

STAFFING TRANSITION Support Plan



AUSTIN
Independent School District

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Purpose

The purpose of this staffing transition support plan is to align timelines, processes, and resources as we support Principals, Teachers, and Staff through TAP implementation, campus consolidations, program changes, and/or boundary changes.

We understand that this process can be overwhelming for our staff. We're committed to providing clear guidance, expectations, and resources so that our teams feel supported through any transitions they may face. In this guide, you will find a transition timeline, criteria for TAP campuses, and flow charts for how staffing decisions will be made.

As we continue to engage with staff to better understand their needs, this Staffing Transition Support Plan will be updated to include additional information, resources, and answers to frequently asked questions.

Timeline

November	<ul style="list-style-type: none">● Board of Trustees votes on campus turnaround plans and school consolidations● All staff receive Preliminary Preferences Survey
December	<ul style="list-style-type: none">● Principals selected
January	<ul style="list-style-type: none">● District-wide hiring freeze for external candidates (excluding Special Education and Bilingual positions)● Internal hiring process begins● Highly qualified teachers (per TAP requirements) offered positions based on preference survey and position availability with TAP campuses prioritized
February	<ul style="list-style-type: none">● Complete all administrative assignments● Match Fair #1 for internal candidates (all position types)
March	<ul style="list-style-type: none">● Match Fair #2 for internal candidates (all position types)● General open transfer window opens for SY 26-27
April	<ul style="list-style-type: none">● Priority placement begins (all position types)● Traditional hiring for SY 26-27 begins● Career Fair for internal and external candidates

Transition Plans

As we look to right-size Austin ISD and ensure that we are best equipped to support students, campuses may undergo one of four transitions listed below. Guidelines are being established to support planning for each transition type; however, every situation is unique, and adjustments will be made where necessary in support of staff, students, and the Austin ISD community. Placements will be made in accordance with Board Policy DC (Local) and DK (Local).

- All current staff will receive a Preliminary Preference Survey in **November**. This survey will help campuses and our staffing team find the best ways to support staff through each transition.
- The Superintendent will appoint the principal for TAP and consolidated campuses in **December**.
- Staffing for TAP campuses will begin in **January** based on the TAP guidelines. Staff who need additional support to find a position will be invited to match fairs in **February and March**. (See the flowcharts on pages 5 and 11 for more.)

Campus Consolidations with Turnaround Plans (TAP)

In the event a campus with a TAP designation is consolidated, the campus receiving the majority of students will follow the requirements of the TAP.

- The principal will have authority to hire teachers and staff that meet the TAP staffing criteria, prioritizing employees from the combined campuses, and then other qualified internal candidates.
- Current staff who are not hired at the TAP campus will be invited to attend Internal Match Fairs in **February and March** to find a new position within the district.

Campus Consolidations (No TAP)

When a campus is consolidated, students will be reassigned to one or more campuses. When possible, staff from the closed campus will follow the students to their new campus.

- Principals from the receiving campus will prioritize staffing based on the percentage of students from each campus. (E.g. if the receiving campus is receiving 20% of their students from the consolidated campus, they should prioritize having 20% of their staff be from the consolidated campus, if possible.)
- If an equivalent position is not available on the newly consolidated campus, those staff members without a position will be invited to attend Internal Match Fairs in **February and March**.

Campus Program Changes: Elementary School-Wide Dual Language, Montessori

When an elementary school-wide Dual Language program or Montessori program moves to a new facility, students at the current campus have the option to stay on that campus as a part of the new programming. Those who do not stay will be assigned to new campuses.

- The principal from the combined campus will prioritize staffing based on the percentage of students from each of the combined campuses. (E.g. if the campus is keeping 20% of the receiving campus' students, they should prioritize hiring 20% of the receiving campus' staff, if possible.)
- If an equivalent position is not available on the newly consolidated campus, those staff members without a position will be invited to attend Internal Match Fairs in **February and March**.

Campus Boundary Changes

Enrollment projections will be released in **November or December**. Staffing allocations will be made in **January**.

