

Bedford County Public Schools Staffing Plan 2010-2011

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 ~~22~~ **21.5** students in Average Daily Membership (ADM) rounded UP to the nearest 1.0 FTE. (Average class size ~~22:1~~ **21.5:1**) (Elementary schools with only primary grades the average class size is ~~21:1~~ **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 ~~35~~ 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 ~~300~~ 250

One full-time (200-day) per school at student enrollment of ~~300~~ 250

11 Guidance Counselor:

One (0.5 FTE, 200-day) per school at student enrollment of less than ~~300~~ 250

One full-time (200-day) per school at student enrollment of ~~300~~ 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)

Additional (0.5 FTE) if grounds require more than 20 acres per custodian

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

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

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 ~~25~~ 23 students in Average Daily Membership (ADM) rounded UP to the nearest 1.0 FTE. (Average class size ~~25:1~~ 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)

Additional (0.5 FTE) if grounds require more than 20 acres per custodian

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 ~~26~~ **25.5** students in Average Daily Membership (ADM) rounded **UP** to the nearest 1.0 FTE. (Average class size ~~26:1~~ **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

15. Testing Coordinator:

One part-time (89-day) per school

Instructional Support Staffing

16 Library Media Aide (190-day):

One full-time per school

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

One full-time MIP Aide per school

Facility Support Staffing

18 Custodian (12 month):

Two full-time per school

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

Additional (0.5 FTE) if grounds require more than 20 acres per custodian