

160-5-1-.22 PERSONNEL REQUIRED.

(1) DEFINITIONS.

(a) **Base-size school** - a school that has a minimum unweighted FTE count as follows:

Grades K-5	450
Grades 6-8	624
Grades 9-12	970

(b) **Base-size school system** - a school system with a minimum unweighted FTE count of 3,300.

(c) **Combination school** – a school with any of the elementary grades, kindergarten through grade five, contiguous with one or more of the middle grades, grades six through eight; or a school with any of the middle grades, grades six through eight, contiguous with one or more of the elementary grades or contiguous with one or more of the high school grades, grades nine through 12; or a school with any of the high school grades, contiguous with one or more of the middle grades.

(d) **Initial allotment sheet** - the allotment sheet sent to the local school system each spring that informs local system personnel of the Quality Basic Education (QBE) earnings they will have for the operation of their schools the following school year.

(e) **Mid-term adjustment allotment sheet** – the allotment sheet sent to the local school system that reflects the recalculation of the total amount of QBE earnings needed for the continued operation of schools for the current fiscal year.

(f) **New school** – a school that has reported full-time equivalent program counts in the October count, has an approved new school facility code issued by the department, and has reported a principal on the October certified personnel information report under the new facility code.

(g) **School** – for 2000-2001 school year, a facility with a principal of record reported for the preceding year. Thereafter, a school is a facility that reported a principal on the October certified personnel report. Beginning in 2001-2002, this definition shall not include schools on the same campus sharing facilities unless the schools operate as a combination school.

(h) **Unweighted full-time equivalent (FTE) count** - total number of enrolled students by segments in each program specified by law, divided by six. A segment equals one-sixth of a school day.

(2) REQUIREMENTS.

(a) Each local school system shall employ **system-level personnel** for the following positions according to the unweighted full-time equivalent (FTE) count as shown on the midterm adjustment allotment sheet.

1. Each local school system shall employ a full-time **superintendent** to serve as chief administrator of the school system and executive secretary of the local board of education.

2. Each base-size school system shall employ a full-time **curriculum director** (title may vary) to ensure that the system's instructional program will have the continuity essential for a quality program.

(i) If less than base size, a local school system shall provide the services of a curriculum director part-time or contract for services across system lines.

(I) A school system with an FTE count of 1,650-3,299 shall provide the services of a curriculum director no less than half-time or contract across system lines for no less than half-time services.

(II) No more than 4,125 FTE may be served by a single individual under contract for curriculum services.

3. Each local school system shall provide **school psychologists** sufficient to satisfy federal and state rules and additional legal obligations incurred through court agreement.

4. Each base-size school system shall employ one full-time **visiting teacher/school social worker**.

(i) If less than base size, school systems shall provide the services of a visiting teacher/school social worker part-time or contract for services across system lines.

(I) A school system with an FTE count of 1,650-3,299 shall provide visiting teacher/school social worker services no less than half-time or contract across system lines for services no less than half-time.

(II) No more than 4,125 FTE may be served by a single individual under contract for visiting teacher/school social worker.

160-5-1-.22 (Continued)

(III) A school system may meet this requirement with an **attendance officer** in lieu of a **visiting teacher/school social worker** provided the attendance officer was employed in the school system prior to July 1, 1990, the employment has been uninterrupted and the attendance officer is paid from local system funds.

5. Each base-size school system shall employ at least one full-time **school nutrition program director** to perform required system-level school nutrition program functions.

(i) A school system of less than base size having five or more schools shall, at a minimum, employ a **school nutrition program director-trainee** on a part-time basis.

(ii) A school system of less than base size having four or fewer schools shall, at a minimum, employ the services of a full-time classified **nutrition manager/supervisor** to perform required system-level school nutrition program functions.

(I) A school system may meet either of these requirements with a noncertified school nutrition director provided the individual was employed as director in the school system prior to September 1, 1980, the employment has been uninterrupted, and the individual has participated in annual staff development approved by the department.

6. Each local board of education shall adopt a staffing formula for school nutrition personnel (other than managers) which, as a minimum, provides for producing 10.6 meals per labor hour on a systemwide basis.

7. Each local school system with 200 special education FTE shall employ a full-time **special education director** to provide services for the special education student population that will satisfy federal and state rules and additional legal obligations.

(i) School systems with fewer than 50 special education FTE shall designate a staff member to coordinate the special education program.

(ii) One-fourth position is required for each 50 special education FTE up to 200.

(iii) One-fourth position is required for each 63 special education FTE above 200.

8. Each school system shall employ a full-time person to manage and/or provide central office accounting services.

160-5-1-.22 (Continued)

9. A school system operating vocational programs under an approved Local Plan for Vocational and Technical Education shall employ a full-time **vocational director** for 300 or more vocational education FTEs.

(i) A school system operating vocational programs with 150-299 vocational education FTEs shall employ at least a half-time **vocational supervisor**.

(ii) A school system operating vocational programs with 149 or fewer vocational education FTEs shall employ at least a one-fourth-time **vocational supervisor**.

(iii) Supervisors employed half-time or fourth-time shall hold leadership certification or a teaching certificate in a vocational field and shall attend the staff development program for new vocational supervisors.

10. A school system shall employ **school counselors; technology specialists; and art, music, and physical education specialists** equivalent to the number of whole positions earned as reflected on the school system's midterm adjustment allotment sheet.

11. A school system shall employ the number of teachers earned for the regular kindergarten, the kindergarten early intervention, the primary grades, and the primary grades early intervention programs combined—adjusted for maximum class sizes—as provided on the school system's mid-term adjustment allotment sheet.

12. A school system shall employ the number of teachers earned for the remaining 14 QBE programs combined; said requirement shall be 5 percentage points less than the school system's requirement as calculated in paragraph (2)(a)11 above.

13. A school system shall employ a full-time **principal** for each school. The principal shall supervise all personnel, programs and services available at the assigned school.

(i) A school system shall employ at least a half-time assistant principal for each school with 600 FTEs or higher and shall add a half-time assistant principal for each additional 600 FTEs .

14. A school system shall employ a full-time **media specialist** for each base-size or larger school.

(i) A school system shall provide no less than half-time services of a media specialist for each school less than base size and shall provide adult supervision in the media center for the entire instructional day.

160-5-1-.22 (Continued)

15. A school system shall employ a full-time classified **school nutrition program manager** for each school to supervise the daily operation of producing and serving meals to students.

(i) In systems for which the department has approved a satellite operation, one full-time school nutrition program manager may serve more than one school.

(b) Personnel employed with responsibilities in areas for which the Professional Standards Commission issues a certificate shall possess the appropriate valid certificate and meet the in-field requirements of certification rules.

Authority O.C.G.A. § 20-2-167; 20-2-180; 20-2-181; 20-2-182; 20-2-183; 20-2-184; 20-2-185; 20-2-186; 20-2-187; 20-2-240; 20-2-695; 20-2-696.

Adopted: September 14, 2000

Effective: October 5, 2000

