



Elementary Campus
Sample **BASIC** Staffing Model
2016-2017

Position	Allocation	Min Enrollment	Max Enrollment	Source	Comments/Notes
Professional Staff					
Principal	1			AdvancED	
Assistant Principal	0.5	500	749	AdvancED	
Assistant Principal	0.5	Every additional 250		AdvancED	
Counselor	0.5	1	499	AdvancED	
Counselor	0.5	Every additional 250		AdvancED	
Librarian	0.5	1	249	AdvancED	
Librarian	0.5	250		AdvancED	
School Nurse (RN or LVN)	1	1	750	NASN	District must have 1 RN (TASB recommends 1 RN: 5 LVN)
Teacher (Non-Special Ed)	1	1	22	TEC	K-4 (excluding SC st.)
Teacher (Non-Special Ed)	1	1	25	AdvancED	5-6 (excluding SC st.)
Support Staff					
Campus Secretary	1			AdvancED	
PEIMS/Attendance Clerk	1				
Office Clerk	1	750			
Instructional Aide	1	1	75	State Average	
Custodian	1	18,000 Sq. Ft	20,000 Sq. Ft	APPA - Association of Physical Plant Administrators	



Middle School
Sample BASIC Staffing Model
2016 - 2017

Position	Allocation	Min Enrollment	Max Enrollment	Source	Comments
Professional Staff					
Principal	1			AdvancED	
Assistant Principal	0.5	250	499	AdvancED	
Counselor	0.5	1	250	AdvancED	
Librarian	0.5	1	249	AdvancED	
Librarian	0.5	250	999	AdvancED	
Librarian	1	1000		AdvancED	
School Nurse (RN or LVN)	1	1	750	NASN	District must have 1 RN (TASB recommends 1 RN: 5 LVN)
Teacher (Non-Special Ed)	1	1	25	AdvancED	Excluding SC Students
Support Staff					
Campus Secretary	1			AdvancED	
PEIMS/Attendance Clerk	1				
Office Clerk	1	750			
Intructional Aide	1	1	75	State Average	
Custodian	1	18,000 Sq. Ft	20,000 Sq. Ft	APPA - Association of Physical Plant Administrators	



High School
Sample **BASIC** Staffing Model
2016 - 2017

Position	Allocation	Min Enrollment	Max Enrollment	Source	Comments
Professional Staff					
Principal	1			AdvancED	
Assistant Principal	0.5	250	499	AdvancED	
Counselor	0.5	1	250	AdvancED	
Librarian	0.5	1	249	AdvancED	
Librarian	0.5	250	999	AdvancED	
Librarian	1	1000		AdvancED	
School Nurse (RN or LVN)	1	1	750	NASN	District must have 1 RN (TASB recommends 1 RN: 5 LVN)
Teacher (Non-Special Ed)	1	1	25	AdvancED	Excluding SC students
Support Staff					
Campus Secretary	1			AdvancED	
Registrar	1			TASB	
PEIMS/Attendance Clerk	1				
Office Clerk	1				
Bookkeeper	1				
Intructional Aide	1	1	75	State Average	
Custodian	1	18,000 Sq. Ft	20,000 Sq. Ft	APPA - Association of Physical Plant Administrators	



Auxiliary - Maintenance / Custodial
 Sample **BASIC** Staffing Model
 2016 - 2017

Position	Allocation	Minimum	Maximum	Source	Comments
HVAC Technicians	1	450,000 gross per square (GSF)		APPA and AHEFO	
Electricians	1	380,000 GSF		APPA and AHEFO	
Carpenters	1	200,000 GSF	300,000 GSF	APPA and AHEFO	
Plumbers	1	390,000 GSF		APPA and AHEFO	
Painters	1	200,000 GSF	300,000 GSF	APPA and AHEFO	
Parts Clerks	*	*	*		
Sanitation	*	*	*		
Masons	*	*	*		
Fence workers	*	*	*		
Backhoe Operator	*	*	*		
Stadium Keeper	*	*	*		
Welders	*	*	*		
Water Treatment	*	*	*		
Locksmith	*	*	*		
General Maintenance	1	500,000 GSF		APPA	
Custodial	1	18,000 Sq Feet	20,000 Sq Feet	APPA	
Groundsmen	1	20 Acres	35 Acres	APPA and AHEFO	



Auxiliary - Child Nutrition Program
 Sample **BASIC** Staffing Model
 2016 - 2017

Number of Equivalents	Meals Per Labor Hour (MPLH)=Total meals served/Total labor hours				Comments
	Conventional System		Convenience System		
	Low Productivity	High Productivity	Low Productivity	High Productivity	
Up to 100	8	10	10	12	Calculated per campus
101 - 150	9	11	11	13	
151 - 200	10	12	12	14	
202 - 250	12	14	14	15	
251 - 300	13	15	15	16	
301 - 400	14	16	16	18	
401 - 500	14	17	18	19	
501 - 600	15	17	18	19	
601 - 700	16	18	19	20	
701 - 800	17	19	20	22	
801 - 900	18	20	21	23	
901 up	19	21	22	23	

