

School Staffing Procedures

The Hardin County Schools shall assign each school the certified and classified personnel in numbers that meet at least the minimum state requirements.

Calculations are based on projected enrollment. Allocations will be adjusted on the 15th school day and on September 15 based on actual enrollment unless there are sufficient numbers for a full teacher.

The local school administrators, counselors, and librarians will be staffed on a ratio that is consistent with Hardin County Board of Education policies and regulations.

All classroom teachers shall be assigned students based on ratios that meet the state mandated class cap requirements for all grade levels, special education classes, and particular subjects. The teacher-student ratio may vary from one year to another in a particular school due to student population changes or program adjustments that are unique for that year. The Board may make annual adjustments in the teacher-student ratio within the guidelines set forth by the state. SBDM schools may elect to raise cap size in order to meet programmatic or student needs.

CERTIFIED STAFFING

The regular teacher-student staffing ratio will be within the guidelines of the Kentucky Department of Education and will be based upon the individual school enrollment. Staffing ratios are as follows and will be rounded to the nearest whole:

Preschool	1:17.0 (half-day)
Kindergarten	1:24.0 (full-day)
Grades P-3	1:24.0
Grades 4 –5	1:25:0
Middle School	1:26:0
High School	1:26:0 1:27.0

Allocations for the category of elementary music, art and physical education will be calculated at a ratio of one (1) position in this category for each 150 students in kindergarten through grade 5. No school will be staffed with less than one (1) full position in this category. All calculations will be rounded to the nearest one half (.5) position for elementary music, art and physical education.

CLASSIFIED STAFFING

Classified staffing ratio for office managers, bookkeepers, assistants and clerks will be as follows:

High Schools

Officer Manager	1
Bookkeeper	1
Number of Students	Clerks
Up to 1399	4
1400-1699	5
1700+	6

School Staffing Procedures**CLASSIFIED STAFFING (CONTINUED)****Middle Schools**

Office Manager	1
Clerk	1
Assistants	3

Elementary

Office Manager	1
Clerk	1

College View

Clerk	1
Office Manager	1

Additional Inst. Asst.	2
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Assistants in preschool, kindergarten and special education will be allocated according to the Kentucky Department of Education guidelines. Other assistants including lunchroom assistants will be allocated at a ratio of one (1) for each 225 students in preschool through grade 5. Primary instructional assistants will be allocated at a ratio of one (1) assistant to each three (3) primary teachers. The number will be rounded to the nearest one half (.5) position.

CUSTODIANS

Each location shall be allotted a custodian for each 22,500 square feet. Facilities that are less than 63,000 square feet will have an additional 14,396 square feet added to the square feet of the building when calculating custodial allotment. Consideration should be given to the number of occupants of the facility.

LUNCHROOM PERSONNEL

Personnel shall be allotted based upon the formula recommended by the Kentucky Department of Education, Division of School and Community Nutrition. Lunchroom personnel are paid from the lunchroom account and considered a District program.

SPECIAL EDUCATION ADD-ON

Assistant principal and counselor positions will be calculated using the projected enrollment with an additional student add-on based on the number and category of special education units:

Low Incidence	20 Student Add-On
Emotional Behavioral Disability	25 Student Add-On

Any school with an EBD or Low Incidence unit will be staffed with at least one (1) full-time counselor.

School Staffing Procedures**ADMINISTRATIVE STAFFING GUIDELINES****High School Administrative Staffing**

	Principal	Assistant Principal	Counselors	Librarians
1-249	1	0	.5	.5
250-499	1	0.5	1	1
500-749	1	1	1.5	1
750-999	1	1.5	2	1
1000-1249	1	2	2.5	2
1250-1499	1	2.5	3	2
1500-UP (SACS)	1	3.0	3.5	*2

*One (1) staff person shall be added where needed for each additional 250 students over 1500. This person may be assigned to any of these areas to best meet the needs of the school.

Middle School Administrative Staffing

	Principal	Assistant Principal	Counselors	Librarians
1-249	1	0	2	0.5
250-499	1	0.5	2	1
500-749	1	1	2	1
750-999	1	1.5	2	1
1000-1249	1	2	2.5	1

*IN May 2008, the board allocated a minimum of two (2) guidance counselor positions at all middle schools regardless of enrollment without precluding additional allocations based on higher enrollment as prescribed.

Elementary School Administrative Staffing

	Principal	Assistant Principal	Librarians
1-249	1	0	0.5
250-399	1	0	1
400-749	1	.5	1
750-999	1	1	1
1000-1249	1	1.5	1

Elementary Guidance Staffing

1-399	0.5
400-749	1.0
750-999	1.5
1000-1249	2.0
1250-1499	2.5
1500	3.0

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