

### **School Staffing Guidelines**

#### **STAFFING LEVELS**

Primary (K-3)	24
4 <sup>th</sup> Grade	28
5 <sup>th</sup> and 6 <sup>th</sup> Grade	29
7 <sup>th</sup> – 12 <sup>th</sup> Grade	31

School staffing allocations for Section 4 and Section 5 staffing shall be provided as positions. This allocation shall budget funds sufficient for the council to comply with state law. The staff funding allocation shall use District average costs, be based on District enrollment projections and be calculated as follows:

<b>ELEMENTARY SCHOOL</b>
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#### **Section 4 Funding**

Principal: One (1)

Media specialist: One (1)

Base funding for primary and intermediate regular teaching positions shall be based upon the state maximum class sizes. Kindergarten enrollment shall be counted as full-time for this calculation.. Teaching positions shall be rounded up to nearest 0.5. Gifted Accelerated Program enrollment shall not be counted for this calculation.

Discretionary teaching positions: One (1) teaching position per one hundred fifty (150) students (rounded up to nearest 0.5)

Schools with Free and Reduced lunch counts of 75% or higher will be staffing at a ratio of 22:1 for Primary and 26:1 for 4<sup>th</sup> Grade and 27:1 for 5<sup>th</sup> Grade (rounded up to nearest 0.5). District shall follow same date/timeline as Title I to determine school eligibility.

#### **Section 5 Funding**

Base funding for kindergarten paras shall be based upon the state maximum class sizes.

Instructional Paras: Ratio of one (1) for every twenty-four (24) full-time equivalent kindergarten students and one (1) for every fifty-five (55) 1st-3rd students plus two (2) discretionary instructional paras.

Clerical: Ratio of one (1) per two hundred twenty-five (225) students rounded up to the nearest 0.5, but not less than two (2). Eighty (80) hours of office/clerical time to be used during the summer and/or school year.

**School Staffing Guidelines**

<b>MIDDLE SCHOOL</b>
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**Section 4 Funding**

Principal: One (1)

Media specialist: One (1)

Base funding for regular teaching positions shall be based upon the state maximum class sizes. Teaching positions shall be rounded up to nearest 0.5.

Schools with Free and Reduced lunch counts of 75% or higher will be staffing at a ratio of 27:1 for 6<sup>th</sup> Grade and 29:1 for 7<sup>th</sup> and 8<sup>th</sup> Grade (rounded up to nearest 0.5). District shall follow same date/timeline as Title I to determine school eligibility.

Discretionary teaching positions: Ratio of one (1) per seventy-five (75) students (rounded up to nearest 0.5). Plus two (2) positions.

**Section 5 Funding**

Clerical: Ratio of one (1) per two hundred twenty-five (225) students rounded up to nearest 0.5, and one (1) attendance clerk. Eighty (80) hours of office/clerical time to be used during the summer and/or school year.

Instructional Para: One (1)

<b>HIGH SCHOOL</b>
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**Section 4 Funding**

Principal: One (1)

Media specialist: One (1)

Base funding for regular teaching positions shall be based upon the state maximum class sizes. Teaching positions shall be rounded up to nearest 0.5.

Schools with Free and Reduced lunch counts of 75% or higher will be staffing at a ratio of 29:1. District shall follow same date/timeline as Title I to determine school eligibility.

Discretionary teaching positions: Ratio of one (1) per one hundred thirty-five (135) students (rounded up to nearest 0.5). Plus three (3) positions.

**Section 5 Funding**

Clerical: Ratio of one (1) per two hundred twenty-five (225) students rounded up to nearest 0.5, plus one (1) additional attendance clerk.

Instructional Para: One (1)

**School Staffing Guidelines**

<b>PROGRAMS</b>
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**The Hub for Innovative Learning and Leadership**

Staffed at 100%

School and satellite programs will be staffed based on the number of pathways approved by the District and state classroom requirements.

