

### **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 15<sup>th</sup> 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
- 0.5 Library Media Specialist
- 0.5 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
- 0.5 Assistant Principal
- 1 Counselor
- 1 Library Media Specialist
- 1 Academic Interventionist
- Primary Teachers – 1:24
- ~~Immediate~~ Intermediate 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 Choral Music, and Theatre Teachers – one each, shared with the high school

**School Staffing Procedures****CERTIFIED STAFFING (CONTINUED)****Elizabethtown High School:**

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

**Valley View Education Center:**

- ~~4~~ 3 Alternative Center Teachers

**Glen Dale Center:**

- ~~2~~ 1 Teacher

**CLASSIFIED STAFFING:**

Classified Staffing will be allocated as follows.

**Panther Academy:**

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

**Elementary Schools (Morningside and Helmwood Heights):**

- 1 Secretary
- 1 Attendance Clerk
- Primary Instructional Assistants – 1 to every 3 primary teachers
- Instructional Assistants - 1:75, rounded to the nearest half.
- 2.5 Custodians

**T.K. Stone Middle School:**

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

**School Staffing Procedures**

**CLASSIFIED STAFFING (CONTINUED)**

**Elizabethtown High School:**

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

**Valley View Education Center:**

- ~~1 Instructional Assistant~~
- 0.5 Custodian

**Glen Dale Center:**

- 1 Instructional Assistant

Review/Revised: ~~8/19/2024~~ 04/21.2025