

Staffing Standards

Elementary Staffing Standards

- A. Principal: One full-time (12 month) per school
- B. Assistant Principal: One (1.0 FTE, 11 month) at student enrollment of **400**
- a. Second full-time (11 month) at student enrollment of **800**
- C. Secretarial: One full-time school secretary (12 month) per school
- a. Second full-time school secretary (10 month) per school at student enrollment of **800**
- D. Bookkeeper: One full-time (12 month) per school with student enrollment of **200+**
- a. One (0.5 FTE, 12 month) per school with student enrollment under **200**
- E. School Nurse: 1 FTE per school; additional staffing is contingent upon the medical needs of the students.
- F. 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; 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.
- Additional Requirements
- Shall not use multigrade classrooms.
 - Grades: 1-5 no higher than 27 students
 - Zone transfers can be revoked or denied following School Zone Transfer Policy: JCD to ensure class size will not exceed 27.
- G. Gifted: One teacher (200-day) per **30** identified gifted students division-wide. Teachers assigned schools based on the location of the identified gifted students.
- H. Reading Specialist: One full-time (200-day) per school with additional staff as funding permits.
- a. Second full-time (200-day) per school at student enrollment >500.
- I. Library Media Specialist: One full-time (200-day) per school at student enrollment of **200**
- a. One (0.5 FTE, 200-day) per school at student enrollment of less than **200**
- J. School Counselor: One full-time (200-day) per school at student enrollment of **200**
- a. One (0.5 FTE, 200-day) per school at student enrollment of less than **200**
- K. Art Teacher: One (1.0 FTE, 200-day) per **450** students division-wide; assigned to school based on student enrollment.
- L. Music Teacher: One (1.0 FTE, 200-day) per **450** students division-wide; assigned to school based on student enrollment.
- M. Health and Physical Education Teacher: One (1.0 FTE, 200-day) per **375** students division-wide; assigned to school based on student enrollment.
- N. Instructional Aide (192-day): One (1.0 FTE) per **150** students.
- O. Testing Coordinator - One (45 Day) - split between two schools
- P. Custodian (12 month): Two full-time (12 month) per school

- a. One FTE (12 month) per 20,000 square feet, rounded to nearest (0.5 FTE)

Note: Bedford County preschool program enrollment numbers are included in calculating staffing levels for assistant principal, library media specialist, counselor, secretarial, and bookkeeper.

Middle School Staffing Standards

- A. Principal: One full-time (12 month) per school
- B. Assistant Principal: One full-time (12 month) per school
 - a. Second full-time (10 month) per school at student enrollment of **500**; position would be (12 month) if enrollment exceeds **700**
 - b. Third full-time (10 month) per school at student enrollment of **1,000**
- C. Secretarial: Two full-time school Secretaries (12 month) per school
 - a. One full-time (10 month) school secretary with student enrollment greater than **800**
- D. Bookkeeper: One full-time bookkeeper (12 month) per school
- E. School Nurse: 1 FTE per school, additional staffing is contingent upon the medical needs of the students. 1 additional full-time for student enrollment greater than **1000**.
- F. 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.
 - a. Additional 0.5 FTE for Athletic Director to have release periods
- G. Library Media Specialist: One full-time (200-day) per school
- H. School Counselor: One full-time (230-day) per school
 - a. Second full-time (200 day) per school
 - b. Third full-time (200-day) per school at student enrollment of **1,075**
 - c. Fractional (FTE) school counselor positions rounded up to the nearest (0.5 FTE)
- I. Testing Coordinator: One part-time (90-day) per school
- J. Library Media Aide (192-day): One full-time per school with student enrollment of **750**
- K. ISS Aide (192-day): One full-time per school.
- L. Athletic Director: One part time (210-day) per school.
- M. Custodian (12 month): Two full-time per school
 - a. One FTE (12 month) per 20,000 square foot, rounded to nearest (0.5 FTE)

High School Staffing Standards

- A. Principal: One full-time (12 month) per school
- B. Assistant Principal: Two full-time (12 month) per school
 - a. Third full-time (12 month) per school at student enrollment of **1,200**
 - b. Fourth full-time (12 month) per school at student enrollment of **1,600**
- C. Athletic Director: One full time (260 day) per school
- D. Athletic Trainer: One full-time (230-day) per school
- E. Secretarial: Two full-time (12 month) per school
 - a. Third full-time (12 month) at student enrollment of **1,200**

- F. Receptionist: One full time (200 day) at student enrollment of 1,200
- G. Bookkeeper: One full-time Bookkeeper (12 month) per school
- H. Registrar: One full time (12 month) per school
- I. Attendance Clerk: One full time (200-day) per school
- J. Guidance Clerk: One full-time (230-day) per school
- K. School Nurse: 1 FTE per school, additional staffing is contingent upon the medical needs of the students.
 - a. 1 additional full-time for student enrollment greater than **1000**.
- L. Classroom Teacher (200-day): One full-time equivalent (FTE) teaching position for every **25.75** full time students in Average Daily Membership (ADM) rounded **UP** to the nearest 1.0 FTE.
 - a. One part time equivalent (.70 FTE) teaching position for every 25.75 part time students in Average Daily Membership (ADM) rounded UP to the nearest 1.0 FTE. Part time students are defined as those students attending the following programs: Early College, CVGS, RVGS, SGGSTC, and STEM academy.
 - b. 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)
- M. Library Media Specialist: One full-time (230-day) per school
- N. School Counselor: One full-time (12 month) per school
 - a. Second full-time (230-day) per school at student enrollment of **600**
 - b. Third full-time (230-day) per school at student enrollment of **900**
 - c. Fourth full-time (230-day) per school at student enrollment of **1200**
 - d. Fractional (FTE) school counselor positions rounded up to the nearest (0.5 FTE)
- O. Testing Coordinator: One full-time (200-day) per school
- P. 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.
- Q. Library Media Aide (192-day): One full-time per school
- R. ISS Aide (192-day): One full-time per school
- S. Custodian (12 month): Two full-time per school
 - a. One FTE (12 month) per 23,000 square foot, rounded to nearest (0.5 FTE)
- T. Small School Adjustment HS less than 750 - One full- time (200 day) per school

Susie G. Gibson Science and Technology

- A. Principal: One (1) full-time (12 month)
- B. Secretarial: One (1) full-time (12 month)
- C. Bookkeeper: One (1.0 FTE) bookkeeper (12 month)
- D. School Counselor: One full time (230 day) school counselor, services Alternative Education Center
- E. Classroom Teacher (230-day): Full-time teachers staffed to support programs offered
- F. Instructional Aide (192-day): Two (2) full-time Instructional Aides
- G. Custodian: Two (2) full-time (12 month)

Alternative Education Center

- A. Principal: One (1) full-time (12 month)
- B. Secretarial: One (1) full-time (12 month)
- C. Classroom Teacher: Six (6) full-time (200-Day) equivalent (FTE) teaching positions
 - a. One (1) full-time (200-Day) equivalent GED teaching position

District-Wide Instructional Staffing

- A. English Language Learner Teacher (200-day): District-wide average of one per **59** eligible students
- B. Instructional Technology Resource Teacher (200-day): One (1.0 FTE) per **750**

* 7 positions held in reserve for elementary class size, small school and program adjustments

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