



Elementary 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 grade level, utilizing previous year and any other knowledge regarding specific grade levels (i.e., PK3 or PK4 year olds).

The projections by grade level are then provided to specific departments. The departments that are involved in further disaggregation of the data include: Early Childhood Dept., Multi-lingual Dept. and the Special Education Department.



Department Information

- Each department has specific grade level or program information that they utilize to provide as accurate as information as possible for projections.
- Example:
 - If a campus was allocated 2 Pre-K 3 units during the 21-22 school year, but only had enough students for one unit, then that is taken into consideration when determining the number of PK 4 units to put on that specific campus.



Department Information

Department	Role
Early Childhood Department	Determination of what programs are at what campuses (PK3, PK4, eligibility, tuition, etc.)
Multilingual Department	Determination of language program offered and numbers divided down by language.
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.



Elementary 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)



Elementary 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 $\times 1.5 = y$
 - $(x + y)/450 =$ number of Counselors (round at .5)



Elementary Staffing

Campus clerical staff is defined by the following functions: Data Processing, and Clerks (the Admin Assistant was listed as a standard position as 1 per campus); additional clerical staff is allocated based on student enrollment:

Student Projected Enrollment	Clerical Staff (above Admin Assist)
0-299	0.5
300-549	1
550-649	1.5
650-849	2
850-1099	3
1100 +	4

A Library Clerk is allocated to a campus once enrollment is 850 or more.



Elementary Staffing

Early Childhood Classrooms

Pre-K 3 program (half day)	1:34 students (17 students in AM/17 students in PM)
Pre-K 3 teacher assistant	1 per classroom
Pre-K 3 Head Start classroom	1:17 (students remain all day)
Pre-K 4	1:22 (students remain all day)
Pre-K 4 teacher assistant	1 per classroom; with a minimum of 15 students



Elementary Staffing

Grades K-4

Kindergarten - Grade 4	1:22
<p>Projections are delineated by language; so the formula is utilized for each language separately. Due to the fact that these numbers are projections, we round up when each dividend (total student by grade and language) utilized, and the closest divisor (22, 44, 66, 88, etc.) results in a quotient that is .1 or greater.</p> <p>Example: 1-24 = 1 teacher 25-48 = 2 teachers 49-72 = 3 teachers</p>	



Elementary Staffing

Grades 5-6

Grades 5-6	1:25
<p>Projections are delineated by language; so the formula is utilized for each language separately. Due to the fact that these numbers are projections, we round up when each dividend (total student by grade and language) utilized, and the closest divisor (25, 50, 75, 100, etc.) results in a quotient that is .1 or greater.</p> <p>Example: 1-28 = 1 teacher 29-57 = 2 teachers 58-86 = 3 teachers</p>	



Elementary PE Staffing

Student Projection (K-5/6)	# of Teachers	# TAs
0-250	1	0
251-400	1	1
401-525	2	0
526-750	2	1
751-1050	3	1
1051+	4	0
<i>Campuses exceeding 30:1 student/adult ratio in three or more PE sections (grade levels) may be given an additional TA.</i>		



Elementary Music/Art Staffing

Student Projection (K-5/6)	Music	Art
0-275	0.5	0.5
276-550	1	1
551-1000	2	2
1001+	3	3



Elementary Staffing

Special Education Classroom Staffing

Classroom/Assignment	Allocation
Resource Teacher	1:15
Inclusion Teacher	1:15
Specialized Program Teacher	1:8
Teacher Assistant for Resource or Inclusion	1 Teacher Assistant for every 4 teachers
Teacher Assistant for Specialized Program	1 Teacher Assistant for every specialized program teacher



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.



Split Grade Levels

Does the district split grade levels? Yes, there are times when a teacher will have more than one grade level in a classroom.

It can occur when there are low numbers of students in two consecutive grade levels; like 5 students in kindergarten (ESL) and 7 students in first grade (ESL). Those two grade levels will be combined with one teacher. Our instructional model of small group instruction and personalized instruction allows for the teacher to accommodate the academic needs of students within our instructional model.

Another way to look at this is that within a single grade level, a teacher will have students of different ages and abilities within a single grade level as school years are not aligned with calendar years.

We do maintain classrooms by language, which is a priority.

