

Staffing Guidelines		
Position	Guideline	
High Schools	Title I/Risk	Standard
Principal	Fixed Staff = 1.0 FTE	Fixed Staff = 1.0 FTE
Assistant Principal	<1400 = 2.0 FTE, 1401-2000 = 3.0 FTE, 2001+ = 4.0 FTE	< 1500 = 2.0 FTE, 1501-2100 = 3.0 FTE, 2101+ = 4.0 FTE
Counselor	400:1, +1.0 FTE	400:1
Dean - Secondary	<1400 =2.0 FTE, 1401-2000 = 1.0 FTE, 2001-2499 = 0.0 FTE 2500+ = 1.0 FTE	<1500 = 2.0 FTE, 1501-2011 = 1.0 FTE, 2101-2499 = 0.0 FTE, 2500+ = 1.0 FTE
Librarian	Fixed Staff = 1.0 FTE	Fixed Staff = 1.0 FTE
Teacher	28:1, 0.85 rounding	Standard 29.5:1, 0.85 rounding
Teacher - IB	2.5 FTE fixed Wooster only	2.5 FTE fixed Wooster only
Teacher - AVID	.5 FTE fixed Sparks HS only	.5 FTE fixed Sparks HS only
Administrative Assistant	Fixed Staff = 1.0 FTE	Fixed Staff = 1.0 FTE
Bookkeeper	Fixed Staff = 1.0 FTE	Fixed Staff = 1.0 FTE
Campus Supervisor	Closed campus only, <2000 = 1.0 FTE, >2000 = 2.0 FTE	Closed campus only, <2000 = 1.0 FTE, >2000 = 2.0 FTE
Career Center Facilitator	Fixed Staff = .875 FTE	Fixed Staff = .875 FTE
Clerical Aide - Attendance	<1200 = 0.75 FTE, +400 students +0.25 FTE; +0.25 FTE	<1200 = 0.75 FTE, +400 students +0.25
Clerical Aide - Bilingual	<300 ELL families = 0.25 FTE, 300-499 = 0.50 FTE, 500+ = 1.0 FTE	<300 ELL families = 0.25 FTE, 300-499 = 0.50 FTE, 500+ = 1.0 FTE
Clinical Aide	Fixed Staff = .875 FTE + .0625 FTE for Health Services school accuity ranking of Tier I or Tier II	Fixed Staff = .875 FTE + .0625 FTE for Health Services school accuity ranking of Tier I or Tier II
Custodian	Fixed- varies by school	Fixed- varies by school
Groundskeeper I	Fixed Staff = 1.0 FTE	Fixed Staff = 1.0 FTE
Groundskeeper II	Fixed Staff = 1.0 FTE	Fixed Staff = 1.0 FTE
Lead Custodian II	Fixed Staff = 1.0 FTE	Fixed Staff = 1.0 FTE
Library Assistant/Associate I	Fixed Staff = .875 FTE	Fixed Staff = .875 FTE
Library Assistant/Associate I - HQ	Title I only (no Risk): Fixed Staff .875 FTE	N/A
Maintenance Tech I	Fixed Staff = 1.0 FTE	Fixed Staff = 1.0 FTE
Maintenance Tech II	Fixed Staff = 1.0 FTE	Fixed Staff = 1.0 FTE
Registrar	Fixed Staff = 1.0 FTE	Fixed Staff = 1.0 FTE
Secretary	.4375 FTE per 400 students, round up	.4375 FTE per 400 students, round up
Site Facilites Coordinator III	Fixed Staff = 1.0 FTE	Fixed Staff = 1.0 FTE
Teacher Aide I - English	Fixed Staff = .525 FTE	Fixed Staff = .525 FTE

Staffing Guidelines

Position	Guideline	
Middle Schools	Title I/Risk	Standard
Principal	Fixed Staff = 1.0 FTE	Fixed Staff = 1.0 FTE
Assistant Principal	<1000 = 1.0 FTE, 1000+ = 2 FTE	<1000 = 1.0 FTE, 1000+ = 2 FTE
Dean - Secondary	500-649 = 0.5 FTE, 650-999 = 1.0 FTE	700-999 = 0.5 FTE, 1000+ = 0.0 FTE
Counselor	1.0 FTE per max 425 students, + 1.0 FTE	1.0 FTE per max 425 students
Librarian	Fixed Staff = 1.0 FTE	Fixed Staff = 1.0 FTE
Teacher	27.5:1, 0.85 rounding	Standard 29:1, 0.85 rounding
Administrative Secretary	Fixed Staff = 1.0 FTE	Fixed Staff = 1.0 FTE
Clerical Aide - Bilingual	<150 ELL families = 0.0 FTE, 150-299 = 0.25 FTE, 300 + = 0.50 FTE	<150 ELL families = 0.0 FTE, 150-299 = 0.25 FTE, 300 + = 0.50 FTE
Clinical Aide	Fixed Staff = .6875 FTE + .0625 FTE for Health Services school accuity ranking of Tier I or Tier II	Fixed Staff = .6875 FTE + .0625 FTE for Health Services school accuity ranking of Tier I or Tier II
Custodian	Fixed varies by school	Fixed varies by school
Lead Custodian II	Fixed Staff = 1.0 FTE	Fixed Staff = 1.0 FTE
1:1 Technician	If 1:1 school = 1.0 FTE; if not 1:1 school = 0 FTE	If 1:1 school = 1.0 FTE; if not 1:1 school = 0 FTE
Registrar	Fixed Staff = 1.0 FTE	Fixed Staff = 1.0 FTE
Secretary - Overcrowding	850-949 = .525 FTE; 950+ = .875 FTE	850-949 = .525 FTE; 950+ = .875 FTE
Site Facilities Coordinator II	Fixed Staff = 1.0 FTE	Fixed Staff = 1.0 FTE
General Aide	<1000 = 0.75 FTE, 1000+ = 1.0 FTE	<1000 = 0.75 FTE, 1000+ = 1.0 FTE

