

# STAFFING STANDARDS & ALLOTMENT CRITERIA

## FOR THE 2011-2012 SCHOOL YEAR (Draft 2/25/11)

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### PLEASE NOTE

The allotment formulas should be regarded as a *guide* intended to ensure equitable and appropriate staffing levels throughout the district. Because the budget is established prior to the school year based on *anticipated* revenues and expenses, deviations from expectations *during* the year may necessitate allotment formula adjustments or postponement or cancellation of implementation. Changes will be made whenever necessary for compliance with statutory or accreditation requirements or to meet IE2 flexibility. It is each supervisor's duty to ensure district resources are utilized wisely and appropriately. This duty includes notifying Human Resources whenever: *a*) Staff resources exceed earned or allotted quantities; *b*) resources are not needed; *c*) resources are not being utilized for the functions or purposes allotted; or *d*) the official allotment becomes inaccurate.

### FORSYTH COUNTY (BASED ON ENROLLMENT & FTE)

NOTE: Allotments / standards for each enrollment / FTE level indicate TOTAL staffing levels unless preceded by "**Add.**"

### ADMINISTRATORS

(IN ADDITION TO ONE PRINCIPAL PER SCHOOL)

#### ELEMENTARY SCHOOL (Enrollment-based)

|           |                                       |
|-----------|---------------------------------------|
| Under 900 | 1 Assistant                           |
| 900-1349  | 2 Assistants                          |
| 1350-1700 | 3 Assistants (or 2 Assists and 1 QWA) |
| 1700+     | 4 Assistants                          |

#### MIDDLE SCHOOL

|   |                                  |
|---|----------------------------------|
| Under 900 (No QWF allowed from reg T allot) | Each School 2 Assistants         |
| 1400+                                       | 3 Assts. (or 2 Assts. and 1 QWA) |

#### HIGH SCHOOL \*

|             |                        |
|-------------|------------------------|
| Under 1000  | 2 Assistant Principals |
| 1000 - 1499 | 3 Assistant Principals |

### MEDIA

#### ELEMENTARY SCHOOL (Enrollment-based)

|       |                             |
|-------|-----------------------------|
| 500 + | 1 media specialist + 1 para |
|-------|-----------------------------|

#### MIDDLE SCHOOL (Enrollment-based)

|       |                             |
|-------|-----------------------------|
| 500 + | 1 media specialist + 1 para |
|-------|-----------------------------|

#### HIGH SCHOOL \* (Enrollment-based)

|        |                             |
|--------|-----------------------------|
| 1000 + | 1 media specialist + 1 para |
|--------|-----------------------------|

### COUNSELING PERSONNEL

#### ELEMENTARY SCHOOL (Enrollment-based)

|           |             |
|-----------|-------------|
| 0-689     | 1 counselor |
| 690-959   | 1½ "        |
| 960-1199  | 2 "         |
| 1200-1379 | 2½ "        |
| 1380+     | 3 "         |

#### MIDDLE SCHOOL (Enrollment-based)

|       |             |
|-------|-------------|
| 500+  | 1 counselor |
| 700+  | 2 "         |
| 1200+ | 2½ "        |
| 1350+ | 3 "         |

#### HIGH SCHOOL \* (Enrollment-based)

|           |             |
|-----------|-------------|
| Under 500 | ½ counselor |
| 500+      | 1 "         |
| 750+      | 2 "         |
| 1000+     | 3 "         |
| 1350+     | 4 "         |
| 1950+     | 5 counselor |

\* Additional high school discretionary allotment for each 250 additional student increment over 1500 to be utilized as additional counselor, media specialist, ITS, or teacher leadership segment - DO NOT convert to AP without HR pre-approval.

**FORSYTH COUNTY**  
(BASED ON ENROLLMENT & FTE)

**CLERICAL**

\* Classifications & titles designated by district

**ELEMENTARY SCHOOL**

*(Enrollment-based)*

|           |   |                     |
|-----------|---|---------------------|
| Under 999 | 3 | Clerical Assistants |
| 1000+     | 4 | " "                 |
| 1375+     | 5 | " "                 |

Note: **40** additional days are allotted for clerical support outside the regular 200-day term (Principal submits list & schedule to HR.)

All elementary school clerical assistants: 200 days (regular term), Band S.

**MIDDLE SCHOOL**

*(Enrollment-based)*

|       |   |     |
|-------|---|-----|
| 750 + | 4 | " " |
|-------|---|-----|

Note: **40** additional days are allotted for clerical support outside the regular 200-day term (Principal submits list & schedule to HR.)

All middle school clerical assistants: 200 days (regular term), Band S.

**HIGH SCHOOL**

*(Enrollment-based)*

|        |   |                      |
|--------|---|----------------------|
| 1250 + | 6 | Clerical Assistants* |
|--------|---|----------------------|

Note: High school bookkeeper and high school student records secretary: 240-days, Band R.

All other high school clerical assistants: 200 days, Band S.

**TEACHERS / ITS/PARAPROFESSIONALS**

**ELEMENTARY SCHOOL**

*(Enrollment-based)*

K-5 – 1:23.5  
K Paras – 1:23.5  
Music, Art, P.E. By # of Class Sections  
Inst. Tech Spec 1  
Title I, SpEd, Gift., EIP, ESL Teachers / paras (system-generated)

**MIDDLE SCHOOL**

*(Enrollment-based)*

Teachers - 1:22.5  
Inst. Tech Spec. - 1  
SpEd, Gift., ESL, Title I - Teachers/paras (system-generated)

**HIGH SCHOOL \***

*(Enrollment-based)*

Teachers - 1:22.5  
Inst. Tech Spec. - 1  
SpEd, Gift., ESL, Title I - Teachers/paras (system-generated)

**NURSES**

**K-12**

8 hours per day (hourly) plus benefits

**PSYCHOLOGISTS/SOCIAL WORKERS**

**DISTRICT**

None

As required to satisfy federal and state rules and legal obligations (IE2)

**CUSTODIANS**

**ALLOTMENT FORMULA FOR ALL SCHOOLS**

1 CUSTODIAN PER 23,000 SQUARE FOOT OF SPACE (INCLUDING TRAILERS)

(includes Head Custodian)

**ALLOTMENTS FOR ELEMENTARY SPECIALS/PLANNING/PERSONNEL UTILIZATION**

| ALLOTMENT CRITERIA | ART | MUSIC | PE | PE PARA | TOTAL |
|--------------------|-----|-------|----|---------|-------|
| <43                | 1   | 1     | 1  | 1       | 3.5   |
| 44+                | 1.5 | 1.5   | 2  | 1       | 5.5   |
| 61+                | 2   | 2     | 2  | 2       | 7     |