



Staffing Formulas - SY 2022-23

Elementary School Staffing

Standard Staff	
Principal	1 per campus
Librarian	1 per campus
Nurse/Clinical Assistant	Provided via contracted services

Assistant Principal (minimum of 1)	
Formula	
Total student enrollment - Total Special Education Enrollment = x	
Total Special Education Enrollment x 1.5 = y	
$(x + y)/450$ = Number of APs, round at .5	

Grade-Level Teacher		
Grade Level/Assignment	Ratio	
Pre-K (3)	1:34 (17am / 17 pm) Half Day	
Pre-K (3) Assistant	1 per PK3 classroom	
Pre-K (3) Head Start	1:17 Full Day	
Pre-K (4)	1:22 Full Day	
Pre-K (4) Assistant	1 per PK4 classroom	*15 student minimum
Kindergarten	1:22	*round up at .1
Grades 1-2	1:22	*round up at .1
Grade 3	1:22	*round up at .1
Grade 4	1:22	*round up at .1
Grade 5	1:25	max 28; round at 29
Grade 6	1:25	max 28; round at 29

Counselor (minimum of 1)	
Formula	
Total student enrollment - Total Special Education Enrollment = x	
Total Special Education Enrollment x 1.5 = y	
$(x + y)/450$ = Number of counselors, round at .5	

Special Education		
Job/Assignment	Ratio	
Teacher - resource & inclusion	1:15	
Teacher - specialized programs	1:8	
Teacher Assistant	1 TA for every 4 resource or inclusion teacher (Tier 1, basic)	
	1 TA per specialized program teacher	

Clerical Staff		Clerical Distribution
School Size	Allocation	
0-549	1	
550-849	2	
850-1099	3	
1100+	4	
Library Clerk	1 for campuses with enrollment of 850+	
Administrative Assistant	1 per campus	

Custodial Staff	
*Allocated by operations; centralized staffing	

K-4 Thresholds (By program):	
Student Projection	# of Teachers
1-24	1
25-48	2
49-72	3
73-96	4
97-120	5
121-144	6
145-169	7
170-194	8

5-6 Thresholds (By program for 5th)	
Student Projection	# of Teachers
1-28	1
29-57	2
58-86	3
87-115	4
116-144	5
145-173	6
174-202	7

PE Teacher		
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

Campuses exceeding 30:1 student/adult ratio in three or more PE sections (grade levels) may be given an additional TA.

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

*Ratios are thresholds for BTO allocations & development only; does not trigger new FTE

Middle School Staffing

Standard Staff (1 full FTE each for every campus)
Principal
Librarian
Nurse

Provided via contracted services

Assistant Principal *minimum of 2 for comprehensive 6-8campuses
Formula
Total student enrollment - Total Special Education Enrollment = x
Total Special Education Enrollment x 1.5 = y
$(x + y)/450$ = Number of APs, round at .5

Teacher	
Grade Level/Assignment	Ratio
General education	see formulas

*Students in specialized programming, i.e., Life Skills, not calculated in formula, as 100% served in special ed setting

Counselor *minimum of 2 for comprehensive 6-8 campuses
Formula
*Total student enrollment - Total Special Education Enrollment = x
Total Special Education Enrollment x 1.5 = y
$(x + y)/350$ = Number of counselors, round at .5

Special Education	
Job/Assignment	Ratio
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

Clerical Staff	Clerical Distribution
School Size	Allocation
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

Security Guard
*Allocated by Police Department

Custodial Staff
*Allocated by Operations; centralized staffing

Staffing Formula for Campuses <20% Eco Dis
Total student enrollment (w/o self contained SPED) = x
$x/29 = z$
$(z \times 8)/6 = \#$ 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
$(x + y)/29 = z$
$(z \times 8)/6 = \#$ of general teacher FTEs

*Ratios are thresholds for BTO allocations & development only; does not trigger new FTE

High School Staffing

Standard Staff (1 full FTE each for every campus)

Principal
Librarian
Athletic Coordinator
Nurse

Provided via contracted services

Assistant Principal *minimum of 2 for comprehensive 9-12 campuses

Formula

Total student enrollment - Total Special Education Enrollment = x
 Total Special Education Enrollment x 1.5 = y
 $(x + y)/450$ = Number of APs, round at .5

Teacher

Grade Level/Assignment	Ratio
General education	see formulas

*Students in specialized programming, i.e., Life Skills, not calculated in formula, as 100% served in special ed setting

Counselor *minimum of 2 for comprehensive 9-12 campuses

Formula

*Total student enrollment - Total Special Education Enrollment = x
 Total Special Education Enrollment x 1.5 = y
 $(x + y)/350$ = Number of counselors, round at .5

Special Education

Job/Assignment	Ratio
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

Clerical Staff (In Addition to Administrative Asst Above)

School Size	Allocation
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

[Clerical Distribution](#)

Security Guard

*Allocated by Police Department

Custodial Staff

*Allocated by Operations; centralized staffing

Staffing Formula for Campuses <20% Eco Dis

Total student enrollment (w/o self contained SPED) = x
 $x/29 = z$

$(z \times 8)/6 = \#$ 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

$(x + y)/29 = z$

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

*Ratios are thresholds for BTO allocations & development only; does not trigger new FTE

