one half-time certified Library Media Specialist (Librarian) and a full-time Library Assistant • 500-999 students, one full-time certified Library Media Specialist (Librarian) and a half-time Library Assistant • 1000-1499 students, one full-time certified Library Media Specialist (Librarian) and one full-time Library Assistant. • 1500 or more students, two full-time certified Library Media Specialists (Librarians)	1st Librarian: Teacher Contract + Librarian 10 Days 2nd Librarian: Teacher Contract + Librarian 5 Days
Nurse	1 per campus	Teacher Contract
Health Assistant	1 for campus with at least 1,700 students	181 Days, 8 hour days
Middle School Counselor	1 per site	Teacher Contract + CS Counselor/Dean 10 Days + Summer 20 Days
Middle School Counselor	1 for sites with more than 450 students 2 for sites with more than 900 students	Teacher Contract + CS Counselor/Dean 10 Days
High School Counselor	1 per site	Teacher Contract + CS Counselor/Dean 10 Days + Summer 20 Days
High School Counselor/ Dean	2 per site 3 for sites with at least 1000 students 4 for sites with at least 1200 students	Teacher Contract + CS Counselor/Dean 10 Days

TULSA PUBLIC SCHOOLS

Administrative & Clerical Staff

6-12 SITES

Staff Type	Staffing Methodology	Contract
CAMPUSWIDE ALLOCATIONS		
Principal	1 per site	12 Months
Principal Secretary	1 per site	12 Months, 8 hour days
MIDDLE SCHOOL ALLOCATIONS		
Assistant Principal	1 per site 2 for sites with at least 550 students 3 for sites with at least 850 students	12 Months
Clerk	1 per site 2 for sites with at least 600 students 3 for sites with at least 800 students 4 for sites with at least 1000 students	195 Days, 8 hour days
Teacher Assistant or Office Assistant	1 per site	176 Days, 7 hour days

TULSA PUBLIC SCHOOLS

Administrative & Clerical Staff

6-12 SITES

Staff Type	Staffing Methodology	Contract
HIGH SCHOOL ALLOCATIONS		
Assistant Principal	1 per site 2 for sites with at least 550 students 3 for sites with at least 1000 students	12 Months
Clerk	1 per site	12 Months, 8 hour days
Clerk	1 per site 2 for sites with at least 500 students 3 for sites with at least 1,000 students 4 for sites with at least 1,200 students 5 for sites with at least 1,400 students	195 Days, 8 hour days
Teacher Assistant or Office Assistant	1 per site 2 for sites with at least 500 students	176 Days, 7 hour days

TULSA PUBLIC SCHOOLS

Site-Specific Staffing

6-12 SITES

School	Positions	Contract
Central (9-12)	Fine Arts Magnet Teacher (3.5)	Teacher Contract
	Artists-In-Residence (5.0)	Teacher Contract
Edison (6-8)	Chinese Teacher (0.5)	Teacher Contract
Edison (9-12)	Chinese Teacher (0.5)	Teacher Contract
Rogers (6-8)	Foreign Language/MYP Teacher (3.0)	Teacher Contract
Rogers (9-12)	Teacher Assistant (0.5)	176 Days, 7 hour days
Webster (9-12)	Agriculture Teacher* (2.0)	12 Months
	Magnet Teacher (2.0)	Teacher Contract

*Extended Time partially funded from Vocational Education



TULSA PUBLIC SCHOOLS

Program-Specific Staffing Secondary



TULSA PUBLIC SCHOOLS

Program-Specific Staffing

PROGRAM SPECIFIC SECONDARY

Staff Type	Staffing Methodology
Dean (Teacher Contract)	The Instructional Leadership Directors for secondary schools will be given 9 positions to be utilized as Deans at secondary sites.
Itinerant Fine Arts (Teacher Contract)	The music department under Teaching and Learning will be given 15 instructional allocations for itinerant fine arts teachers to distribute throughout the district.
PE Teacher Assistants (176 Days, 7 hour days)	The Instructional Leadership Directors for secondary schools will be given 4.0 PE-TA (7 Hrs/day) allocations for locker room coverage to distribute as needed throughout the district.
Gifted & Talented Teachers (Teacher Contract)	The needs of the Gifted and Talented students at the district's high schools will be addressed through the AP/IB programs, concurrent enrollment and differentiation documented in lesson plans. Each site will designate a gifted contact to oversee district and state gifted compliance requirements. A high school instructional allocation for an itinerant gifted advocate will support the district gifted at high school level. The needs of the district's elementary and middle school Gifted and Talented (GT) students will be met via direct service guided by district GETD curated curriculum through appropriate pull-out programs, electives, and seminars. The Gifted Education Talent Development (GETD) department under Teaching and Learning will be given 37 instructional allocations for itinerant G/T teachers who will be hired by the GETD department and assigned to serve the district's elementary and middle schools.

