

# **STAFFING FORMULAS**

**2023 - 2024**  
***FIRST READING***

**FORMULAS FOR STAFFING SCHOOLS  
2023 - 2024**

**GRADES K – 5**

A.

<u>GRADES</u>	<u>PUPIL - TEACHER RATIOS</u>
K*	25.0
1	16.0
2-5	23.0

\* Allocation also includes one aide per class.

(Grades K5 – 5<sup>th</sup> ADM / ADM factor) x 1.1 = Regular teachers for grades K5 – 5<sup>th</sup> including Art, Music, and P.E.

B. CERDEP/4K Program ADM; 20 =Teacher plus one Aide

C. Each school = 1.0 Principal

D. Each school = 1.0 Assistant Principal

E. ADM = 1.0 Media Specialist  
ADM ≥1200 = 2.0 Media Specialist

F. Each school = 1.0 Media Aide

G. ADM < 500 = 1.5 Secretary/Bookkeeper  
ADM 500 - 649 = 2.0 Secretary/Bookkeeper  
ADM 650 - 749 = 2.5 Secretary/Bookkeeper  
ADM 750 - 999 = 3.5 Secretary/Bookkeeper

H. Each school = 1.0 Student Information Clerk

I. Defined Program Ratio for Counselor:

ADM	FTE
≥1500	3.0
1250 - 1499	2.5
1000 - 1249	2.0
750 - 999	1.5
< 750	1.0

J. ADM > 720 = 0.5 Guidance Clerk

K. Defined Program Ratio for Art, Music & P.E.

ADM	FTE and Minutes Daily	
800 or more	1.0	300
640 - 799	0.8	240
480 - 639	0.6	180
320 - 479	0.4	120
Less than 320	0.2	60

Note: Total allocations for art, music, and P.E. will be rounded to the nearest .50 FTE, when feasible.

L. Each school (new) = 1.0 safety monitor

M. ADM > 350 (new) = 1.0 instructional aide (to assist in meeting 30-minute unencumbered time compliance)

**FORMULA FOR STAFFING SCHOOLS  
2023 – 2024**

**GRADES 6 – 8**

- A. Pupil-teacher ratios based on class sizes of 25:1.
  - B. Each School = 1.0 Principal
  - C. ADM < 500 = 1.0 Assistant Principal  
ADM ≥ 500 = 2.0 Assistant Principals
  - D. ADM < 1199 = 1.0 Media Specialist  
ADM ≥ 1200 = 2.0 Media Specialist
  - E. Each School = 1.0 Media Aide
  - F. ADM < 500 = 1.0 Secretary/Bookkeeper  
ADM 500 – 649 = 1.5 Secretary/Bookkeeper  
ADM 650 – 749 = 2.0 Secretary/Bookkeeper  
ADM 750 – 999 = 3.0 Secretary/Bookkeeper  
ADM 1000 – 1249 = 3.5 Secretary/Bookkeeper
  - G. Each School = 1.0 Student Information Clerk
  - H. ADM < 300 = 1.0 Counselor  
ADM 301 – 600 = 2.0 Counselors/Career Specialist  
ADM 601 – 900 = 3.0 Counselors/Career Specialist  
ADM 901 – 1200 = 4.0 Counselors/Career Specialist  
ADM 1200 – 1500 = 5.0 Counselors/Career Specialist
- Note: A student-to-guidance ratio of no more than 300:1, on a per school basis, will be attained through the staffing of guidance counselors, and in some instances, in combination with career specialists.
- I. ADM < 400 = 0.5 Guidance Clerk  
ADM 400 – 500 = 1.0 Guidance Clerk  
ADM > 500 = No Guidance Clerk
  - J. Each school = 1.0 safety monitor

**FORMULA FOR STAFFING SCHOOLS  
2023 – 2024**

**GRADES 9 – 12**

- A. Pupil-teacher ratios based on class sizes of 25:1.
- B. Each school = 1.0 Principal
- C. ADM < 599 = 1.0 Assistant Principal  
ADM 600 – 1000 = 2.0 Assistant Principals  
ADM 1000 – 1300 = 3.0 Assistant Principals  
ADM 1300 – 1600 = 4.0 Assistant Principals  
Each 300 ADM > 1600 = Additional 1.0 Assistant Principal
- D. ADM < 1000 = 1.0 Media Specialist  
ADM ≥ 1000 = 2.0 Media Specialists
- E. ADM < 1000 = 1.0 Media Aide  
ADM > 1000 = No Media Aide
- F. ADM < 500 = 2.0 Secretary/Bookkeeper  
ADM 500 – 1000 = 3.0 Secretary/Bookkeeper  
ADM > 1000 = 4.0 Secretary/Bookkeeper
- G. Each School = 1.0 Attendance Clerk
- H. ADM < 300 = 1.0 Counselor  
ADM 301 – 600 = 2.0 Counselor  
ADM 601 – 900 = 3.0 Counselor  
ADM 901 – 1200 = 4.0 Counselor  
ADM 1200 – 1500 = 5.0 Counselor