Source: *School Foodservice Management for the 21st Century, 5th Edition.*



Auxiliary - Transportation
 Sample **BASIC** Staffing Model
 2016 - 2017

Position	Allocation	# of routes	# of routes	Source	Comments
Bus Driver					# of Riders / Bus Capacity
Bus Driver Aides					Grade level of Riders
Terminal Manager	1	150		TransPar Group	
Dispatcher	1	50		TransPar Group	
Payroll Clerk	1	50	150	TransPar Group	
Service Manager	1	300		TransPar Group	
Shop Foreman	1	100	150	TransPar Group	
Lead Mechanic	1	50	100	TransPar Group	
Mechanic	1	25		TransPar Group	
Parts Clerk	1	150	300	TransPar Group	
Shop Clerk	1	150	300	TransPar Group	
Safety/Training/Recruiting Manager	1	100	50	TransPar Group	
Trainers (part time; also drivers)	1	50		TransPar Group	
Routing/Planning Regular Transportation Router	1	50	150	TransPar Group	
Special Education Router	1	25	100	TransPar Group	
Map Specialist	1	100	500	TransPar Group	
Budget/Ops Analyst	1	100	500	TransPar Group	

Source: TransPar Group - www.transpar.com



Technology
 Sample BASIC Staffing Model
 2016 - 2017

MEAN NUMBER OF FTE BY POSITION	National	Less than 500 Students	500 - 999 Students	1,000 - 2,999 Students	3,000 - 4,999 Students	5,000 - 9,999 Students	10,000 - 24,999 Students	25,000 or More Students
Technology Leaders	1	1	1	1	1	1	1	1
IT Managers/ Coordinators	1.4	1	1	1	1	1.5	2.7	3.1
Instructional Technology	2.4	1	1	1	1	2.2	5.4	5.8
Technicians	4	1	1.4	1.4	2.7	3.7	8.3	13.1
Technology Assistants	4.3	1	2	1.2	2.5	3.1	8.1	15.8
LAN Engineers	0.8	0.5	0.5	0.5	0.5	1	1.5	1.9
WAN Engineers	0.7	0.3	0.4	0.4	0.4	1	1.4	1.8
Web Specialists	0.7	0.4	0.4	0.4	0.4	0.6	1.1	1.5
Help Desk Managers	0.5	0.2	0.2	0.2	0.3	0.7	0.8	1.1

Source: Schooldude.com

Special Education Sample Staffing Guidelines

Factors for consideration:

- Districts must provide a continuum of services
- Individual Needs are determined by ARD committee
- Services are to be provided in the least restrictive environment
- Increase services in the general education classroom requiring collaboration
- Students must have access to the general curriculum
- Levels of support vary per individual student
- Gender may be a factor when students needs include behavioral restraint and/or personal care
- IEP meetings and data management
- Transition of 3 year olds with disabilities into public school as of 3rd birthday
- Indirect services (medical management, case management, parent training, teacher training)

Program and Services	Staffing Formula	Per	Severity Weight*
Pre School Program for Children with disabilities	1 Professional 1 paraprofessional	6 students per session (half day or full day)	
Elementary K-5			
Mainstream/Inclusion Resource	1 professional	Campus Enrollment of 300 (Adjust per district SE percentage)	
Life Skills Self Contained	1 professional 1 paraprofessional	8 students	
Behavior Unit	1 professional 1 paraprofessional	6 students	
Middle School 6-8			
Mainstream/Inclusion/Resource	1 professional	Campus Enrollment of 250	
Life Skills Self Contained	1 professional 1 paraprofessional	10 students	
Behavior Unit	1 professional 1 paraprofessional	6 students	
High School			
Mainstream/Inclusion Resource	1 professional	Campus Enrollment of 250	
Life Skills Self Contained	1 professional 1 paraprofessional	12 students	
Behavior Unit	1 professional 1 paraprofessional	6 students	

Unique services			
Visual Impairments			
Auditory Impairments			
Adapted PE			
Vocational Adjustment			
Job Coach			
Behavior Strategist			
Evaluation			
School Psychologist			
Speech Therapy			
Related Services			
Occupational Therapy			
Physical Therapy			
Transportation			
Counseling			
Orientation and Mobility			
Social Services			

***Individual student support** needs **impact** staffing levels and **must** be a component of any staffing formula; see attached Sample

References

Howard County Public School System (2010). *Howard county public school system (HCPSS): Special education staffing plan*. Ellicott City, MD: Author.

McDaniel, L. (2011). *Staffing system guidelines*. A presentation to Region One Education Service Center Special Education Director Advisory Meeting. Austin, TX: Region XIII Education Service Center.