

STAFFING PLAN SANTA ROSA COUNTY SCHOOL BOARD

Introduction

A personnel committee was formed in January, 1990, to study the allocation of personnel for the school system and draft a plan for the equitable allocation of personnel. After a study of the 1987 staffing plan, state requirements, and staff demands, the committee submitted a staffing plan to the School Board for recommendation and approval. The committee also recommended that the plan be reviewed annually to determine if adjustments are needed due to budget, curriculum, or legislative mandates.

Schools must make every effort to comply with the staffing allocations. In the event a school exceeds the staffing allocation for an area other than instructional and administration, replacement positions will not be granted until a school is within staffing guidelines. It is further recommended that when a school exceeds the staffing plan, transfer of appropriate personnel be considered. Approval from the superintendent is required before a school may exceed the staffing allocation.

Procedure

The staffing plan for instructional personnel, administrative, and educational support personnel is based on the projected student membership. Adjustments to personnel may be made if an adequate funding base can be demonstrated.

Instructional units are rounded off to the nearest whole number. Personnel from specific grants are considered additional instructional units.

STAFFING PLAN

ADMINISTRATIVE

1. All administrative positions must be approved by the Superintendent.
2. Each school designated as a school entity shall have a principal. Depending upon enrollment, a school may be assigned a *teaching principal*.
3. Each school may designate assistant principal position(s) based upon the following requirements:

Elem.

1-649=0

650+=1

Middle

1-649=0

650+=1

High School

~~1-475=0~~

~~476-999~~Below 999=1

1000-1500=2

1500+=3

4. Schools may request that the superintendent designate an assistant principal position based upon program needs, membership, and performance based funds.

INSTRUCTIONAL ALLOCATION

Using a school's projected student membership, a school will generate instructional units as follows:

Projected student membership

Less projected full time equivalent ESE students =

Net basic membership is divided by a number consistent in each grade level to determine basic instructional units.

Personnel from specific grants are considered additional units.

The number used as a divisor to allocate units constitutes a formula and does not necessarily equate to class size. Class size is monitored and units allocated to meet class size amendment requirements.

Elementary Only:

Physical Education

0-174 = 0.5

175-399 = 1.0

400-699 = 2.0

700-999 = 3.0

Schools with 3 P. E. teachers will have the flexibility to reallocate one P.E. unit and create 1.0 unit in Art and 1.0 unit in Music if the principal decides this would best serve the students' needs. If additional units were to become available, schools above 500 would receive 1.0 unit for Art and 1.0 unit for Music.

Music

.5 for each school

Art

.5 for each school

Schools must maintain appropriate personnel in **guidance** and **media**.

GUIDANCE

<u>Elem.</u>	<u>Middle</u>	<u>High*</u>
1-499=.5	1-499=.5	1-999 1-499=1.0
500+=1.0	500+=1.0	<u>500-999=2.0</u>
		1000-1500= 2.0 3.0
		1500+= 3.0 4.0

MEDIA

<u>Elem.</u>	<u>Middle</u>	<u>High</u>
1-249=.5	1-249=.5	1-249=.5
250+=1.0	250+=1.0	250+=1.0

Additional personnel may be allocated to meet legislative requirements.

DEAN

Elementary: Above 500 students and below 725 students who do not have an assistant principal will be allocated one dean. A school with more than 725 students will be assigned an assistant principal and no dean.

Middle School: Above 500 students and below 700 students who do not have an assistant principal will be allocated one dean. A school with more than 700 students will be assigned one assistant principal and one dean.

High School: Above 250 students and below 500 students will be allocated one dean and no assistant principal. Schools with more than 500 students and below 1,000 students will have one assistant principal and no dean. Schools with more than 1,500 students will be allocated two deans.

INTERVENTION

Intervention Unit: This allocation will be based on the number of level 1 and level 2 students from the previous school year, divided by 54. Any remainder will be rounded off to the nearest .5 unit.

Example: 60 Level 1 and 2 students = $60/54 = 1.11 = 1.0$ units; level 1 and 2 students = $93/54 = 1.72 = 1.5$ units

These intervention units will work with students in grades 3-5 in FCAT remediation.

ACADEMIC INTERVENTION SPECIALIST

In order to meet the goals detailed in each year's Title I grant, each Title I school may be assigned an Academic Intervention Specialist (AIS) funded through the grant. The district could not fund these positions without the Title I grant. Also, in order to allow replication of research based education programs at Non-Title I schools, the district may provide Non-Title I AIS positions for those schools as funding permits.

