

## Marion County Board of Education

### SCHOOL COUNCIL STAFFING ALLOCATION GUIDELINES – FY 2016-2017

#### 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- 3)	22:1
Elementary (4- 5)	24:1
Middle (6 - 7)	25:1
Middle(8)	26:1
High (9-12)	27:1

#### 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