One (1) Principal

Two (2) Assistant Principals

Two (2) Counselors

Four (4) Clerical

One (1) Program Manager

One (1) Custodial Supervisor

Four (4) Custodians

Three (3) Discretionary

Up to two (2) additional discretionary positions as needed with Superintendent approval

**LOCUST TRACT AGRISCIENCE CENTER**

Staffed at 100%

Schools will be staffed based on number of pathways approved by the District and state classroom requirements.

One (1) Principal

One (1) Assistant Principal

One (1) Counselor

Two and one-half(2.5) Custodians

Two (2) Clerical

One (1) Media Specialist

**Stables**

One (1) Middle School Teacher

One (1) High School Teacher

One (1) Program Director

One (1) Counselor

0.2 Clerical

One (1) Instructional Para

**School Staffing Guidelines**

<b>PROGRAMS (CONTINUED)</b>
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**Fayette County Learning Center**

Staffed at 100% based on 200 students

Middle School Ratio 15:1 rounded up to nearest 0.5

High School Ratio 15:1 rounded up to nearest 0.5

Discretionary Ratio 100:1 rounded up to nearest .05. Plus four (4)

One (1) Media Specialist

One (1) Assistant Principal

One (1) Program Director

Two (2 )Counselors

Two (2) Clerical

Two (2) Custodians

**Success Academy**

Four (4) High School Teachers

Two (2) Discretionary Teachers

One (1) Counselor

One (1) Program Director

One (1) Clerical

One (1) Custodian

**Staffing for Virtual Learners will be at 98%**

Ratio 29:1 for 6<sup>th</sup> grade

Ratio 31:1 for 7-12 grade

One (1) PGES plus ten (10) Days

Counselor to be shared with Success Academy. One (1) additional counselor if needed, depending on student enrollment and need.

**Steam Academy**

High School Ratio 31:1

Discretionary Ratio 135:1 rounded up to the nearest 0.5, plus one (1) for Technology Resource Assistant Principal One (1) for 1-550 Students, two (2 ) for 501-1000 Students.

One (1) Program Director

Counselor Ratio 350:1 with Minimum of two (2)

**School Staffing Guidelines**

<b>PROGRAMS (CONTINUED)</b>
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**Steam Academy (continued)**

Clerical ratio 225:1 rounded up to nearest 0.5 plus one (1) Attendance Clerk

Four (4 ) Custodians

**Family Care**

2.5 High School Teachers

0.2 Counselor – shared with AGC

0.4 Clerical – shared with AGC/Stables

**Audrey Grevious Center**

Four (4) High School Teachers

One (1) Instructional Assistant

0.3 Counselor – shared with Family Care

0.4 Clerical – shared with Family Care/Stables

**Opportunity Middle College**

Three (3) High School Teachers

One (1) Principal

One (1) Counselor

One (1) Administrative Assistant II

**Martin L King Academy**

Staffed at 100% based on 250 students

18.5 Middle or High School Teachers

Three (3) Discretionary

Two (2) Behavior Specialist at 219 days

Three (3) Social Workers

One (1) Psychologist

Two (2) Counselors

One (1) Program Director

One (1) Assistant Principal

Three (3) Clerical

One (1) Safe Para

Five (5) Instructional Paras

Two (2) Custodians

**School Staffing Guidelines**

<b>PROGRAMS (CONTINUED)</b>
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**Carter G Woodson Academy**

Staffed at 98%

Middle School Ratio 20:1

High School Ratio 20:1

Discretionary Ratio 100:1

One (1) Program Director

One (1) Assistant Principal

0.5 Academic Dean

One (1) Community Liaison

Clerical Ratio 225: One (1) but not less than two (2)

