

School Staffing Procedures

The Elizabethtown Independent 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 following allocation formulas do not include categorical programs staffed at the school such as special education and Title I.

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. Teacher staffing ratios will be rounded to the nearest whole.

Panther Academy:

- 1 Principal
- .5 Library Media Specialist
- .5 Academic Interventionist
- Preschool Teachers – in accordance with state guidelines
- Kindergarten Teachers – 1:21
- 1 Special Area Teacher

Elementary Schools (Morningside and Helmwood Heights):

- 1 Principal
- .5 Assistant Principal
- 1 Counselor
- 1 Library Media Specialist
- 1 Academic Interventionist
- Primary Teachers – 1:24
- Immediate Teachers – 1.25
- 4 Special Area Teachers for elementary music, art, physical education and STEM

T.K. Stone Middle School:

- 1 Principal
- 1 Assistant Principal
- 1 Counselor
- 1 Library Media Specialist
- 1 Academic Interventionist
- Teachers – 1:24
- Instrumental and Choral Music Teachers – one each, shared with the high school

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CERTIFIED STAFFING (CONTINUED)

Elizabethtown High School:

- 1 Principal
- 2 Assistant Principals
- 2 Counselors
- 1 Media Specialist
- 1 Academic Interventionist
- **Teachers – 1:24**
- Instrumental and Choral Music Teachers – one each, shared with the middle school
- **Athletic Director**

Valley View Education Center:

- 2 Alternative Center Teachers

Glen Dale Center:

- **1 Teacher – 1:10 or 1:15 with 1 Instructional Assistant**

CLASSIFIED STAFFING:

Classified Staffing will be allocated as follows.

Panther Academy:

- 1.5 Secretaries
- 1 Behavior Interventionist
- 1 Preschool Instructional Assistant per teacher, plus one for the program in general
- 1 Kindergarten Instructional Assistant per teacher
- 1.5 Custodians

Elementary Schools (Morningside and Helmwood Heights):

- 1 Secretary
- 1 Attendance Clerk
- ~~1 Behavior Interventionist~~
- **Primary Instructional Assistants – 1 to every 3 primary teachers**
- Instructional Assistants - **1:150**, rounded to the nearest half.
- **1** Custodians

T.K. Stone Middle School:

- 1 Secretary
- 1 Attendance Clerk
- 3 Instructional Assistants
- **1** Custodians

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CLASSIFIED STAFFING (CONTINUED)

Elizabethtown High School:

- 1 Secretary
- 1 Bookkeeper
- 1 Attendance Clerk
- 1 Guidance Secretary
- 2 Instructional Assistants
- 1.5 Custodians

Valley View Education Center:

- .5 Instructional Assistant
- .5 Custodian

Glen Dale Center:

- 1 Instructional Assistant

Review/Revised:2/21/2022