

# Elementary School Staffing Formula Guidelines

ADMINISTRATION:	FTE	<u>Days</u>	Staffing Formula	2 Comments
Principal	1	224	1 per campus	
Assistant Principal	1	224	0-850	
Counselor	1	204	0-800	
TEACHERS:				
Early Childhood- 3 yr. old				Programs are limited to Special Populations. Approval is necessary
program	1	187	14 to 1	from Director & HR.
				Class size is a recommendation. When necessary class sizes may exceed maximizing at 26:1 or as recommended by HR or Cabinet to
Teacher Pre-K	1	187	22 to 1	place a paraprofessional or a teacher
				Class size is a recommendation. When necessary class sizes may
Teacher Kinder-2nd	1	187	22 to 1	exceed maximizing at 24-25:1 or as recommended by HR or Cabinet
Teacher 3rd- 4th	1	187	22 to 1	Waiver approved may maximize at 26:1 or as recommended by HR or Cabinet
reacher Sru- 4th	-	107	22 (0 1	Waiver approved may maximize at 28:1 or as recommended by HR or
Teacher 5th Grade	1	187	22 to 1	Cabinet
				Allocations based on campus data and recommendations. Must be approved by HR or Cabinet. *Recommendations are subject to
Teacher P.E.	2	187	2 per campus	change.
redefici i .E.		107	z per campus	Allocations based on campus data and recommendations. Must be
Teacher Music	1	187	1 per campus	approved by HR or Cabinet.
Topohor CDCD	nlo	187	SPED recommendation	Allocations based on campus data and recommendations by SPED department and approved by HR or Cabinet
Teacher SPED	n/a	107	recommendation	Funded through campus Title/ SCE funds- Based on campus needs
Teacher At-Risk	n/a	187	No Standard	and must be approved by HR or Cabinet.
MINIMUM CLASS SIZE:				
Minimum class size for Regular Education			45.4	Any class with less than 14 students must be approved by HR or Cabinet.
	n/a	n/a	15 to 1	Cabinet.
Minimum class size for SPED classes	n/a	n/a	SPED recommendation	Class size based on student IEP's
PROFESSIONAL SUPPORT		11/a	recommendation	SILES SILES SUBSICION STUDION FILE S
		-		Funded through campus Title/ SCE funds- Based on campus needs
Campus Instructional Coach	n/a	200	No Standard	and must be approved by HR or Cabinet.
Librarian	1	190	1 per campus	
Nurse	1	195	1 per campus	
ADMINISTRATIVE SUPPORT:				
Office Business Manager	1	224	1 per campus	
Attendance Clerk	1	200	1 per campus	
Receptionist	0.5	224	0-500	1.0 = 501 or above
				Funded through campus Title/ SCE funds- Based on campus needs
Parent Liaison	n/a	181	No Standard	and must be approved by HR or Cabinet.
INSTRUCTIONAL SUPPORT:				( .5 FTE= 299 or less) TBD through Bilingual Population based on
Bilingual LPAC Aide	1	181	300 or more	campus data and approval by HR or Cabinet.

				Based on campus data if it exceeds ratio 22:1 or greater must be
Pre-K Bilingual Aide	0.5	181	1/2 day	approved by HR or Cabinet.
				To support by maintaining a ratio of 45:1 or as determined by HR or
P.E. Aide	1	181	500 or more	Cabinet.
				Funded through campus Title/ SCE funds- Based on campus needs
At-Risk Aide	n/a	181	No Standard	and must be approved by HR or Cabinet.
				Funded through campus Title/ SCE funds- Based on campus needs
Library Educational Aide	n/a	181	No Standard	and must be approved by HR or Cabinet.
				Allocations based on campus data to be shared among campuses and
Migrant Assistant	n/a	181	No Standard	approved by HR or Cabinet
CUSTODIAL:				
Lead Custodian	1	238	1 per campus	
Assistant Lead Custodian	1	238	1 per campus	
Custodian	1	238	TBD	1 per 20,000 sq. ft. To include lead and assistant custodian

<sup>\*\*</sup>Numbers must be sustained for a minumum of 30 days to justify a new FTE for teachers only\*\*

Numbers must be sustained for a semester to justify a new FTE for all other categories