TULSA PUBLIC SCHOOLS

Program-Specific Staffing

PROGRAM SPECIFIC SECONDARY

Staff Type	Staffing Methodology
High School JROTC	For each teacher allocation designated from site's instructional allocations used for JROTC, 1.0 additional JROTC instructor will be allocated.
High School Advanced Placement/International Baccalaureate (Teacher Contract)	1.0 AP/IB instructor will be allocated for every 5 sections with a minimum of 100 eligible students. Sections of less than 20 students do not qualify. The eligible student count is based on a site's AP/IB enrollment at the conclusion of the previous school year.



TULSA PUBLIC SCHOOLS

Secondary Staffing Conversion Rules

Staffing Allocation Conversions

Staff Type	Ratio to Teachers
Dean	1:1
Counselor	1:1
Enrichment Teacher	1:1
Librarian	1:1
Teacher Assistants (7 hrs/day)	3:1
Assistant Principal	1:2

Methodology Notes

- Conversions are for the current school year only.
- Conversions must be reviewed and approved by the Instructional Leadership Director (ILD).
- Sites should work with their School Strategy Partner to ensure all conversions are reflected in the sites School Planning Workbook.
- Counseling and Instructional allocations can be converted using the ratios in the table to the left.



TULSA PUBLIC SCHOOLS

Alternative Schools



Instructional Staff for General Education

ALTERNATIVE PROGRAMS

School	Staff Type	Positions	Length of Contract	Staffing Methodology
SOAR	General Ed Teachers 1-5	Teacher (3.0)	181 Days	~~*Target ratio*: 15/1, rounded to the nearest whole FTE~~
	Teacher Assistants 1-5	Teacher Assistant (3.0)	176 Days, 7.5 hour days	~~1 Teacher Assistant for every 1-5 Teacher~~
Phoenix Rising, Tulsa Met, ~~TRAICE~~	General Ed Teachers 6-12		181 Days	*Target ratio*: 20/1, rounded to the nearest whole FTE
TRAICE	General Ed Teachers 6-12	Teacher (9.0)	Teacher Contract	
TPS Online	~~General Ed Teachers Pre-K~~		~~Teacher Contract~~	~~*Target ratio*: 20/1, rounded to the nearest whole FTE~~
	~~Teacher Assistant Pre-K~~		~~176 Days, 7 hour days~~	~~1 Teacher Assistant for every PreK Teacher~~
	~~General Ed Teachers K-5~~		~~Teacher Contract~~	~~*Target ratio*: 35/1, rounded to the nearest whole FTE~~
	~~Enrichment Pre-K - 5~~		~~Teacher Contract~~	~~2 Allocations~~
	General Ed Teachers 6-12	Teacher (6.0)	Teacher Contract	~~*Target ratio*: 55/1, rounded to the nearest whole FTE~~
	~~General Ed Teachers 9-12~~		~~Teacher Contract~~	~~*Target ratio*: 65/1, rounded to the nearest whole FTE~~

Instructional Staff - Special Education Services

ALTERNATIVE PROGRAMS

Setting	Target Caseload
Direct/Collaboration/CoTeach	Teacher 1:20 (roundup)
Assisted Communication & Exploration Skills (ACES)	Teacher 1:8 (round) Para 1:4 (round up; minimum 2)
Learning Independence & Functional Essentials (LIFE Skills)	Teacher 1:10 (round) Para 1:5 (round)
Routine Intensive Structured Environment (RISE)	Teacher 1:10 (round) Para 1:5 (round)
Structured Teaching Acquiring and Reaching Success (STARS)	Teacher 1:10 (round) Para 1:5 (round)
Creating Opportunities to Reach Excellence (CORE)	Teacher 1:8 (round) Para 1:4 (round up; minimum 2)

Methodology Notes

- Teacher allocations will be assigned based on the needs of the students as determined by the IEP process
- Allocations may be adjusted throughout the year to comply with state requirements and weighted caseload calculations
- Allocations may also be adjusted as IEP teams make revisions to support the evolving needs of individual students
- Special education allocations that remain vacant for 60 days may be reallocated to other schools.
- Special Education Teachers work on a teacher contract
- Round = Add an additional Sped Teacher or Sped Para when class size exceeds the denominator x 1.5
- Round Up = Add an additional Sped Teacher or Sped Para when the class size exceeds the denominator +1

