



Elementary Campus  
Sample **BASIC** Staffing Model 2010-2011

| Position                  | Allocation | Min Enrollment       | Max Enrollment | Source  | Comments/Notes  |
|---------------------------|------------|----------------------|----------------|---|---|
| <b>Professional Staff</b> |            |                      |                |   |   |
| 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.)                                |
| <b>Support Staff</b>      |            |                      |                |   |   |
| 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 |   |



Middle School  
Sample **BASIC** Staffing Model  
2011 - 2012

| Position                  | Allocation | Min Enrollment | Max Enrollment | Source  | Comments  |
|---------------------------|------------|----------------|----------------|---|---|
| <b>Professional Staff</b> |            |                |                |   |   |
| 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                                 |
| <b>Support Staff</b>      |            |                |                |   |   |
| 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 |   |



High School  
Sample **BASIC** Staffing Model  
2011 - 2012

| Position                  | Allocation | Min Enrollment | Max Enrollment | Source  | Comments  |
|---------------------------|------------|----------------|----------------|---|---|
| <b>Professional Staff</b> |            |                |                |   |   |
| 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                                 |
| <b>Support Staff</b>      |            |                |                |   |   |
| Campus Secretary          | 1          |                |                | AdvancED  |   |
| Registrar                 | 1          |                |                | TASB  |   |
| PEIMS/Attendance Clerk    | 1          |                |                |   |   |
| Office Clerk              | 1          |                |                |   |   |
| Bookkeeper                | 1          |                |                |   |   |
| Instructional 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  
 2011 - 2012

| 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  
 2011 - 2012

| 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  
 2011 - 2012

| 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<br>Manager             | 1          | 100         | 50          | TransPar Group |                            |
| Trainers (part time; also drivers)                | 1          | 50          |             | TransPar Group |                            |
| Routing/Planning Regular<br>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](http://www.transpar.com)**



Technology  
Sample BASIC Staffing Model  
2011 - 2012

| 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