

# **Bedford County Public Schools** **(Approved) Staffing Plan 2018-2019**

## **Elementary Staffing Standards**

### **Administrative Staffing**

1. Principal:

One full-time (12 month) per school

2. Assistant Principal:

One (0.5 FTE, 11 month) at student enrollment of 400

One full-time (11 month) at student enrollment of 600

One full-time 11-month and one (0.5 FTE, 11 month) at student enrollment of 800

### **Administrative Support**

3. Secretarial:

One full-time School Secretary (12 month) per school

Second full-time School Secretary (12 month) per school at student enrollment of 800

4. Bookkeeper:

One (0.5 FTE, 12 month) per school with student enrollment under 300

One full-time (12 month) per school with student enrollment of 300+

**Bedford County pre-school program enrollment numbers are included in calculating staffing levels for secretarial and bookkeeper.**

5. School Nurse:

1 FTE per school, additional staffing is contingent upon the medical needs of the students.

## Instructional Staffing

### 6. Classroom Teacher (200-day):

One full-time equivalent (FTE) teaching position for every 21.0 students in Average Daily Membership (ADM) in grades K-3; and one full-time equivalent (FTE) teaching position for every 22.0 students in (ADM) in grades 4-5; rounded UP to the nearest 1.0 FTE.

\* One full-time equivalent (FTE) teaching position (Classroom Teacher 200-day) for each elementary school with an Average Daily Membership (ADM) of less than 250. (Small school adjustment)

### 7. Gifted:

One teacher (200-day) per 30 identified gifted students division wide. Teachers assigned school based on the location of the identified gifted students.

### 8. Reading Specialist:

One full-time (200-day) per school with additional staff as funding permits.

### 9. Library Media Specialist:

One (0.5 FTE, 200-day) per school at student enrollment of less than 250

One full-time (200-day) per school at student enrollment of 250

### 10. School Counselor:

One (0.5 FTE, 200-day) per school at student enrollment of less than 250

One full-time (200-day) per school at student enrollment of 250

**Bedford County pre-school program enrollment numbers are included in calculating staffing levels for Library Media Specialist and School Counselor.**

### 11. Art Teacher:

One (1.0 FTE, 200-day) per 450 students division wide; assigned to school based on student enrollment.

### 12. Music Teacher:

One (1.0 FTE, 200-day) per 450 students division wide; assigned to school based on student enrollment.

13. Health and Physical Education Teacher:

One (1.0 FTE, 200-day) per 375 students division wide; assigned to school based on student enrollment.

**Instructional Support Staffing**

14. Instructional Aide (192-day):

Instructional Aide: One (1.0 FTE) per 150 students.

One (1.0 FTE) additional instructional aide at student enrollment below 250.

**Facility Support Staffing**

15. Custodian (12 month):

Two full-time (12 month) per school

One FTE (12 month) per 20,000 square foot, rounded to nearest (0.5 FTE)

## **Middle School Staffing Standards**

### **Administrative Staffing**

1. Principal:

One full-time (12 month) per school

2. Assistant Principal:

One full-time (12 month) per school

Second full-time (12 month) per school at student enrollment of 800

Third full-time (12 month) per school at student enrollment of 1,200

### **Administrative Support**

3. Secretarial:

One full-time School Secretary (12 month) per school

Fractional (FTE) clerical position with student enrollment greater than 400 but less than 800, rounded up to next (0.25 FTE).

4. Bookkeeper:

One full-time Bookkeeper (12 month) per school

5. School Nurse:

Staffing is contingent upon the medical needs of the students.

### **Instructional Staffing**

6. Classroom Teacher (200-day):

One full-time equivalent (FTE) teaching position for every **22.50** students in Average Daily Membership (ADM) rounded **UP** to the nearest 1.0 FTE.