#### Middle School Staffing Formula Guidelines

ADMINISTRATION:	FTE	<u>Days</u>	Staffing Formula	<u>Comments</u>
Principal	1	224	1 per campus	
			0-700 (1)	
			701-1000 (2)	
Assistant Principal	1	2 <b>2</b> 4	1001-1300 (3)	
Counselor	2	204	1 per 400	Additional support may be considered based on the needs of the campus and approval of HR or Cabinet.
	2	204	1 pci 400	approval of the organical
TEACHERS:				Classroom teachers must teach a minimum of 3 classes. When necessary,
Teachers	1	187	25 to 1	class sizes may exceed maximizing at 30:1.
P.E. Teachers	1	187	40 to 1	Every middle school will receive a minimum of 1 PE teacher
ESOL Teacher	1	187	1 per campus	
Teacher SPED	n/a	187	SPED recommendation	Allocations based on campus data and recommendations by SPED department. Must be approved by HR or Cabinet.
Trainer	n/a	n/a	TBD	Allocations based on campus data and recommendations. Must be approved by HR or Cabinet
CLASS SIZE:				
Minimum class size for SPED classes	n/a	n/a	SPED recommendation	Class size based on student IEP's
Minimum class size	n/a	n/a	15 to 1	Any class with less than 14 students must be approved by HR or Cabinet.
PROFESSIONAL SUPPOR	RT STAF	F:		
Campus Instructional Coach	n/a	200	No Standard	Funded through campus Title/ SCE funds- Based on campus needs and must be approved by HR or Cabinet.
Librarian	1	190	1 per campus	
Nurse	1	195	1 per campus	
ADMINISTRATIVE SUPPORT	:			
Office Business Manager	1	224	1 per campus	
Attendance Clerk	1	200	1 per campus	
Registrar	1	224	1 per campus	
Campus Clerk	1	224	1 per campus	Funded through campus Title/ SCE funds- Based on campus needs and must
Parent Liaison	n/a	181	No Standard	be approved by HR or Cabinet.
<b>INSTRUCTIONAL SUPPO</b>	RT:			
At-Risk Aide	n/a	181	No Standard	Funded through campus Title/ SCE funds- Based on campus needs and must be approved by HR or Cabinet.
Library Educational Aide	n/a	181	No Standard	Funded through campus Title/ SCE funds- Based on campus needs and must be approved by HR or Cabinet.
Migrant Assistant	n/a		n/a	Allocations based on campus data and recommendations. Must be approved by HR or Cabinet.
ISS Paraprofessional	1			

500LAU	1	101	200	
ESOL Aide	l	181	300 or more	
			SPED	Allocations based on campus data and recommendations. Must be approved by
Special Education Aide	n/a	181	recommendation	HR or Cabinet.
CUSTODIAL:				
Lead Custodian	1	238	1 per campus	
Assistant Lead Custodian	1	238	1 per campus	
Custodian	1	238	TBD	1 per 20,000 sq. ft. To include lead and assistant custodian

<sup>\*\*</sup>Numbers must be sustained for a minumum of 30 days to justify a new FTE for teachers only\*\*

Numbers must be sustained for a semester to justify a new FTE for all other categories



## High School Staffing Formula Guidelines

ADMINISTRATION:	FTE	<u>Days</u>	Staffing Formula	Comments
Principal	1	224	1 per campus	
			0-500 (1)	
			501-900 (2)	
			901-1400 (3)	Additional or alternate support may be considered based on the needs of the
Assistant Principal	1	2 <b>24</b>		campus
Band Director	1	224	TBD	Allocation is based on campus data. Must be approved by HR or Cabinet.
				Allocations based on campus needs and recommendations. Must be
District Athletic Director	1	224	TBD	approved by HR or Cabinet.
Caracr O Tachnalami Caunaalar				Allocations based on campus needs and recommendation. Must be approved
Career & Technology Counselor	1	200	campus 1,600-1,799 (400 to	by HR or Cabinet.  Additional or alternate support may be considered based on the needs of the
Counselor	4	204	1)	campus
	4	204	-7	ouripus
TEACHERS:				Classroom teachers must teach a minimum of 3 classes. Maximum class
Teachers	1	187	25 to 1	size 30:1
	1		40 to 1	3120 00.1
P.E. Teachers	ı	187	40 (0 1	Allocations based on campus data and recommendations. Must be approved
English Learmer Faciltitator	1	187	1 per campus	by HR or Cabinet.
			SPED	Allocations based on campus data and recommendations by SPED
Teacher SPED	n/a	187	recommendation	department and approved by HR or Cabinet
				Funded through campus Title/ SCE funds- Based on campus needs and must
Teacher At-Risk	n/a	187	No Standard	be approved by HR or Cabinet.
Naval Science Instructor	2	187	No Standard	Must be approved by HR or Cabinet.
				Funded through campus Title/ SCE funds- Based on campus needs and must
At Risk Coordinator	n/a	187	No Standard	be approved by HR or Cabinet.
				Allocations based on campus data and recommendations. Must be approved
Athletic Trainers	n/a	n/a	TBD	by HR or Cabinet.
CLASS SIZES:				
Minimum class size for SPED	١.	١.	SPED	Class size based an atudent IFD's
classes	n/a	n/a	recommendation	Class size based on student IEP's
Minimum class size	n/a	n/a	15 to 1	Any class with less than 14 students must be approved by HR or Cabinet.
PROFESSIONAL SUPPORT		TI/ CI		
TROI ESSIONAL SOLITORI	<u> </u>			Funded through campus Title/ SCE funds- Based on campus needs and must
Campus Instructional Coach	n/a	200	No Standard	be approved by HR or Cabinet.
				Funded through campus Title/ SCE funds- Based on campus needs and must
Intervention Specialist	n/a	187	No Standard	be approved by HR or Cabinet.
Campus Testing & College Readiness Facilitator	1	200	1 per campus	
	1	200	· · · · · · · · · · · · · · · · · · ·	
Librarian	1	190	1 per campus	
Nurse	<u> </u>	195	1 per campus	
ADMINISTRATIVE SUPPORT	<u>:</u> 1.		1	
Secretary to Principal	1	224	1 per campus	