One (1) Counselor

**George Washington Carver**

Eight (8) Primary Teachers

Two (2) Intermediate Teachers

Three (3) Discretionary Teachers

One (1) Media Specialist

One (1) Principal/Program Director

Two (2) Clerical

Two (2) Kindergarten Paras

Two (2) Primary Paras

Two (2) Instructional Paras

One (1) Counselor

2.5 Custodians

\* Staffing will change as grade levels are added

**RISE**

Eight (8) Primary Teachers

Four (4) Intermediate Teachers

Five (5) Discretionary Teachers

One (1) Media Specialist

One (1) Principal/Program Director

**School Staffing Guidelines****PROGRAMS (CONTINUED)****RISE (continued)**

One (1) Assistant Principal

Two (2) Clerical

Two (2) Kindergarten Paras

Three (3) Primary Paras

Two (2) Instructional Paras

One (1) Counselor

2.5 Custodians

\* Staffing will change as grade levels are added

**DISTRICT-WIDE AND CATEGORICAL PROGRAMS**

Additional certified and classified staff shall be allocated to support categorical and District-wide programs. Staffing shall be allocated according to state and/or federal regulations and shall comply with all applicable grant and non-grant funding sources. Teaching positions may be designated by the District as itinerant or non-itinerant.

Itinerant teachers are scheduled by the District and are subject to District guidelines for beginning and ending work time, planning time, travel time, lunch time (if appropriate) and full-time equivalent employment calculation per this procedure. No more than .1 (one-tenth) FTE shall be assigned for itinerant travel.

**Elementary School Staffing**

Elementary schools will receive one (1) Assistant Principal or Professional Growth Effectiveness Specialist (PGES). Schools with enrollment of 675 or over will receive (1) additional Assistant Principal or Professional Growth Effectiveness Specialist (PGES) as determined by Council.

**Middle School Staffing**

Schools with student enrollment of 1-550 will receive one (1) Assistant Principals or Professional Growth Effectiveness Specialist (PGES), schools with student enrollment of 551-1000 will receive two (2) Assistant Principals or Professional Growth Effectiveness Specialist (PGES), schools with enrollment of 1001-1500 will receive three (3) Assistant Principals or Professional Growth Effectiveness Specialist (PGES) as determined by Council.

**High School Staffing****Academy Schools will receive:**

One (1) Academy Coach per School

One (1) Assistant Principal per Academy, not to exceed five (5)

Up to two (2) CTE positions with Superintendent approval

One.five (1.5) FTE for Accelerated Courses for CGW

**School Staffing Guidelines****DISTRICT-WIDE AND CATEGORICAL PROGRAMS (CONTINUED)****Non-Academy Schools will receive:**

One (1) Assistant Principal for student enrollment of 1-550. Two (2) Assistant Principals for student enrollment of 551-1000 Three. (3) Assistant Principals for student enrollment of 1001 – 1500. Four (4) Assistant Principals for student enrollment of 1501-2000. Five (5) Assistant Principals for student enrollment greater than 2001. Superintendent may, at their discretion, adjust the number of Assistant Principals.

One (1) College and Career Ready Coach per School

Current Associate Principals may be Grand-fathered in. New hires beginning with the 2022-2023 SY will be hired as Assistant Principals at 209 days.

**Early Start**

Staffing shall be adjusted in accordance with state regulations to meet the staffing needs of enrolled 3- and 4-year-old students with disabilities and low income.

**English Learners**

Staffing may be adjusted to meet the needs of enrolled LEP students based on an analysis of school need by the English Learners administrator in consultation with the Assistant Superintendent for Academic Services and Director of Budget and Financial Planning, and as approved by the Superintendent.

**District Social Workers****Dropout Prevention Transition Program**

- Six(6.0) full-time special Social Workers shall be assigned to the high schools at an allocation of one (1.0) per high school as District-wide itinerant positions. The assigned social workers will work with the high schools and their respective feeder schools on an as needed basis and as assigned by the Chief of Student Support Services.

**Middle Schools**

- Two and four-tenths (2.4) full-time Social Workers shall be assigned to the Middle Schools at an allocation of two-tenths (0.2) per middle school as District-wide itinerant positions. The assigned social workers will work with the middle schools on an as needed basis and as assigned by the Chief of Student Support Services.

