

School Staffing Procedures
HOPKINS COUNTY SCHOOLS
CERTIFIED STAFFING FORMULA

Staffing shall be allocated to provide sufficient staff to meet the maximum class size requirements per [KRS 157.360](#) and Board Policy 02.4331.

Special Education Staffing: Special education staffing is determined based upon the number of identified students with disabilities assigned to a resource teacher for case management.

MENTAL DISABILITY – MILD LEVEL; EMOTIONAL-BEHAVIORAL DISABILITY; LEARNING DISABILITY; PHYSICAL DISABILITY; AND OTHER HEALTH IMPAIRED:

Kindergarten to Grade 6 Projected enrollment divided by 12 Maximum Case Load: 15

Grade 7 to Grade 12 Projected enrollment divided by 17 Maximum Case Load: 20

MENTAL DISABILITY – FUNCTIONAL LEVEL:

Kindergarten to Grade 12 Projected enrollment divided by 10 Maximum Case Load: 10

SPEECH/LANGUAGE DISABILITY:

Kindergarten to Grade 12 Projected enrollment divided by 55 Maximum Case Load: 65

Teachers who provide District wide services are budgeted as itinerant and categorical and are not included in the allocation.

These procedures exceed the requirements of the state law and regulation on staffing allocation to school councils: The procedures are as follows:

ELEMENTARY GRADES P-5 (BASIC UNITS)

Grade P-3 Projected enrollment divide by 22 (2 below caps)

Grade 4 Projected enrollment divide by 26 (2 below caps)

Grade 5 Projected enrollment divide by 27 (2 below caps)

This formula gives the allocation of basic teachers a school will receive based upon fourth (4th) month enrollment, as certified by the Superintendent's office and Department of Pupil Personnel. Adjustments will be made by September 15, based upon actual enrollment as verified by Department of Pupil Personnel. Additional adjustments may be made in accordance with [KRS 161.760](#) to reduce or increase personnel because of a shift in school population.

ADMINISTRATIVE POSITION:

Principal - 1.0 per school

Assistant Principal – 1.0 per school, with enrollment of 500+ students Pre-K-5. (Pre-K students count .5 in enrollment numbers)

REQUIRED BY [KRS 158.102](#)

Media Specialist: 1.0 maximum per school

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BOARD POSITIONS PER SCHOOL:

<u>Visual/Performing Arts (VPA)</u>	<u>Physical Education</u>	<u>Guidance Counselor</u>
1.0	1.0	1.0

GRADES P-8 SCHOOL(S) WITH LESS THAN 750 STUDENTS (BASIC UNITS)

Grades P-3	Projected enrollment divide by 22 (2 below caps)
Grade 4	Projected enrollment divide by 26 (2 below caps)
Grade 5	Projected enrollment divide by 27 (2 below caps)
Grade 6	Projected enrollment divide by 27 (2 below caps)
Grades 7-8	Projected enrollment divide by 29 (2 below caps)
(Not to exceed 150 students per teacher)	

This formula gives the allocation of basic teachers a school will receive based upon fourth (4th) month enrollment, as certified by the Superintendent's office and Department of Pupil Personnel. Adjustments will be made by September 15, based upon actual enrollment as verified by Department of Pupil Personnel. Additional adjustments may be made in accordance with [KRS 161.760](#) to reduce or increase personnel because of a shift in school population.

ADMINISTRATIVE

Principal - 1.0 per school

Assistant Principal – 1.0 per school, with enrollment of 500+ students Pre-K-8. (Pre-K students count .5 in enrollment numbers).

REQUIRED BY [KRS 158.102](#)

Media Specialist: 1.0 maximum per school

BOARD POSITIONS PER SCHOOL:

<u>Visual Performing Arts (VPA)/Art</u>	<u>Instrumental Music</u>	<u>Vocal Music</u>	<u>Physical Education</u>	<u>Guidance Counselor</u>
1.0	0.5 minimum	0.5 minimum	1.0	1.0

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GRADES P-8 SCHOOL(S) WITH LESS THAN 750 STUDENTS (BASIC UNITS) (CONTINUED)

SPECIAL AREA POSITIONS AVAILABLE PER SCHOOL:

Technical Education

Career Choices

Computer Lab

Family Consumer Science

World Language

Vocal Music

Other - would change as determined by council in accordance with Board Policy 02.4331.

GRADES P-8 SCHOOL(S) WITH OVER 750 STUDENTS (BASIC UNITS)

Grades P-3 Projected enrollment divide by 22 (2 below caps)

Grade 4 Projected enrollment divide by 26 (2 below caps)

Grade 5 Projected enrollment divide by 27 (2 below caps)

Grade 6 Projected enrollment divide by 27 (2 below caps)

Grades 7-8 Projected enrollment divide by 29 (2 below caps)

This formula gives the allocation of basic teachers a school will receive based upon fourth (4th) month enrollment, as certified by the Superintendent's office and Department of Pupil Personnel. Adjustments will be made by September 15, based upon actual enrollment as verified by Department of Pupil Personnel. Additional adjustments may be made in accordance with [KRS 161.760](#) to reduce or increase personnel because of a shift in school population.