EXCEPTIONAL STUDENT EDUCATION

Exceptional Student Education staffing allocations are included in the school based projections and are added to the basic instructional allocation calculated as shown in formula. The ESE

Department will determine recommendations based upon student membership projections and WFTE. The school based administrator is responsible for ensuring compliance with federal and state regulations, as well as meeting the individual needs of students.

TITLE I

Title I funds, allocated to schools, are determined by district procedures. Expenditure of funds is determined by the School Improvement Plan. All expenditures of funds must be approved by the Director of Federal Programs.

PRE-K PROGRAMS

All Pre-K students (including ESE, Early Intervention and Head Start) will be used as membership numbers to staff the following positions:

1. Assistant Principal
2. Secretary
3. Clerical Data Assistants

The Pre-K enrollment are not used to staff:

1. Teacher Assistants on the 1/200 formula
2. Media Assistant

LOCKLIN TECHNICAL CENTER AND SANTA ROSA ADULT SCHOOL

Staffing at Locklin Technical Center, Santa Rosa Adult School, and Santa Rosa Community School is based on an identified need and performance rather than the staffing plan. A combination of projected student membership and performance based funds is utilized.

EDUCATIONAL SUPPORT UNITS

SECRETARIES

1. Elementary

Elementary school secretaries are earned on the following student membership:

Student membership

1-499	= 1 internal funds bookkeeper (I, II, or III), 12 months
500-999	= 1 secretary (I, II or III), 12 months, 1 internal funds bookkeeper (I, II, or III), 12 months
1000-1499	= 2 secretaries (I or II and III), 12 months, 1 internal funds bookkeeper (I, II, or III), 12 months
1500-2000	= 3 secretaries (I or II, and III - 12 months, #3 may be a I or II - 11 months), 1 internal funds bookkeeper (I, II, or III), 12 months

2. Middle

Middle school secretaries shall be earned on the following student membership:

Student membership

1-499	= 1 internal funds bookkeeper (I, II, or III), 12 months
500-999	= 1 secretary (I, II or III), 12 months, 1 internal funds bookkeeper (I, II, or III), 12 months
1000-1499	= 2 secretaries (I or II and III), 12 months, 1 internal funds bookkeeper (I, II, or III), 12 months
1500-2000	= 3 secretaries (I or II, and III - 12 months, #3 may be a I or II - 11 months), 1 internal funds bookkeeper (I, II, or III), 12 months

3. High

High school secretaries shall be earned on the following student membership:

Student membership

1-499	= 1 internal funds bookkeeper (I, II, or III), 12 months
500-599	= 1 secretary (I, II or III), 12 months, 1 internal funds bookkeeper (I, II, or III), 12 months
600-1499	= 2 secretaries (I or II and III), 12 months, 1 internal funds bookkeeper (I, II, or III), 12 months
1500-2000	= 3 secretaries (I or II, and III - 12 months, #3 may be a I or II - 11 months), 1 internal funds bookkeeper (I, II, or III), 12 months

An additional secretary will be designated to assist with internal funds bookkeeping and other secretarial responsibilities at appropriate high schools.

All levels: An internal funds bookkeeper position should be filled by a **position title of Internal Funds Bookkeeper I, II, or III.**

Before being transferred from one title to another, an employee must be on the list of eligibles for interviewing.

Example: Secretary III vacant—a Secretary II must be on the Secretary III list of eligibles for interviewing.

TEACHER ASSISTANTS

Formula is based on average membership on FTE week “date certain” of **prior** school year. If enrollment declines, transfers may be required to meet staffing plan allocation.

1. Elementary

Teacher Assistants are earned on the basis of student membership, excluding ESE students with a matrix level of 254 and 255. A teacher assistant is assigned to positions/tasks within the school as determined by the administrator.

All schools are assigned a minimum of one teacher assistant.

1. Instructional Teacher Assistant:

One (1) teacher assistant for each ~~175~~ 150 students (round up above .25).

2. Media Teacher Assistant positions:

No media teacher assistant is allocated by the staffing plan.

3. Chumuckla Elementary, T. R. Jackson Pre-Kindergarten and Berryhill Administrative Complex are each allocated a Bookkeeper Assistant position.

2. Middle

Teacher Assistants are earned on the basis of student membership, excluding ESE students with a matrix level of 254 and 255. A teacher assistant is assigned to positions/tasks within the school as determined by the administrator.

All schools are assigned a minimum of one teacher assistant.

1. Instructional Teacher Assistant:

One (1) teacher assistant for each 225 students (round up above .25).

2. Media Teacher Assistant positions:

No media teacher assistant is allocated by the staffing plan.

3. **High**

Teacher Assistants are earned on the basis of student membership, excluding ESE students with a matrix level of 254 and 255. A teacher assistant is assigned to positions/tasks within the school as determined by the administrator.