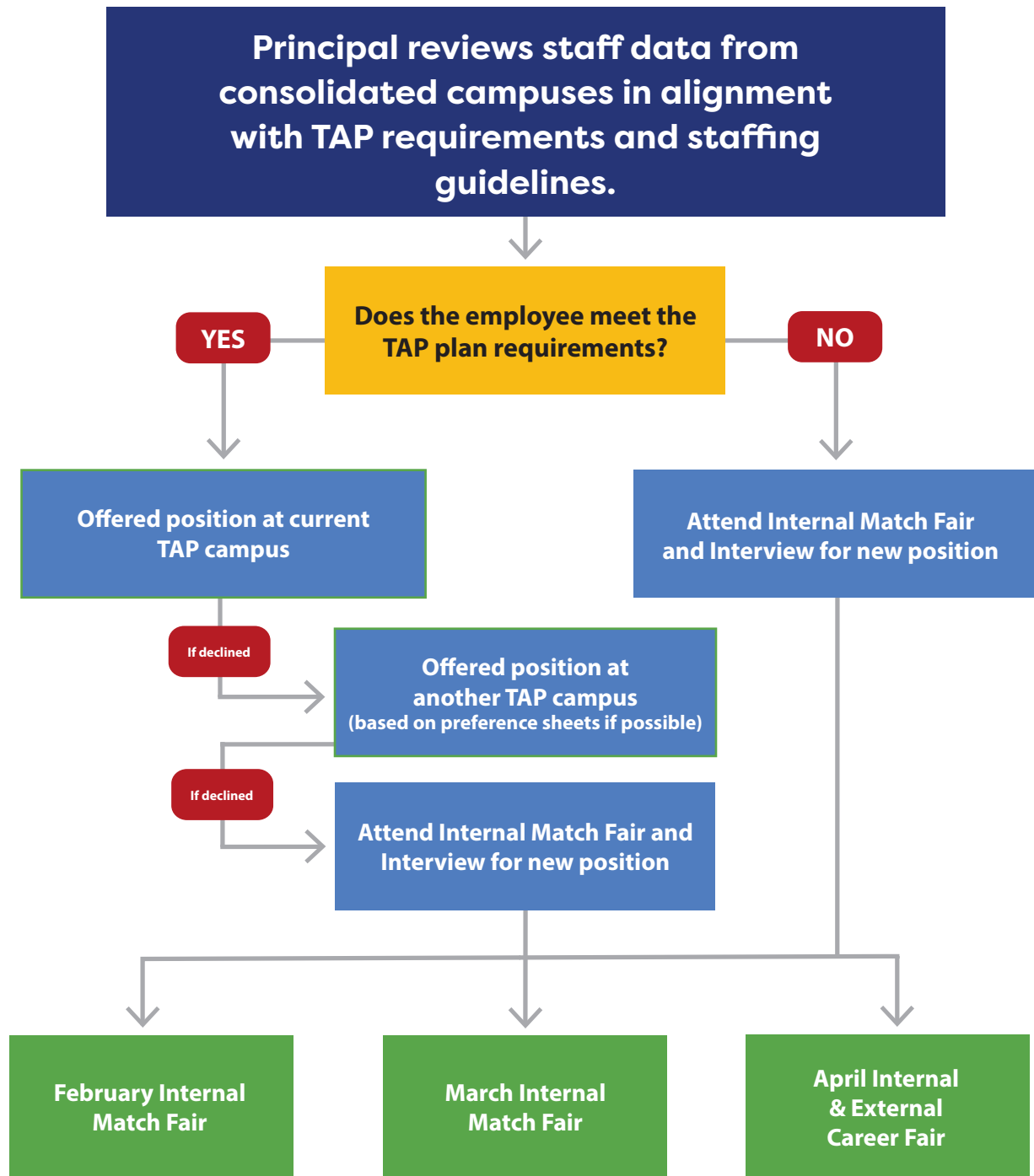


Campus Consolidations With Turnaround Plans

Process and Additional Guidelines

Campus Consolidation with TAP Process

All staff receive Preliminary Preferences Survey in November



TAP Campus Staffing Criteria

Austin ISD is committed to staffing our TAP Campuses with qualified educators and leaders who demonstrate strong instructional expertise and a track record of success. Below are the role-specific qualifications required for staff at TAP Campuses:

Teachers

- Core area teachers must be fully certified (Math, Science, ELA, Social Studies, and Special Education)
- Non-Core teachers are fully certified or authorized to teach in accordance with State law

Experience

- At least 1 year of teaching experience in the specified content area, **OR**
- At least 1 year of experience implementing Texas State Standards; **AND**

Performance

- Demonstrates significant student growth, rated Highly Effective (or equivalent rating) or meets TIA (Teacher Incentive Allotment) designation criteria