Note: A student-to-guidance ratio of no more than 300:1, on a per school basis, will be attained. The above allocations include each school's Director of Counseling Services position. The allocations do not reflect additional guidance allocations that may be provided to a school for its Freshman Academy. While allocations for a Freshman Academy are not reflected above, those additional allocations would also be considered for meeting the 300:1 ratio.

- I. Each school = 1.0 Registrar (Guidance Office)
- J. ADM > 400 = 1.0 Guidance Clerk

**OTHER STAFFING INFORMATION  
2023 – 2024**

1. Defined Minimum Program standards will be met or exceeded for all schools where relevant.
2. A full-time principal will be provided for each school regardless of size.
3. A full-time secretary will be provided for each transportation office.
4. Custodians will be provided according to the following formula and in conjunction with the custodial workloading program.

FTE - Total Square Feet / 25,000 square feet (generally)  
1.0 FTE = 1 twelve-month/8-hour position

5. One in-school suspension aide will be provided at each high school and each middle school. Two in-school suspension aides will be provided at Ridge Spring-Monetta Middle-High.
6. Safety monitor allocations are provided as follow:

**High Schools**

Aiken High – 3.0	South Aiken High – 3.0
North Augusta High – 3.0	Midland Valley High – 3.0
Silver Bluff High – 2.0	Wagener-Salley High – 1.0
Ridge Spring-Monetta Middle-High – 1.0	

7. Contract lengths by position and by school level, based on full-time equivalents, are shown below. The standard work day is 8 hours for most positions except where noted.

**ELEMENTARY**

Principal	12 months
Assistant Principal	210 days
Counselor	190 days
Media Specialist	195 days
Media Aide	181 days/7.5 hours
Secretary/Bookkeeper	12 months for first 200 days for second 181 days for each additional
Student Information Clerk	200 days
Guidance Clerk (half only, if qualify)	181 days/4 hours
Safety Monitor	181 days/8 hours

**MIDDLE**

Principal	12 months
Assistant Principal	220 days for first 210 days for second and each additional
Counselor	195 days for first 190 days for second
Media Specialist	195 days

Media Aide	181 days/7.5 hours
Secretary/Bookkeeper	12 months for first 200 days for second 181 days for each additional
Student Information Clerk	200 days
Guidance Clerk	181 days
Safety Monitor	181 days/8 hours

**HIGH**

Principal	12 months
Assistant Principals	220 days for first 210 days for second and each additional
Director of Counseling Services	225 days
Counselor	200 days for all
Media Specialist	195 days
Media Aide	181 days/7.5 hours
Secretary/Bookkeeper with ADM > 1000	12 months for first 12 months for second 200 days for third 181 days for fourth
Secretary/Bookkeeper with ADM < 1000	12 months for first 200 days for second 181 days for each additional
Attendance Clerk	200 days
Registrar	12 months
Guidance Clerk	181 days
Safety Monitor	181 days/8 hours

8. East Aiken School of the Arts is allocated one teacher each for drama and dance.
9. A school's total teacher FTE will be rounded to the nearest .50 FTE, unless circumstances require otherwise, to aid with staffing and budgeting ease.
10. Teacher allocations must be utilized for teaching positions. Unused teacher allocations can no longer be converted for other uses and in exchange for other positions.
11. Aiken Scholars Academy will be staffed with one principal, one 12-month secretary, one 200-day secretary, and a 225-day director of counseling service.
12. Aiken High School will be funded one additional 210-day assistant principal position.
13. Members of the District Administration will meet with principals during the budget planning process to review student projections, school staffing allocations, course requests, and other information to determine school staffs for the upcoming year. Adjustments are made, when necessary, based upon items approved as part of the budget. Enrollment numbers are monitored throughout the summer and during the first two weeks of the school year, and thereafter as needed, to determine if staffing revisions are required.