Campus Dusinoss Agent	1	224	1 per campus	
Campus Business Agent		+	' '	
Attendance Clerk	2	200	1 per campus	
Counselor Clerk	1	200		
Data Entry Clerk	2	224	1 per campus	
Registrar	1	224	1 per campus	
Receptionist	1	224	1 per campus	
Parent Liaison	n/a	181	No Standard	Funded through campus Title/ SCE funds- Based on campus needs and must be approved by HR or Cabinet.
INSTRUCTIONAL SUPPORT	<u>:</u>			
At-Risk Aide	n/a	181	No Standard	Funded through campus Title/ SCE funds- Based on campus needs and must be approved by HR or Cabinet.
Campus Aides	3	181	TBD	Allocations based on campus data and recommendations. Must be approved by HR or Cabinet.
Campus Clerk- Textbook/ Fixed Assets	1	181	1 per campus	
ISS Paraprofessional	1	181	1 per campus	
Special Education Aide	n/a	181	SPED recommendation	Allocations based on campus data and recommendations by Personnel Committee and approved by HR.
CUSTODIAL:				
Lead Custodian	1	238	1 per campus	
Assistant Lead Custodian	1	238	1 per campus	
Custodian	1	238	TBD	1 per 20,000 sq. ft. To include lead and assistant custodian

<sup>\*\*</sup>Numbers must be sustained for a minumum of 30 days to justify a new FTE for teachers only\*\*

Numbers must be sustained for a semester to justify a new FTE for all other categories



#### Early College Staffing Formula Guidelines

ADMINISTRATION:	FTE	<u>Days</u>	Staffing Formula	<u>Comments</u>
Principal	1	224	1 per campus	
Dean of Students	1	224	0-500	Additional or alternate support may be considered based on the needs of the campus
Counselor	1	204	1,600-1,799 (400 to 1)	Additional or alternate support may be considered based on the needs of the campus
TEACHERS:				
Teachers	1	187	25 to 1	Classroom teachers must teach a minimum of 3 classes. Maximum class size 30:1
P.E. Teacher	1	187	per campus	
CLASS SIZES:				
Minimum class size	n/a	n/a	15 to 1	Any class with less than 14 students must be approved by HR or Cabinet.
PROFESSIONAL SUPP	PORT ST	ΓAFF:		
Campus Instructional Coach	n/a	200	No Standard	Funded through campus Title/ SCE funds- Based on campus needs and must be approved by HR or Cabinet.
Nurse	1	195	1 per campus	
ADMINISTRATIVE SUF	PPORT:			
Office Business Manager	1	224	1 per campus	
Attendance Clerk	1	200	1 per campus	
Registrar	1	224	1 per campus	
Receptionist	0.5	224	TBD	Allocation based on campus numbers 1 FTE= 500 and above
Parent Liaison	n/a	181	No Standard	Funded through campus Title/ SCE funds- Based on campus needs and must be approved by HR or Cabinet.
CUSTODIAL:				
Custodian	1	238	TBD	1 per 20,000 sq. ft. To include lead and assistant custodian

<sup>\*\*</sup>Numbers must be sustained for a minumum of 30 days to justify a new FTE for teachers only\*\*

Numbers must be sustained for a semester to justify a new FTE for all other categories



## **DAEP Staffing Guidelines**

ADMINISTRATION:	FTE	<u>Days</u>	Staffing Formula	<u>Comments</u>
DAEP Coordinator	1	200	1 per campus	
Counselor	1	204	1 per campus	Additional or alternate support may be considered based on the needs of the campus
TEACHERS:				
Teachers	1	187	1 per core content area	Currently 4 teachers are assigned to DAEP- Allocations based on campus needs
SPED Teacher	TBD	187	TBD	Allocations is based on campus data/needs and recommendations. Must be approved by HR or Cabinet.
PROFESSIONAL SUPPORT STAFF:				
Nurse	1	195	1 per campus	Allocation is based on number of students and may be shared with other campuses as recommended by DAEP and approved by HR or Cabinet.
INSTRUCTIONAL SUPPORT:				
DAEP Aide	1	181	per DAEP	Based on campus data and recommendations. Funded with State Compensatory Education. Must be approved by HR or Cabinet.