Special Campus Staffing

Alternative Learning Center		
Principal of Special Support Campus		1
HS Asst Principal		1
Counselor		1
Librarian		1
Social Worker		1
Transition Facilitator		2
Teacher		11
Teacher Asst		4
Special Education Teacher	TBD by Dept	
Special Education Teacher Asst	TBD by Dept	
Admin Asst III		1
Registrar		1
Data Proc		1
Clerk IV		1
Parent Support Spec		1

Travis Co. Detention Ctr.		
Teacher		5
Special Education Teacher	TBD by Dept	
Teacher Asst		2
Library Asst		1

Phoenix Academy		
Teacher		4
Special Education Teacher	TBD by Dept	

Leadership Academy		
Teacher		4
Special Education Teacher	TBD by Dept	
Counselor		1

Travis Co. JJAEP		
HS Asst Principal		1
Teacher		1
Special Education Teacher	TBD by Dept	
Special Education Teacher Asst	TBD by Dept	
Registrar		1

Elementary DAEP		
Teacher		2.6 (.6 is PE)
Special Education Teacher	TBD by Dept	
Special Education Teacher Asst	TBD by Dept	
Teacher Asst		1

Homebound (Comm Ed)		
Teacher		7
Special Education Teacher	TBD by Dept	
Project Specialist II		1

Clifton Center		
Principal of Special Support Campus		1
HS Asst Principal		1
CTE Teacher		8

Special Education Teacher Asst	9
Admin Asst III	1
Accounting Tech II	1

Austin State Hospital	
HS Asst Principal	1
Admin Assistant III	1
Teacher	1
All other positions allocated by SPED Department	

Garza HS	
HS Principal	1
HS Asst Principal	1
Counselor	3
Coordinator	1
Teacher	23
Librarian	1
Graduation Coach	1
Special Education Teacher	TBD by Dept
Special Education Teacher Asst	TBD by Dept
Admin Asst III	1
Registrar	1
Data Proc	1
Attendance Specialist	1
Computer Lab Asst	1
Learning Management Asst (Garza Online)	0

Rosedale	
Principal of Special Support Campus	1
Coordinator	1
Special Education Teacher	TBD by Dept
Speech Pathologist	1
Admin Asst III	1
Admin Asst I	0.5
Clerk III	1
Registrar	1
Library Asst	1
Special Education Teacher Asst	TBD by Dept
Fine Arts (Music) Teacher1	0

International HS	
Principal of Special Support Campus	1
Asst Principal	by formula
Counselor	by formula
Teacher	by formula
Social Worker	1
Admin Asst III	1
Registrar	1
Attendance Spec	1

Ann Richards	
HS Principal	1
MS Academy Director	1
Asst Principal	by formula
Counselor	by formula
Teacher	by formula
Admin Asst III	1

Clerical	by formula
Librarian	1
Library Clerk	1
Parent Support Specialist	1

Blazier Elementary/Intermediate	
Principal	Upgrade to AP10
Admin Assistant II	1 above formula
Academic Dean of Intermediate Campus	1
PSS	1 above formula
Clerk IV	1 above formula
Library Media Specialist	2 total/1 primary location and 1 intermediate
6th Grade Electives	Apply 6th grade fine arts/elective formula

Winn Elementary	
Guide Assistant	.5 for each K-5 teacher FTE
Montessori Instructional Specialist	1

Campbell & Blackshear Elementary	
Essential Areas	3 full FTEs (PE/music/art)

*New Campus	
Position	Location
1 Principal	New NE Middle School
1 Secretary/Bookkeeper	New NE Middle School

Up to 1 calendar/fiscal year in advance of opening

GPA Navarro	
Asst. Principal	1
Teacher	3
Teacher Special Education	TBD by Dept
Registrar IV	1
Graduation Coach	1
TA Reg	1

GPA Travis	
Asst. Principal	1
Teacher	2
Teacher Special Education	TBD by Dept
Registrar IV	1
Graduation Coach	1
Project Specialist	1

LASA	
Signature Course Teachers	8 above formula
HS Counselor	1 above formula

Supplemental Positions

Supplemental/Specialty Positions	
Position	Location
MS Magnet Director	Lively & Kealing
HS Athletic Trainer	1 per HS; 1 additional at 4 largest HS
Dyslexia Interventionists	Distributed to campuses by Academics Office - 1:36
JROTC	by program defined by federal standard
Special Program Clerk (Clerk IV)	1 additional at Anderson, McCallum, Kealing, Lively, Murchison
Elementary IB Feeder	1 additional Foreign Lang Teacher @ Doss, Davis, Hill, Summit, Pillow
ECHS/P-TECH Coordinator	Stipend Only - Must be an Assistant Principal
ECHS Project Specialists	3 FTEs allocated to ECHS/P-TECH org; assigned to campuses by that office
DELTA TAs	One per comprehensive, non-magnet campus
PSS	Winn, Uphaus, designated special campuses, qualifying campuses

New Campus Opening	
Position	Location
1 Principal	New NE Middle School
1 Admin Asst II	New NE Middle School

School Changes Staffing (.00TT)

Metz/Sanchez **Ends after FY23**

- (1) Counselor above formula
- (2) Instructional Spec
- (.5) Parent Support Spec
- Ensure 1 FT Special Areas Team