TULSA PUBLIC SCHOOLS

Student Support Staff

ALTERNATIVE PROGRAMS

School	Staff Type and Allocation	Length of Contract
TPS Online	Counselor (1.0)	12 Months
	Counselor (2.0)	Teacher Contract + CS Counselor/Dean 10 Days
Phoenix Rising	Counselor (.5)	201 Days
	Health Assistant (.5)	181 Days, 4 hour days
SOAR	~~Counselor (1.0)~~	~~181 Days~~
	~~Librarian (.5)~~	~~181 Days~~
	~~Library TA (1.0)~~	~~176 Days~~
	Clerk (1.0)	176 Days
	~~Health Assistant (.5)~~	~~181 Days, 4 hour days~~
	Social Service Specialist (1.0)	190 Days
Street School	Health Assistant (.5)	181 Days, 4 hour days
TRAICE Academy	Counselor (1.0)	201 Days
	Librarian (1.0)	186 Days
	Health Assistant (1.0)	181 Days, 8 hour days
	Clerk (1.0)	195 Days, 8 hour days

Student Support Staff

ALTERNATIVE PROGRAMS

School	Positions	Contract
Tulsa MET	Counselor (1.0)	201 Days
	Librarian (1.0)	186 Days
	Clerk (1.0)	181 Days
	Health Assistant (1.0)	181 Days
~~Tulsa Virtual Academy (additional counselor added if over 1200 students)~~	~~Elementary Counselor (1.0)~~	~~176 Days~~
	~~MS Counselor (1.0)~~	~~201 Days~~
	~~Counselor (1.0)~~	~~201 Days~~

TULSA PUBLIC SCHOOLS

Administrative & Clerical Staff

ALTERNATIVE PROGRAMS

School	Positions	Contract
TPS Online	Principal (1.0)	12 Months
	Assistant Principal (1.0)	12 Months
	Principal Secretary (1.0)	12 Months
SOAR	Principal (1.0)	12 Months
	~~Principal Secretary (1.0)~~	~~12 Months~~
TRAICE Academy	Principal (1.0)	12 Months
	Assistant Principal (1.0)	12 Months
	Principal Secretary (1.0)	12 Months

TULSA PUBLIC SCHOOLS

Administrative & Clerical Staff

ALTERNATIVE PROGRAMS

School	Positions	Contract
Tulsa MET	Principal (1.0)	12 Months
	Principal Secretary (1.0)	12 Months
TPS Online	~~Principal (1.0)~~	~~12 Months~~
	~~Assistant Principal (3.0) < 1200 students~~ ~~(4.0) > 1200 students~~	~~12 Months~~
	~~Principal Secretary (1.0)~~	~~12 Months~~
	~~Elementary Clerk (1.0)~~ Secondary Clerk (1.0) ~~Third clerk added if >1200 students~~	~~181 Days~~ 195 Days
	~~TA/Office Assistant (1.0) <1000 secondary students~~ ~~(2.0) >1000 secondary students~~	~~176 Days, 7 hour days~~

TULSA PUBLIC SCHOOLS

Site-Specific Staffing

ALTERNATIVE PROGRAMS

School	Positions	Contract
TPS Online	Teacher (8.0)	181 Days
	~~Tulsa Beyond Teachers (2.0)~~	~~181 Days~~
Phoenix Rising	Science Teacher (1.0)	181 Days
	LTI Coordinator (.5)	12 Months
	Vocational Teacher (1.0)	181 Days
SOAR	Sp/Ed CORE Teacher (1.0)	181 Days
	Sp/Ed CORE Para (1.0)	176 Days, 7 hour days
Street School	Teachers (10.0)	181 Days
	Sp/Ed Teacher MM (1.0)	181 Days
TRAICE Academy	~~Additional Teacher (3.0)~~	~~181 Days~~
	Chief Leadership Instructor (1.0)	200 Days
	Leadership Instructor (4.0)	185 Days, 8 hour days
	Teacher Assistant (2.0)	176 Days, 7 hour days
Tulsa MET	Teacher Assistant (2.0)	176 Days, 7 hour days
	LTI Coordinator (.5)	12 Months



TULSA PUBLIC SCHOOLS

Special Centers

Site-Specific Staffing

SPECIAL CENTERS

School	Positions	Contract
Shared Staff	Principal (1.0)	12 Months
	Counselor (.5)	201 Days
	Principal Secretary (1.0)	12 Months
Calm Center	Teacher (.5)	181 Days
David L. Moss	Teacher (2.0)	181 Days
	SpEd Teacher M/M (.5)	181 Days
Juvenile Detention Center	Teacher (4.0)	181 Days
	SpEd Teacher M/M (1.0)	181 Days
Laura Dester Shelter	SpEd Teacher LIFE (2.0)	181 Days
	SpEd Paraprofessional LIFE (6.0)	176 Days, 7 hour days

Site-Specific Staffing

SPECIAL CENTERS

School	Positions	Contract
Parkside	Teacher (3.5)	181 Days
	Sp/Ed Teacher MM (1.0)	181 Days
Positive Change	Teacher (5.0)	181 Days
	SpEd Para (1.0)	176 Days
	SpEd Teacher M/M (1.0)	181 Days
~~Shadow Mountain Behavioral~~	~~Teacher (2.0)~~	~~181 Days~~