

STAFFING FORMULAS

**2025 - 2026
FIRST READING
APRIL 22, 2025**

FORMULAS FOR STAFFING SCHOOLS 2025 - 2026

GRADES K – 5

A.

GRADES	PUPIL - TEACHER RATIOS
K*	25.0
1	16.0
2-5	23.0

* Allocation also includes one aide per class.

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

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

C. Each school = 1.0 Principal

D. ADM<500 = 1.0 Assistant Principal
ADM >500 = 2.0 Assistant Principal (NEW)

E. Each school = 1.0 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
≥700	4.0
600 - 699	3.5
500 - 599	3.0
< 500	2.5

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

L. Each school = 1.0 safety monitor

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

Note:

Beginning in 2023 – 2024, the District imposed a cap on elementary class sizes. Any grade at any school whose classes average more than the cap has received an additional class/teacher to lower the class average to desired levels. Class averages are monitored through the first two weeks of school with automatic additions in the number of classes if class averages warrant.

Beyond the first two weeks of school, the Administration will monitor and only add classes when absolutely necessary. Schools may exceed the cap by reasonable amounts to limit disruptions.

For 2025 – 2026, the Administration requested flexibility on elementary class sizes. This would allow some administrative level discretion when class sizes exceed the cap by a minimal amount and also consideration of the specific situation.

FORMULA FOR STAFFING SCHOOLS 2025 – 2026

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 2025 – 2026

GRADES 9 – 12

- 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 – 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
 - ADM 1500 – 1800 = 6.0 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
 - K. ADM > 500 = 1.0 Career Specialist

OTHER STAFFING INFORMATION 2025 – 2026

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 generally be provided according to the following formula:

FTE - Total Square Feet / 25,000 square feet/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 at the high school level:

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	<u>205</u> 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
Student Information Clerk	<u>205</u> days

Secretary/Bookkeeper	12 months for first
200 days for second	
	181 days for each additional
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
Lead Counselor	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	<u>205 days</u>
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 generally be rounded to the nearest .20 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, a half 220-day assistant 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. North Aiken Elementary is allocated a second assistant principal position in exchange for the elimination of a vacated instructional coach "special allocation" funded by the District.
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.