Principal

- Minimum of 1 year as a campus principal
- Demonstrated turnaround success or has demonstrated academic success at a high-needs campus for 2+ academic years
(e.g., improved campus rating by 2 letter grades within 3 years: F → C, D → B, or C → A)

Assistant Principal

- Minimum of 1 year as an assistant principal
- Internal candidates must be rated Highly Effective/Exceeds Expectations on most recent evaluation

Counselor

- Minimum of 1 year in a school counselor role
- Internal candidates must be rated Highly Effective/Exceeds Expectations on most recent evaluation

Librarian

- Minimum of 1 year in a school librarian role
- Internal candidates must be rated Highly Effective/Exceeds Expectations on most recent evaluation

Instructional Coach

- Minimum of 1 year as an instructional coach
- At least 3 years of classroom teaching experience in the specified content area
- Demonstrated experience with Texas State Standards implementation preferred (minimum 3 years)
- Exceeds Expectations on most recent evaluation and evidence of student growth

Content Interventionist

- At least 1 year of teaching experience in the specified content area
- At least 1 year of experience implementing Texas State Standards
- Rated Highly Effective or meet TIA (Teacher Incentive Allotment) criteria

Classified Staff

- Classified staff will need to meet qualifications described in their job description.

All administrative positions will be filled at the direction of the Superintendent's office. Teachers from both the reassigned and receiving campus who meet qualifications will be offered a position at the consolidated campus without needing to reapply. To the degree possible, all other campus positions should be filled with employees from the reassigned campus.

TAP Campus Staffing Guidelines - Elementary

	Current Staffing Ratios	Recommended TAP Staffing Ratios
Class Size (Teacher to Student ratio)	Grades K-4: 1:24 Grades 5-6: 1:28	Grades K-4: 1:20 Grades 5-6: 1:24
Assistant Principal	1 for every 450 students	1 for every 300 students
Counselor	1 for every 450 students	1 for every 300 students
Content Interventionists and Instructional Coaches		Minimum 2 Interventionists (Math, ELA) Minimum 2 Coaches (Math, ELA) Additional Emergent Bilingual Coach for Dual Language Campus
Front Office Staff	Minimum 2 positions	Minimum 3 positions (Attendance Specialist, Administrative Assistant, Clerk)
Parent Support Specialist		Minimum 1
Other Staff	Principal: 1 Librarian: 1 Nurse: 1	No Change

TAP Campus Staffing Guidelines - Middle School

	Current Staffing Ratios	Recommended TAP Staffing Ratios
Class Size (Teacher to Student ratio)	Minimum 20 FTEs Ratio 1:29	Minimum 20 FTEs Ratio 1:25
Assistant Principal	1 for every 450 students	Minimum of 3, one per grade level.
Counselor	1 for every 450 students	Minimum of 3, one per grade level.
Content Interventionist and Instructional Coach		Minimum 4 Interventionists (Math, ELA, Science, Social Studies) Minimum 2 Coaches (Humanities, STEM) Additional Domain 3 Coach, SpEd or Emergent Bilingual
Front Office Staff	Minimum 4 positions	Minimum 5 positions (Registrar, Executive Assistant, Accounting Tech, Counselor Secretary, Clerk)
Parent Support Specialist		Minimum 1
Campus Safety Monitor	1 per campus	2 per campus
Other Staff	Principal: 1 Nurse: 1 Librarian: 1 ISS Monitor: 1	No Change

TAP Campus Staffing Guidelines - High School

	Current Staffing Ratios	Recommended TAP Staffing Ratios
Class Size (Teacher to Student ratio)	Minimum 20 FTEs Ratio 1:29	Minimum 20 FTEs Ratio 1:25
Assistant Principal	Minimum of 3, additional over 450 students	Minimum of 4 Additional Academic Dean
Counselor	Minimum of 3, additional over 350 students	Minimum of 4
Content Interventionist and Instructional Coach		Minimum 4 Interventionists (Math, ELA, Science, Social Studies) Minimum 3 Coaches Additional Domain 3 Coach, SpEd or Emergent Bilingual
Parent Support Specialist		Minimum 1
Campus Safety Monitor	1 per campus, additional over 601 students	Minimum 3
Other Staff	Principal: 1 Librarian: 1 ISS Monitor: 1 Nurse: 1 Front Office Staff: 7	No Change



Campus Consolidations (No TAP) and Program Changes Process

Consolidations (No TAP)/Program Changes Process

All staff receive Preliminary Preferences Survey in November

