

Bedford County Public Schools Staffing Plan 2011-2012

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+**

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 **21.5** students in Average Daily Membership (ADM) rounded **UP** to the nearest 1.0 FTE. (Average class size **21.5:1**) (Elementary schools with only primary grades the average class size is **20.5:1**)

7 English as a Second Language (200-day): (SOQ staffing level)

District-wide average of one per **59** eligible students

8 Gifted:

One teacher (200-day) per **30** identified gifted students division wide. Teacher's assigned school is based on the location of the identified gifted students.

9 Reading Specialist:

One full-time (200-day) per school. Additional Reading Specialist based on the number of disadvantaged students:

(0.5 FTE, 200-day), disadvantaged student enrollment of **100-150**

(1.0 FTE, 200-day), disadvantaged student enrollment of **151-200**

(1.5 FTE, 200-day), disadvantaged student enrollment of **201-250**

(2.0 FTE, 200-day), disadvantaged student enrollment of **251+ , Or**

(0.5 FTE, 200-day) Additional Reading Specialist at total school enrollment of **500**.

10 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**

11 Guidance 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**

12 Art Teacher:

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

13 Music Teacher:

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

14 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

15 Instructional Aide (190-day):

Instructional Aide: One (1.0 FTE, 190-day) per 150 students.

One (1.0 FTE, 190-day) additional instructional aide at student enrollment below 250.

Facility Support Staffing

16 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 **23** students in Average Daily Membership (ADM) rounded **UP** to the nearest 1.0 FTE. (Average class size **23:1**)

7 English as a Second Language (200-day): (SOQ staffing level)

District-wide average of one per 59 eligible students

8 Library Media Specialist: (SOQ staffing level)

One full-time (200-day) per school

Two full-time (200-day) per school at student enrollment of 1000

9 Guidance 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

Instructional Support Staffing

10 Library Media Aide (190-day):

One full-time (190-day) per school

11 Modified Instructional Program Aide (190-day):

One full-time (190-day) MIP Aide per school

Facility Support Staffing

12 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 School Secretary (12 month) per school

Third full-time School Secretary (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 25.5 students in Average Daily Membership (ADM) rounded **UP** to the nearest 1.0 FTE. (Average class size 25.5:1)

12 English as a Second Language (200-day): (SOQ staffing level)

District-wide average of one per 59 eligible students

13 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

14 Guidance Counselor: (SOQ staffing level)

One full-time (12 month) per school

Second full-time (210-day) per school at student enrollment of 700

Third full-time (200-day) per school at student enrollment of 1,050

Fourth full-time (200-day) per school at student enrollment of 1,400

16 Testing Coordinator:

One part-time (89-day) per school

17. 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

18 Library Media Aide (190-day):

One full-time per school

19. Modified Instructional Program Aide (190-day):

One full-time MIP Aide per school

Facility Support Staffing

20 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. Administrator:

One (1) full-time (12 month)

Administrative Support

2. Secretarial:

One (1) full-time (12 month)

3. Bookkeeper:

One (0.5 FTE) bookkeeper (12 month)

Instructional Staffing

4. Classroom Teacher (200-day):

Sixteen (16) full-time equivalent (FTE) teaching positions

5. Instructional Aide:

Two (2) full-time Instructional Aides (190 day)

Facility Support Staffing

6. Custodian:

Two (2) full-time (12 month)

District Wide Instructional Staffing

1. Instructional Technology Resource Teacher (ITRT) 200-day

One full-time equivalent (1.0 FTE) per 1,000 student enrollment, (SOQ Staffing Level)