

**School Staffing Guidelines**  
**for Implementation of Policy 02.4331**  
**For 2025-26 School Year**

A. Certified Staff

1. Elementary - Initial Allocation

For elementary schools, the projected enrollment at each grade level in grades \*K- 5 is divided by 24 to determine the number of regular classroom teachers. The result is rounded.

Each elementary school will be provided staff for library/research/technology, music, art, world language, and physical education faculty to implement programming for students.

\*Kindergarten allocation contingent on inclusion of full day programming in SEEK allocation.

Consideration for Additional Certified Staff After Initial Allocation

Because the board’s allocation is more generous than state class cap sizes, additional staff may be provided when actual enrollments meet the following criteria (Kindergarten enrollment will not exceed 24 per class):

Kindergarten Enrollment	Allocation
1-24	1
25-48	2
49-72	3
73-96	4

Grade 1, 2, or 3 (by grade) Enrollment	Allocation
1-26	1
27-52	2
53-78	3
79-104	4

Note: Additional instructional assistants (in excess of the number originally allocated) are not provided for the additional sections.

Grades 4, 5 (by grade) Enrollment	Allocation
1-28	1
29-56	2
57-84	3
85-112	4

2. Middle School – Initial Allocation

Projected enrollment at the middle school is divided by 25 to determine the number of class sections per period. That number is multiplied by six periods to determine the total number of class sections. That product is then divided by five teaching periods. That result is then rounded to the next two-tenths (.2, .4, .6, .8) number to determine the number of staff members allocated.

Additional allocation may be provided to accommodate advanced, remedial, high school credit, and/or district-based offerings. The principal and superintendent will work together to make the best projections for these allocations.

Consideration for Additional Certified Staff After Initial Allocation

Because the board’s allocation is more generous than state class cap sizes, additional staff may be provided when actual enrollments meet the following criteria:

For every 31 students above the projected enrollment indicated on the initial allocation, an additional certified staff member may be provided. This enrollment figure will not be rounded and is not proportionate. For example:

1-30 Students	No additional allocation
31-61 Students	One additional teacher allocated
62-90 Students	Two additional teachers allocated

3. High School – Initial Allocation

Projected enrollment in each subject area at the high school is divided by 25 to determine the number of class sections per period. That number is multiplied by six periods to determine the total number of class sections. That product is then divided by five teaching periods. That result is then rounded to the next two-tenths (.2, .4, .6, .8) to determine the number of staff members allocated.

Additional allocation may be provided to accommodate Early bird, AP and integrated courses. The principal and superintendent will work together to make the best projections for these allocations based on student course requests.

Consideration for Additional Certified Staff After Initial Allocation

For every 31 students above the projected enrollment indicated on the initial allocation, an additional certified staff member may be provided. This enrollment figure will not be rounded and is not proportionate. For example:

1-30 Students	No additional allocation
31-61 Students	One additional teacher allocated
62-90 Students	Two additional teachers allocated

4. Staffing for building based Title I, II, and/or special education services is allocated on the basis of projected enrollment after consultation between the building principal and the Program Director and Superintendent.
5. Certified support staff shall be allocated as follows:
  - a. Principal 1.0 per school
  - b. Assistant Principal 1.0 per school
  - c. Media Specialist
 

High School	0.5 + 0.5 Secondary Instructional Support
Middle School	0.5 + 0.5 Secondary Instructional Support
Elementary Schools	1.0 (each)
  - d. School Counselor or School Social Worker
 

High School	4.0
Middle School	2.0
Elementary Schools	1.0 (each)
6. Consideration for additional itinerant position(s) as part of or following initial allocation-Following consultation with district administration, Board of Education, school principal(s) and/or SBDM Council(s), the superintendent may provide additional allocation to support identified need, program, or project.

B. Classified Staff (Administration/Classroom)

1. High School (to cover the following services: reception, administration support, athletics, guidance support, special education, school health/nurse, attendance clerk)
 

Secretaries	4.0
Support Staff for Student	2.0
Resource Center (keeping labs and library open extended hours)	
Clinic/Substitute Coordinator	
2. Middle School (to cover the following services: reception, administration support, guidance support, school health/nurse, attendance, and bookkeeping)
 

Secretaries	3.0
Support Staff for Student	1.0
Resource Center (keeping labs and library open extended hours)	
3. Elementary Schools
 

Secretaries	1.0 position per elementary school
Office Staff	1.0 position per elementary school
Kdg. Instructional Asst.	1.0 position per FTE Kindergarten teacher.
Instructional Assistant*	1.0 position per each 3 Primary (non-K) teacher, .66 rounded up to next whole position
RTI Instructional Asst.	1.0 KRTI, 1.0 Grade 1-5 per elementary school

\*School Councils may reassign these assistants based on school needs.

4. Special Education Assistants - As needed for building-based programs as determined by the Director of Special Education after consultation with the building principal and superintendent.
5. Title I Assistants - Position (s) allocated on the basis of determined need after consultation between building principal and Assistant Superintendent for Student Services.
6. Alternative Education and Response to Intervention Assistant(s) – Itinerant position(s) based on case load and need as determined by superintendent.

C. Custodians (7.5+ daily hours = 1.0 FTE position)

High School	8.0
Middle School	5.0
Johnson	3.0
Moyer	4.0
Woodfill	3.0

D. Lunchroom Personnel

1. Supplied in accordance with Federal guidelines based on number of lunches served.