

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)	65:1 178:1
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 (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 <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

C. Bookkeeper

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

D. Custodians

School	Sq Footage	Allocation	Hours per Day	Days per Year
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

School	Allocation	Hours per Day	Days per Year
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