

## Marion County Board of Education

### SCHOOL COUNCIL STAFFING ALLOCATION GUIDELINES

**FY 2017-2018 as of 2-27-17**

#### 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:

| <u>MCPS Staffing Ratios</u> |      | <u>State Cap Staffing Ratios</u>                               |      |
|-----------------------------|------|----------------------------------------------------------------|------|
| Elementary (K- 3)           | 22:1 | Elementary (K- 3)                                              | 24:1 |
| Elementary (4- 5)           | 24:1 | Elementary (4)                                                 | 28:1 |
| Middle (6 - 7)              | 25:1 | Middle (5-6)                                                   | 29:1 |
| Middle(8)                   | 26:1 | MA/HS (7-12)                                                   | 31:1 |
| High (9-12)                 | 27:1 | <i>(there can be no more than 150 pupil hours per teacher)</i> |      |

#### 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)     | <del>65:1</del> 178:1 |
| High (9-12)      | 230:1                 |

## **VI. CLASSIFIED STAFF**

Classified staff will be allocated as follows:

### **A. Instructional Assistants**

| School Level                 | Allocation | Hours per Day | Days per Year |
|------------------------------|------------|---------------|---------------|
| Elementary<br>(kindergarten) | 24:1       | 6             | 183           |
| Middle/High (ISD)            | 1          | 6             | 183           |
| HCSA                         | 1          | 6.5           | 183           |

### **B. Secretary/Attendance Clerk/General Aide**

| School Level                | Allocation | Hours per Day | Days per Year |
|-----------------------------|------------|---------------|---------------|
| Elementary<br><300 students | 1          | 4             | 207           |
|                             | 1          | 7             | 183           |
| Elementary<br>>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           |

**C. Bookkeeper**

| <b>School Level</b>         | <b>Allocation</b> | <b>Hours per Day</b> | <b>Days per Year</b> |
|-----------------------------|-------------------|----------------------|----------------------|
| Elementary<br><300 students | 1                 | 4                    | 207                  |
| Elementary<br>>300 students | 1                 | 8                    | 207                  |
| Middle                      | 1                 | 8                    | 207                  |
| High                        | 1                 | 8                    | 255                  |

**D. Custodians**

| <b>School</b>  | <b>Sq Footage</b> | <b>Allocation</b> | <b>Hours per Day</b> | <b>Days per Year</b> |
|----------------|-------------------|-------------------|----------------------|----------------------|
| Calvary        | 22,596            | 1                 | 8                    | 260                  |
|                |                   | 1                 | 2                    | 183                  |
| Glasscock      | 55,680            | 1                 | 8                    | 260                  |
|                |                   | 1                 | 8                    | 240                  |
|                |                   | 2                 | 4                    | 183                  |
| Lebanon Elem   | 37,498            | 2                 | 8                    | 260                  |
|                |                   | 1                 | 4                    | 183                  |
| WMES           | 43,219            | 2                 | 8                    | 260                  |
|                |                   | 1                 | 4                    | 260                  |
| Lebanon Middle | 78,082            | 3                 | 8                    | 260                  |
| SCMS           | 72,657            | 3                 | 8                    | 260                  |
| High School    | 121,654           | 5                 | 8                    | 260                  |

**E. Food Service**

| <b>School</b>  | <b>Allocation</b> | <b>Hours per Day</b> | <b>Days per Year</b> |
|----------------|-------------------|----------------------|----------------------|
| Calvary        | 1                 | 8                    | 192                  |
|                | 3                 | 6.5                  | 184                  |
| Glasscock      | 1                 | 8                    | 192                  |
|                | 5                 | 6.5                  | 184                  |
| Lebanon Elem   | 1                 | 8                    | 192                  |
|                | 5                 | 6.5                  | 184                  |
| WMES           | 1                 | 8                    | 192                  |
|                | 6                 | 6.5                  | 184                  |
| Lebanon Middle | 1                 | 8                    | 192                  |
|                | 4                 | 6.5                  | 184                  |
| SCMS           | 1                 | 8                    | 192                  |
|                | 3                 | 6.5                  | 184                  |
| High School    | 1                 | 8                    | 192                  |
|                | 1                 | 7                    | 187                  |
|                | 9                 | 6.5                  | 184                  |