All schools are assigned a minimum of one teacher assistant.

1. Instructional Teacher Assistant:

One (1) teacher assistant for each 275 students (round up above .25).

4. **Title I** - determined by the School Improvement Plan.

5. **Exceptional Student Education** - ESE Teacher Assistants will be earned on the basis of specific programs and/or student needs as determined by the ESE Department and the school administration.

6. **Teacher Assistant for Technology**

A school may use the Teacher Assistant for Technology position **in lieu** of an earned teacher assistant position. **This is not an additional staffed position.**

Example: Earns - 6 teacher assistants

Has - 5 teacher assistants

Decision

* Have 5 teacher assistants

* Use #6 position (vacant) as a Teacher Assistant for Technology

Example: Earns - 6 teacher assistants

Has - 6 teacher assistants

Decision

- Position not available for Teacher Assistant for Technology
- Encourage a teacher assistant to pursue technology training and make application in Human Resource Office (promotional opportunity)

Example: Earns - 6 teacher assistants

Has - 6 teacher assistants

Decision

- One of current teacher assistants is working with technology but does not meet the job qualification for Teacher Assistant for Technology
- **Maintain Status Quo**
- Encourage the teacher assistant to pursue technology training and make application in Human Resource Office (promotional opportunity)

CLERICAL DATA ASSISTANT

A Clerical Data Assistant is provided for data entry with a minimum school enrollment of 300. This position is not earned if a school is over the earned allocation in teacher assistants and/or secretaries, as determined by the staffing plan. This is a 10 month position for all schools under 1100 membership; for schools over 1100 membership this is a 12 month position.

A second Clerical Data Assistant will be earned when membership reaches 1250. This is a **10** - month position.

SCHOOL HELPER

This position will be phased out as personnel resign. However, this position may be used, when necessary, to meet Workers' Compensation Return to Work Guidelines.

FOOD SERVICE PERSONNEL

Determined by Director of Contract Services and Sodexo, Inc.

CUSTODIANS

Determined by Southern Management.

LOCKLIN TECHNICAL CENTER AND SANTA ROSA ADULT SCHOOL

All non-instructional staffing at Locklin Technical Center, Santa Rosa Adult School, and Santa Rosa Community School is based on an identified need and performance rather than the staffing plan. A combination of projected student membership and performance based funds is utilized.

DEFINITIONS

Adjustments - Revisions to allocated staffing units may be made provided adequate student membership is verified or other funding method can be demonstrated.

FTE - - Full time equivalent membership hours.

Instructional Unit - - All certificated personnel except the Principal and Assistant Principal. (Includes: ESE teacher(s), guidance, media, classroom teachers, deans, etc.)

Membership - - Student membership is defined as the **average membership on “date certain” of the October and February FTE count periods.**

Educational Support Personnel - - Non-teaching, non-certificated persons such as secretaries, clerical data assistants, teacher assistants, food service workers, custodians, and maintenance employees.

WFTE - - Weighted full-time equivalent membership hours.

TEACHER ASSISTANTS

The number of I and II Teacher Assistant positions at a school is determined by the following chart:

<u>Total at School</u>	<u>Number of I's</u>	<u>Number of II's</u>
1	0	1
2	1	1
3	2	1
4	2	2
5	3	2
6	3	3
7	4	3
8	4	4
9	5	4
10	5	5
11	6	5
12	6	6
etc.		

If a school is presently overstaffed with II's, demotions will not be required. However, as positions become available, they will be I positions in order to work within the chart.

Before an employee may be promoted from a I to a II position, the employee must be on the II list of eligibles for interviewing.

Title I schools must meet Federal requirements for employing paraprofessionals. The Teacher Assistant II, Paraprofessional job description meets the minimum qualifications in the Federal Regulations.

At Title I sites the chart above may be adjusted as necessary for Teacher Assistant II, Paraprofessional and Teacher Assistant III, Paraprofessional.

Teacher Assistant for Technology will not affect the number of IIs in the chart above but will be counted in total allocation of teacher assistants for each site.

DISTRICT OFFICES

A secretary at a district office may work under the leadership of several different individuals.

If a Secretary III position is allocated to a department, it may be designated initially as a Secretary I or a Secretary II. When the position is filled and as skills are developed for the specific office and efficiency standards, the person may be eligible for promotion to another range. However, the individual must be on the appropriate eligible list for interviewing.

As district personnel are reassigned, secretarial allocations may be reviewed.

When approved by the Superintendent, staffing adjustments may be made for Directors who have more than one responsibility in job title.