**Child Guidance Specialist and Counselors**

Child Guidance Specialist and Counselors shall be allocated as a District-wide support program as follows:

- Elementary Child Guidance Specialist: One (1)
- Middle and Non-Academy High Schools Child Guidance Counselors Ratio of one (1) per three hundred fifty (350) students, but not less than two (2) per school (rounded up to nearest 0.5). [EXCEPTION: SCAPA Bluegrass shall have no more than one (1).]
- Academy High Schools Child Guidance Counselors will be One (1) Counselor Per Academy or 350:1 whichever is greatest.



**School Staffing Guidelines****DISTRICT-WIDE AND CATEGORICAL PROGRAMS (CONTINUED)****District Mental Health Specialist**

- District Mental Health Specialists shall be assigned to schools as District-wide itinerant positions.

**Band and Orchestra**

Band and orchestra teachers shall be allocated to all schools as District-wide itinerant positions as follows:

**Elementary Schools**

Staff shall be assigned at an allocation up to four-tenths (0.4) of a full-time position at each elementary school requesting services. An additional one-tenth (0.1) of a full-time position will be assigned for regular planning time at the school housing the planning time for the itinerant teachers.

**Middle and High Schools**

Staff shall be assigned so that a band teacher will be assigned to each instructional period for band and an orchestra teacher will be assigned for each instructional period provided for orchestra. Minimum required class sizes shall be twelve (12) for orchestra and eighteen (18) for band. When a single band or orchestra class has a student enrollment that exceeds sixty (60) students, a team teacher shall be assigned to assist with instruction in that class.

Jazz and percussion band teachers shall be assigned to the high schools on an as needed basis by the Director of Fine Arts. Minimum required enrollment shall be twelve (12) and maximum enrollment of seventeen (17) participating students.

**Gifted and Talented Programs**

Primary Talent Pool, (K-3), and Elementary Gifted and Talented, (4-5) staff shall be allocated as District-wide itinerant positions: Elementary and Middle Gifted and Talented Accelerated Program staff shall be allocated by enrollment at the Accelerated Program sites.

**Elementary Schools Talent Pool**

Teachers for the Primary Talent Pool (K-3) and Elementary Gifted and Talented (4-5) shall be allocated based on the total number of gifted and talented students minus the number of gifted and talented students enrolled in the elementary accelerated programs divided by 182.

**Elementary Schools Accelerated Program**

Teachers for the Elementary Gifted and Talented Accelerated Program shall be allocated at a student to teacher ratio of 28:1 for 4<sup>th</sup> Grade and 29:1 for 5<sup>th</sup> Grade and rounded up to nearest 1.0.

**Middle Schools Gifted and Talented Students**

Middle Schools Gifted and Talented students shall be allocated as District-wide itinerant positions. Each location will be allocated at least a .2 position.

**School Staffing Guidelines****DISTRICT-WIDE AND CATEGORICAL PROGRAMS (CONTINUED)****Middle Schools Accelerated Program**

Teachers for the Middle School Accelerated Program shall be allocated at a student to teacher ratio of 29:1 at 6<sup>th</sup> Grade and 31:1 at 7<sup>th</sup> and 8<sup>th</sup> Grade and rounded up to nearest 1.0.

**School-based Custodial Staff**

Custodial staff shall be allocated as a District-wide support program and will be based on the building and portables square footage as follows:

**Elementary Schools**

Each school shall receive one (1) lead custodian responsible for 15,000 square feet and one (1) helping custodian per 31,000 square feet, rounded up to the nearest five-tenths (0.5). Notwithstanding the square footage allocation, all elementary schools will be staffed with a minimum of one (1) lead and one (1) helping custodian.

**Middle Schools**

Each school shall receive one (1) lead custodian responsible for 15,000 square feet and one (1) helping custodian per 31,000 square feet, rounded up to the nearest five-tenths (0.5).