ADMINISTRATIVE:

Principal - 1.0 per school

Assistant Principal - 2.0 per school, with an enrollment of 750+ students Pre-K-8. (Pre-K students count .5 in enrollment numbers).

REQUIRED BY [KRS 158.102](#)

Media Specialist: 2.0 maximum per school

BOARD POSITIONS PER SCHOOL:

<u>Visual- Performing Arts (VPA)</u>	Art 6-8	<u>Instrumental Music</u>	<u>Vocal Music</u>	<u>Physical Education</u>	<u>Guidance Counselor</u>
1.0	1.0	0.5 minimum	0.5 minimum	2.0	2.0

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GRADES P-8 SCHOOL(S) WITH OVER 750 STUDENTS (BASIC UNITS) (CONTINUED)

SPECIAL AREA POSITIONS AVAILABLE PER SCHOOL:

Technical Education

Career Choices

Computer Lab

Family Consumer Science

World Language

Vocal Music

Health

Business

Other - would change as determined by council in accordance with Board Policy 02.4331.

MIDDLE SCHOOL GRADES - 6-8

Grade 6 Projected enrollment divide by 27 (2 below caps)

Grades 7-8 Projected enrollment divide by 29 (2 below caps)

(Not to exceed 150 students per teacher)

This formula gives the allocation of basic teachers a school will receive based upon fourth (4th) month enrollment, as certified by the Superintendent's office and Department of Pupil Personnel. Adjustments will be made by September 15, based upon actual enrollment as verified by Department of Pupil Personnel. Additional adjustments may be made in accordance with [KRS 161.760](#) to reduce or increase personnel because of a shift in school population.

ADMINISTRATIVE:

Principal - 1.0 per school

Assistant Principal - 1.0 per school

REQUIRED BY [KRS 158.102](#)

Media Specialist: 1.0 maximum per school

BOARD POSITIONS PER SCHOOL:

<u>Visual- Performing Arts (VPA)</u>	<u>Instrumental Music</u>	<u>Vocal Music</u>	<u>Physical Education</u>	<u>Guidance Counselor</u>
1.0	0.5 minimum	0.5 minimum	1.0	1.0

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MIDDLE SCHOOL GRADES - 6-8 (CONTINUED)**SPECIAL AREA POSITIONS AVAILABLE PER SCHOOL:**

Vocal Music

Health

Career Choices

Family Consumer Science

World Language

Computer Lab

Business

Technical Education

Other - would change as determined by council in accordance with Board Policy 02.4331.

HIGH SCHOOL GRADES - 9-12

Projected enrollment divided by 24

This formula gives the allocation of basic teachers a school will receive based upon estimated enrollment based on fourth (4th) month, as certified by the Superintendent's office and Department of Pupil Personnel. Adjustments will be made by September 15, based upon actual enrollment as verified by Department of Pupil Personnel. Additional adjustments may be made in accordance with [KRS 161.760](#) to reduce or increase personnel because of a shift in school population.

ADMINISTRATIVE:

Principal - 1.0 per school

Assistant Principal - 2.0 per school

REQUIRED BY [KRS 158.102](#)

Media Specialist: 1.0 maximum per school

BOARD POSITIONS PER SCHOOL:

<u>Guidance Counselor</u>	<u>JROTC Instructor</u>	<u>Instrumental Music</u>	<u>Student Supervisor/ Athletic Director</u>	<u>Health/ Physical Education</u>
3.0	2.0	1.0 minimum	1.0	2.0 minimum

EXTENDED EMPLOYMENT

Extended days are to be allocated by the Superintendent pending available General Funds.

School Staffing Procedures
HOPKINS COUNTY SCHOOLS
CLASSIFIED STAFFING FORMULA

SECRETARY - P-5, P-8, AND MIDDLE SCHOOLS

Enrollment	# Hours Per Week
275 - above	80 Hours
650 – above	160 Hours

SECONDARY - 9-12

Enrollment	# Hours Per Week
750 - above	200 Hours

INSTRUCTIONAL ASSISTANTS P-5 & P-8 SCHOOLS

Each elementary school is allocated one (1) classroom instructional assistant at 32.5 hours weekly for each full-time kindergarten (P1) classroom. (One CIA per 24 kindergarten students).

Schools with a total enrollment of 425-549 students are allocated one (1) additional classroom instructional assistant at 32.5 hours weekly.

Schools with a total enrollment of 550-649 students are allocated two (2) additional classified instructional assistants at 32.5 hours weekly.

Schools with a total enrollment of 650 or above are allocated three (3) additional instructional assistants at 32.5 hours weekly.

Each elementary school is allocated annually one (1) Computer Lab Assistant at 32.5 hours weekly, pending available General Funds.

MIDDLE SCHOOLS - 6-8

Enrollment	# Hours Per Week
0-424	32.5 Hours
425-575	65 Hours
576 above	97.5 Hours

SECONDARY - 9-12

Enrollment	# Hours Per Week
750 above	140 Hours

Review/Revised:7/15/2024