

Marion County Board of Education

SCHOOL COUNCIL STAFFING ALLOCATION GUIDELINES – FY 2015-2016

I. Certified Staff

Staffing shall be allocated to provide sufficient staff to meet the maximum class size caps in state law. Projected enrollment will be used to determine the March 1 FTE (full time equivalent) allocation at each level as follows:

Elementary (K- 5)	24:1
Middle(6-8)	25:1
High (9-12)	25:1

II. Principal/Assistant Principal

Principal and assistant principals shall be allocated as follows:

Principal – 1 per school
Assistant Principal – 2 at high school

III. Media Specialist

Media specialists shall be allocated as follows:

Elementary	<300 students	.5 per school
	>300 students	1 per school
Middle		1 per school
High		1 per school

IV. Guidance Counselor

Guidance counselors shall be allocated as follows:

Elementary	<300 students	.5 per school
	>300 students	1 per school
Middle		1 per school
High		2 per school

Allocated extended duty days and supplements are included in various positions as noted in the Extended Duty Schedule and School Extended Day Schedule.

V. SUPPLEMENTAL CERTIFIED ALLOCATION

A supplemental allocation will be provided to each school for all other certified SBDM positions. This allocation should be used for position(s)/program(s) deemed essential by the school’s council, such as assistant principal, PE, Music, Art, Band, and any other elective programs. Projected enrollment will be used to determine the March 1 FTE allocation at each level as follows:

Elementary (K-5) 125:1
Middle (6-8) 65:1
High (9-12) 230:1

VI. CLASSIFIED STAFF

Classified staff will be allocated as follows:

A. Kindergarten Instructional Assistants

School Level	Allocation	Hours per Day	Days per Year
Elementary	24:1	6	183

B. Secretary/Attendance Clerk/General Aide

School Level	Allocation	Hours per Day	Days per Year
Elementary <300 students	1	4	207
	1	7	183
Elementary >300 students	1	7	183
	1	6	183
Middle	1	7	183
	1	6	183
High	1	8	255
	1	8	187
	1	7	183
	1	6	183