7. Library Media Specialist: (SOQ staffing level)

One full-time (200-day) per school

Two full-time (200-day) per school at student enrollment of 1,000

8. School Counselor: (SOQ staffing level)

One full-time (230-day) per school

Second full-time (200-day) per school at student enrollment of 800

Third full-time (200-day) per school at student enrollment of 1,200

\*Fractional (FTE) school counselor positions rounded up to the nearest (0.5 FTE)

**Instructional Support Staffing**

9. Library Media Aide (192-day):

One full-time per school

10. Instructional Aide (192-day):

One full-time per school

**Facility Support Staffing**

11. Custodian (12 month):

Two full-time per school

One FTE (12 month) per 20,000 square foot, rounded to nearest (0.5 FTE)

## **High School Staffing Standards**

### **Administrative Staffing**

1. Principal:

One full-time (12 month) per school

2. Assistant Principal:

Two full-time (12 month) per school

Third full-time (12 month) per school at student enrollment of 1,200

Fourth full-time (12 month) per school at student enrollment of 1,800

3. Athletic Director:

One full time (230-day) per school

4. Athletic Trainer:

One full-time (230-day) per school

### **Administrative Support**

5. Secretarial:

Two full-time (12 month) per school

Third full-time (12 month) at student enrollment of 1,200

6. Bookkeeper:

One full-time Bookkeeper (12 month) per school

7. Registrar:

One full time (12 month) per school

8. Attendance Clerk:

One full time (200-day) per school

9. Guidance Clerk:

One full-time (230-day) per school

10. School Nurse:

Staffing is contingent upon the medical needs of the students.

**Instructional Staffing**

11. Classroom Teacher (200-day):

One full-time equivalent (FTE) teaching position for every **25.75** students in Average Daily Membership (ADM) rounded **UP** to the nearest 1.0 FTE.

\* One full-time equivalent (FTE) teaching position (Classroom Teacher 200-day) for each high school with an Average Daily Membership (ADM) of **less than 800**. (Small school adjustment)

12. Library Media Specialist: (SOQ staffing level)

One full-time (230-day) per school

Second full-time (200-day) per school at student enrollment of 1,000

13. School Counselor: (SOQ staffing level)

One full-time (12 month) per school

Second full-time (230-day) per school at student enrollment of 700

Third full-time (230-day) per school at student enrollment of 1,050

Fourth full-time (230-day) per school at student enrollment of 1,400

\*Fractional (FTE) school counselor positions rounded up to the nearest (0.5 FTE)

14. Testing Coordinator:

One part-time (89-day) per school

15. High School CTE Adjustment (200-day):

One (0.5 FTE) classroom teacher for every 100 students enrolled in courses limited to 20 students by the Code of Virginia.

## **Instructional Support Staffing**

16. Library Media Aide (192-day):

One full-time per school

## **Facility Support Staffing**

17. Custodian (12 month):

Two full-time per school

One FTE (12 month) per 23,000 square foot, rounded to nearest (0.5 FTE)



## **Bedford Science and Technology**

1. **Principal:**

One (1) full-time (12 month)

### **Administrative Support**

2. **Secretarial:**

One (1) full-time (12 month)

3. **Bookkeeper:**

One (0.6 FTE) bookkeeper (12 month)

4. **School Counselor:**

One full time (230 day) school counselor

### **Instructional Staffing**

5. **Classroom Teacher (230-day):**

Seventeen and a half (17.5) full-time equivalent (FTE) teaching positions

6. **Instructional Aide (192-day):**

Two (2) full-time Instructional Aides

### **Facility Support Staffing**

7. **Custodian:**

Two (2) full-time (12 month)

## **Alternative Education Center**

1. Principal:

One (1) full-time (12 month)

### **Administrative Support**

2. Secretarial:

One (1) full-time (12 month)

### **Instructional Staffing**

3. Classroom Teacher:

Four (4) full-time (200-Day) equivalent (FTE) teaching positions

One (1) full-time (200-Day) equivalent GED teaching position

4. School Counselor:

One full-time (200 day) school counselor

5. Instructional Aide

Two (2) full-time Instructional Aides (192 day)

## District Wide Instructional Staffing

1. English Language Learner Teacher (200-day): (SOQ staffing level)

District-wide average of one per 59 eligible students

2. Instructional Technology Resource Teacher (200-day):

One (1.0 FTE) per 900 student enrollment, rounded up to the nearest .5 at personalized learning pilot schools and/or schools implementing a one-to-one device initiative.

### All Staffing Standards/Levels

*Note: Schools and centers may deviate from these standards with approval of the Superintendent/Designee, provided that staffing levels comply with the Virginia Standards of Quality. Superintendent/Designee will notify the School Board of any deviation from these standards.*

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