

# ***STAFFING PLAN PROCEDURES***

## ***The School Board of Jackson County***

Staff allocations for personnel will be based on un-weighted recalibrated full-time-equivalent student (FTE). Necessary adjustments will be made as needed by the Superintendent to sufficiently comply with article IX of the Florida Constitution and F.S. 1003.03 (Maximum Class Size). The educational practices of the accreditation organization will be considered as guidance in these allocations.

The staffing formula for custodial and maintenance personnel is based on student population and total square footage of the respective facility. Any change in individual school staff allocations (i.e., custodian for paraprofessionals, paraprofessionals for custodian, paraprofessionals for teacher) must have prior approval of the Deputy Superintendent. Approval from the Superintendent or Deputy Superintendent is needed before a school may exceed its staff allocation.

Principals are allowed to use administrative, instructional, and/or non-teaching instructional personnel under their authority in any capacity to maximize teaching and learning within the classroom; however, Class Size Reduction, and Federal requirements must be met.

Principals are to staff exceptional, vocational, at-risk, and other special school needs, such as dual enrollment, within their staff allocations.

Every effort should be made to comply with this plan. Transfers of appropriate personnel will be made when a school is out of compliance, due to enrollment fluctuations. In accordance with JCEA Master Contract, personnel are employed to work in Jackson County and individual school assignments are the right and responsibility of the Board. Staffing adjustments will take place no later than the survey II FTE period.

## INSTRUCTIONAL ALLOCATIONS

Utilizing state and local funds, positions will be allocated to the schools to ensure that District level student/teacher ratio averages shall not exceed the following for core curricula courses:

### **Basic**

PreK-3, Basic	18
4-8, Basic	22
9-12, Basic	25

*(Actual staffing formulas for core academic subjects are based on ratios of 1:16 at the PK-3 grade level, 1:20 at the 4-8 grade level, and 1:23 in grades 9-12.)*

Programs and courses, other than core curricula courses, may be staffed at a higher ratio.

Additional instructional service units are added at all grade levels based on the following:

001 - 299	students earns 2 additional instructional units
300 - 449	students earns 3 additional instructional units
450 - 599	students earns 4 additional instructional units
600 - 749	students earns 5 additional instructional units
750 - 899	students earns 6 additional instructional units
900 - 1049	students earns 7 additional instructional units
1050-1199	students earns 8 additional instructional units
1200-1349	students earns 9 additional instructional units
1350-1499	students earns 10 additional instructional units
1500+	students earns 11 additional instructional units

At the High School level additional units are added to the individual staffing plans for Driver's Education and Foreign Language.

### **Other Allocations:**

#### **ESE**

The Director of Exceptional Student Education and the Deputy Superintendent shall assign Speech Pathologists, part-time speech clinicians, and Interpreters; and allocate ESE paraprofessional positions.

#### **Pre-K**

The Administrator of Early Childhood Programs and the Deputy Superintendent shall allocate positions for PreK Teachers, Paraprofessionals, Caregivers, and Early Childhood Assistants.

#### **Adult**

The Administrator of the Adults with Disabilities Program and the Deputy Superintendent shall allocate positions for Teachers and Paraprofessionals for the Adult Education Center and the Jackson County School at Sunland.

#### **Federal**

Federal funds will be utilized to supplement the Instructional day based on needs of individual schools.