**High Schools**

Each school shall receive one (1) Custodial Supervisor responsible for 12,000 square feet, one (1) lead custodian responsible for 15,000 square feet and one (1) helping custodian per 31,000 square feet, rounded up to the nearest five-tenths (0.5).

**COUNCIL AUTHORITY**

After receiving notification of the final financial allocation for the school from the Board, the council shall determine, within the funds allocated, the number of persons to be employed at the school in each school level job classification. The council shall not have the authority to recommend transfers or dismissals.

The council may reallocate staffing funds for other purposes consistent with its responsibilities provided sufficient staff is provided to meet the vision, mission and goals of the school and to comply with any applicable laws and regulations. The staffing allocation for categorical and District-wide programs shall be determined by the District.

**Funds remaining from the school's staffing allocation shall revert to the District's General Fund on June 30.**

**ADJUSTING STAFF FUNDING ALLOCATIONS TO ACTUAL SCHOOL ENROLLMENTS**

Opening enrollment verification data will be collected from each school by the close of the fourth instructional day.

SBDM council-approved revised staffing plans shall be submitted by the Principal to the Budget & Financial Planning Office and the Department of Human Resources at least two (2) full instructional days prior to the deadline for notification of staff. The Department of Human Resources will inform District staff of any contractual or assignment changes for the current school year no later than September 15. Decreases in student enrollment after September 15 will not result in reassignment of school staff members.

**School Staffing Guidelines****ADJUSTING STAFF FUNDING ALLOCATIONS TO ACTUAL SCHOOL ENROLLMENTS (CONTINUED)****Initial funding allocations will be adjusted as follows:**

Funding adjustments will be made for all elementary, middle, and high schools based on the District's staffing ratios as outlined herein.

**Initial Staffing Allocation**

Schools receive tentative Staffing Allocation from the Office of Budget and Financial Planning by February 1<sup>st</sup>. Staffing based upon 96% projection for elementary, 97% projection for middle and 98% projection for high school student enrollments.

Staffing allocations shall be calculated based upon the maximum class sizes described in District policy.

**Adjusting Staff Funding Allocations**

Adjustments to staffing prior to September 15<sup>th</sup> shall be made by the Budget and Financial Planning Director in accordance with established ratios. All adjustments will be reported to the Superintendent for final approval.

After September 15<sup>th</sup>, Section 3 resources will be considered when school enrollment by cluster (K-3, 4-5, 6-8, and 9-12) exceeds the state maximum class size by ten students for fifteen (15) consecutive instructional days. If additional resources are provided, the Director of Human Resources will determine whether to use a substitute or a contracted employee, depending upon the time of year.

Prior to instructional day 1 and if enrollment is anticipated to exceed projected enrollment, Schools may obligate SEC 6 funds to allow schools to secure a classroom teacher or substitute teacher to establish an additional classroom for a teacher who has been assigned students in excess of established staffing ratios. Subsequent to instructional day one, staffing adjustments will follow the normal staffing adjustment process as provided herein.

**OVERLAP TIME TO REPLACE CLASSROOM TEACHERS**

District funded overlap time will be limited to classroom teachers that have an effective retirement date on or before September 1 to avoid disruption in the classroom.

If a critical shortage area is involved, the District will allow overlap time of retirement dates up to October 1. If the retiree request to rescind their letter of intent after the PAF is issued for his/her replacement, it shall be subject to available funding as determined by the Superintendent.

For classroom teachers retiring AFTER September 1, or October 1 for critical shortage areas, Principals requesting overlap time will need to provide their own funding for a long-term substitute unless their council secures funds for a permanent hire.

The District will continue to fund one (1) day of overlap time for all other certified school based positions such as librarians, counselors, academic deans, associate principals, etc. (This group is not considered for extended overlap time because the purpose of such extended time is to avoid disruption in the classroom.)

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