



Secondary School Staffing



Projections



Projections for a campus are based on:

- Historical data (the number of students enrolled on the campus over the last 3-5 years)
- Construction Information; which would include any new residential buildings and purpose (single family, etc.) or any residential area that is planned for repurposing/demolition

Projections are reviewed by the Office of School Leadership.



Projection Information

The projection number provided, is then broken down by the elements included within the staffing formulas to include: special education and economically disadvantaged



Department Information

Department	Role
Special Education	Determination of what types of special education classrooms are offered at what campuses and the number of students are projected for self-contained special education classrooms.



Calculation of Staffing

Once departments have made appropriate adjustments, the district applies the appropriate staffing formulas.



Secondary Staffing

- 1 principal per campus
- 1 librarian per campus
- 1 administrative assistant per campus
- 1 nurse/clinical assistant (provided via contracted services)
- Assistant Principal allocation based on a formula that weights for the total special education population at a campus to ensure administrative attendance at required meetings
 - Total Enrollment - Total special education enrollment = x
 - Total special education enrollment x 1.5 = y
 - $(x + y)/450 =$ number of APs (round at .5)



Secondary Staffing

- Counselor allocation based on a formula that weights for the total special education population at a campus to ensure administrative attendance at required meetings or other related services
 - Total Enrollment - Total special education enrollment = x
 - Total special education enrollment $\times 1.5 = y$
 - $(x + y)/350 =$ number of Counselors (round at .5)



Middle School Staffing

Campus clerical staff is defined by the following functions:

Student Projected Enrollment	Clerical Staff (above Admin Assist)
0-499	3
500-999	4
1000+	5
Library Clerk	1 for campuses with enrollment of 850+
ISS Monitor	1 per campus
Administrative Assistant	1 per campus



High School Staffing

Campus clerical staff is defined by the following functions:

Student Projected Enrollment	Clerical Staff (above Admin Assist)
0-1799	7
1800-1999	8
2000-2499	9
2500+	11
Library Clerk	1 for campuses with enrollment of 850+
ISS Monitor	1 per campus
Administrative Assistant	1 per campus



Teacher Staffing

Staffing Formula for Campuses <20% Eco Dis

Total student enrollment (w/o self contained SPED) = x

$$x/29 = z$$

$$(z \times 8)/6 = \# \text{ of general teacher FTEs}$$

Staffing Formula for Campuses >20% Eco Dis

Total student enrollment (w/o self-contained SPED) - Eco Dis enrollment = x

Eco Dis enrollment x 1.1 = y

$$(x + y)/29 = z$$

$$(z \times 8)/6 = \# \text{ of general teacher FTEs}$$



MS Special Education Classroom Staffing

Classroom/Assignment	Allocation
Teacher - resource & inclusion	1:21
Teacher - specialized programs	1:12
Teacher Assistant	1 TA for every 4 resource or inclusion teacher (Tier 1, basic)
	1 TA per specialized program teacher



HS Special Education Classroom Staffing

Classroom/Assignment	Allocation
Teacher - resource & inclusion	1:24
Teacher - specialized programs	1:12
Teacher Assistant	1 TA for every 4 resource or inclusion teacher (Tier 1, basic)
	1 TA per specialized program teacher



Secondary Actions

During the time when schools are receiving allocations, they are also getting class choice sheets from students. The choice sheets drive the campus master schedule. The campus master schedule drives the number of teachers needed for classes.



District Wide Staffing

Once campuses receive their allocations based on projections, campuses fill those positions as needed.

Once school begins, we review “actual” enrollment numbers by school and classroom. We do move classroom teachers within the district when actual enrollment is different from projected enrollment, so that we have teachers where we need them based on actual student enrollment.