Staffing Guidelines						
Position	Guideline					
Elementary Schools	Title I/Risk			Standard		
Principal	Fixed Staff = 1.0 FTE			Fixed Staff = 1.0 FTE		
Assistant Principal	Enrollment > 700 = 1.0 FTE			Enrollment > 700 = 1.0 FTE		
Dean - Elementary	Title I 400-499 = 0.0 FTE, 500-699 = 0.5 FTE; Risk: 500-699 = 0.5 FTE			650-699 = 0.5 FTE		
Counselor	0-599 = 1.0 FTE, 600-749 = 1.5 FTE, 750 = 2.0 FTE			0 - 774 = 1.0 FTE, >774 = 1.5 FTE		
Teachers						
Kindergarten	21:1, Max 25			21:1, Max 25		
	1 Star	2 Star	3-5 Star	1 Star	2 Star	3-5 Star
1st Grade Teacher	17:1, Max 23; Rounding = 0.45	17:1, Max 23; Rounding = 0.60	17:1, Max 23; Rounding = 0.85	17:1, Max 23; Rounding = 0.45	17:1, Max 23; Rounding = 0.60	17:1, Max 23; Rounding = 0.85
2nd Grade Teacher	17:1, Max 23; Rounding = 0.45	17:1, Max 23; Rounding = 0.60	17:1, Max 23; Rounding = 0.85	17:1, Max 23; Rounding = 0.45	17:1, Max 23; Rounding = 0.60	17:1, Max 23; Rounding = 0.85
3rd Grade Teacher	20:1, Max 26; Rounding = 0.45	20:1, Max 26; Rounding = 0.60	20:1, Max 26; Rounding = 0.85	20:1, Max 26; Rounding = 0.45	20:1, Max 26; Rounding = 0.60	20:1, Max 26; Rounding = 0.85
4th Grade Teacher	27.5:1, 0.60 rounding			28:1, 0.60 rounding		
5th Grade Teacher	27.5:1, 0.60 rounding			28:1, 0.60 rounding		
6th Grade Teacher	27.5:1, 0.60 rounding			28:1, 0.60 rounding		
Clerical Aide	400-649 = .525 FTE, 650+ 1.0 FTE			400-649 = .525 FTE, 650+ 1.0 FTE		
Clerical Aide - Bilingual	If % of ELL students to overall enrollment is < 25% = 0.00 FTE; 25% - 35% = 0.50 FTE; if more than 35% = 0.75 FTE			If % of ELL students to overall enrollment is < 25% = 0.00 FTE; 25% - 35% = 0.50 FTE; if more than 35% = 0.75 FTE		
Clinical Aide	Fixed Staff = .6875 FTE + .0625 FTE for Health Services school accuity ranking of Tier I or Tier II			Fixed Staff = .6875 FTE + .0625 FTE for Health Services school accuity ranking of Tier I or Tier II		
1:1 Technician	If 1:1 school = .875 FTE; if not 1:1 school = 0 FTE			If 1:1 school = .875 FTE; if not 1:1 school = 0 FTE		
Ed Tech Specialist	If 1:1 school, 0 FTE; if not 1:1 school, Fixed Staff = .525 FTE			If 1:1 school, 0 FTE; if not 1:1 school, Fixed Staff = .525 FTE		
Ed Tech Specialist - HQ	If 1:1 school, Title I: 0 FTE; if not 1:1 school, Title I: Fixed Staff = .525 FTE					
Custodian	Fixed varies by school			N/A		
Site Facilities Coordinator	Fixed Staff = 1.0 FTE			Fixed varies by school		
Library Assistant/Associate II	Fixed Staff = 1.0 FTE			Fixed Staff = 1.0 FTE		
Library Assistant/Associate II - HQ	Fixed Staff = .125 FTE			Fixed Staff = 1.0 FTE		
Admin Secretary	Fixed Staff = 1.0 FTE			Fixed Staff = 1.0 FTE		
Teacher Aide I - Duty Reduction	Fixed Staff = .125 FTE			Fixed Staff = .125 FTE		