

STAFFING FORMULAS

SECOND/FINAL READING

2018 - 2019

**FORMULAS FOR STAFFING SCHOOLS
2018 – 2019**

GRADES K – 5

A.

<u>GRADES</u>	<u>PUPIL - TEACHER RATIOS</u>
K*	25.0
1	18.0
2-3	23.0
4-5	25.5

* 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. Four-Year-Old Program ADM; 20 = Regular 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. ADM < 660 = 0.5 Media Aide
ADM ≥ 660 = 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 = 0.5 Attendance Aide

I. Defined Program Ratio for Guidance

<u>ADM</u>	<u>FTE</u>
≥ 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.

<u>ADM</u>	<u>FTE or Minutes Daily</u>	
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.

**FORMULA FOR STAFFING SCHOOLS
2018 – 2019**

GRADES 6 – 8

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| A. | Pupil-teacher ratios based on class sizes of 25:1. | |
| B. | Each School | = 1.0 Principal |
| C. | ADM < 600 | = 1.0 Assistant Principal |
| | ADM ≥ 600 | = 2.0 Assistant Principals |
| D. | ADM < 1199 | = 1.0 Media Specialist |
| | ADM ≥ 1200 | = 2.0 Media Specialist |
| E. | ADM 0 – 249 | = 0.5 Media Aide |
| | ADM ≥ 250 | = 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 Attendance Aide |
| H. | ADM < 300 | = 1.0 Guidance Counselor |
| | ADM 301 – 600 | = 2.0 Guidance Counselors/Career Specialist |
| | ADM 601 – 900 | = 3.0 Guidance Counselors/Career Specialist |
| | ADM 901 – 1200 | = 4.0 Guidance Counselors/Career Specialist |
| | ADM 1200 – 1500 | = 5.0 Guidance 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.
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|----|---------------|----------------------|
| H. | ADM < 400 | = 0.5 Guidance Clerk |
| | ADM 400 – 600 | = 1.0 Guidance Clerk |
| | ADM > 600 | = No Guidance Clerk |

**FORMULA FOR STAFFING SCHOOLS
2018 – 2019**

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 – 1400 = 3.0 Assistant Principals
 ADM 1400 – 1800 = 4.0 Assistant Principals
 Each 400 ADM > 1800 = Additional 1.0 Assistant Principal
- D. ADM < 1000 = 1.0 Media Specialist
 ADM ≥ 1000 = 2.0 Media Specialists
- E. ADM < 750 = 0.5 Media Aide
 ADM 750 – 1000 = 1.0 Media Aide
 ADM > 1000 = No Media Aide
- F. ADM < 500 = 1.0 Secretary/Bookkeeper
 ADM 500 – 1000 = 2.0 Secretary/Bookkeeper and 1.0 Clerical Aide
 ADM > 1000 = 3.0 Secretary/Bookkeeper and 1.0 Clerical Aide
- G. Each School = 1.0 Attendance Aide
- H. ADM < 300 = 1.0 Guidance Counselor
 ADM 301 – 600 = 2.0 Guidance Counselor
 ADM 601 – 900 = 3.0 Guidance Counselor
 ADM 901 – 1200 = 4.0 Guidance Counselor
 ADM 1200 – 1500 = 5.0 Guidance 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
2018 – 2019

1. Southern Association and 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 / 20,000 square feet
1.0 FTE = 1 twelve-month position (2,080 hours)
Fractions of 1.0 FTE = that same fraction of 2,080 hours

5. One in-school suspension aide will be provided at each high school and each middle school.
6. One V-tel aide allocation each is provided for Ridge Spring-Monetta High and Wagener-Salley High.
7. The following teacher allocations are provided for high school seven period schedule:

Aiken High – 2.5	South Aiken High – 2.5
North Augusta High – 2.5	Midland Valley High – 2.0
Silver Bluff High – 1.5	Wagener-Salley High – 1.0
Ridge Spring-Monetta Middle/High – 1.0	

8. Safety monitor allocations are provided as follow:

High Schools

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

Middle Schools

Each middle school – 1.0 (RSM covered by high school's monitor)

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

ELEMENTARY

Principal	12 months
Assistant Principal	210 days
Guidance Counselor	190 days
Media Specialist	195 days
Media Aide	181 days/7.5 hours
Secretary/Bookkeeper	220 days for first 200 days for second 181 days for each additional
Attendance Aide (half only)	185 days/3.75 hours
Guidance Clerk (half only, if qualify)	181 days/3.75 hours

MIDDLE

Principal	12 months
Assistant Principal	220 days for first – schools with ADM > 400 210 days for first – schools with ADM < 400 210 days for second
Guidance 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
Attendance Aide	185 days/7.5 hours
Guidance Clerk	181 days/7.5 hours

HIGH

Assistant Principals	220 days for first 210 days for second and each additional
Director of Counseling Services	225 days
Guidance Counselors	200 days for first 190 days for each additional
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
Secretary/Bookkeeper with ADM < 1000	12 months for first 200 days for second 181 days for each additional
Attendance Aide	185 days/7.5 hours
Registrar	12 months
Guidance Clerk	181 days/7.5 hours

10. In addition to those provided by the pupil-teacher formula, each middle school receives additional teacher allocation towards high school credit. Each school's allocation is based on its proportion of projected enrollment for the upcoming year compared to the total projected enrollment for all middle schools for the upcoming year.
11. In addition to those provided by the pupil-teacher formula, each high school receives additional teacher allocation for the 24 unit requirement. Each school's allocation is based on its proportion of projected enrollment for the upcoming year compared to the total projected enrollment for all high schools for the upcoming year.
12. East Aiken School of the Arts is allocated one teacher each for drama and dance.
13. Jackson Middle and New Ellenton Middle are each allocated a .50 STEM/STEAM instructional coach.
14. Middle schools will be assigned one career specialist. Due to size, Kennedy Middle will be assigned a second career specialist.
15. A school's total teacher FTE will be rounded to the nearest .50 FTE, unless circumstances require otherwise, to aide with staffing and budgeting ease.
16. Teacher allocation must be utilized for teaching positions and can no longer be converted for other uses and in exchange for other positions.
17. Aiken Scholars Academy will be staffed with one principal, one 12-month secretary, and a 225-day director of counseling services in 2018 – 2019.