

DCPS Comprehensive Staffing Model

This Comprehensive Staffing Model shows how DCPS allocates funds to individual schools, based on projected student enrollment and other key factors. The model ensures that every school has certain resources that are needed for the school to operate, and it also provides school leaders with the flexibility to staff their school in ways that support the school's unique goals.

Education Campus*

FY 2016

SCHOOL LEADERSHIP

School Principal	Every school receives a principal.
Assistant Principal	Schools receive 1 assistant principal for every 400 elementary students and 1 assistant principal for every 300 middle grade students.

EARLY CHILDHOOD

PK3/PK4/Mixed Age Teacher	Allocation is based on the established number of early childhood classes to be offered. Each class receives 1 full-time teacher and 1 full-time aide.
PK3/PK4/Mixed Age Instructional Aide	

K–8 GENERAL EDUCATION

Kindergarten–5th Grade Classroom Teacher	Allocation is based on the projected number of elementary classes. Each class receives 1 full-time teacher.
6th–8th Grade Classroom Teacher	Schools receive 1 full-time teacher for every 22 middle grade students.

RELATED ARTS

Art Teacher	Only the elementary grades qualify for the Related Arts allocation. Middle grades do not receive an allocation but are required to budget for sufficient staff so that all students can receive a full complement of related arts instruction. Elementary grade positions are allocated as a single allocation. Schools with: <ul style="list-style-type: none"> ■ Fewer than 400 students receive 3 related arts teachers; ■ Between 400 and 599 students receive 4.5 related arts teachers; ■ 600 or more students receive 5.5 related arts teachers.
Music Teacher	
Physical Education/Health Teacher	
World Language Teacher	
Librarian/Media Specialist	

ENGLISH LANGUAGE LEARNING (ELL)

ELL Teacher	Allocation is based on ELL Level (I through IV). Schools receive 1 ELL teacher for every: <ul style="list-style-type: none"> ■ 22 elementary students at all ELL Levels; ■ 15 middle grade students at Level I; ■ 22 middle grade students at ELL Levels II through IV.
ELL Instructional Aide	Schools receive 1 ELL instructional aide for every 50 Level 1 ELL students.
ELL Bilingual Counselor	Schools receive 1 ELL bilingual counselor for every 100 ELL students.

SPECIAL EDUCATION

Special Education Teacher	Allocations are based on the unique needs of students with disabilities in the school as stated in their Individualized Education Programs (IEPs) and the staffing needs of specialized programs.
Special Education Instructional Aide	

All gray entries are non-required/flexible positions.

* Cardozo and Columbia Heights are non-traditional (i.e., not K–8) education campuses. These schools' budgets follow the most appropriate staffing model and include adjustments to meet their unique needs.

SCHOOLWIDE INSTRUCTIONAL SUPPORT



Instructional Coach	Every school receives an instructional coach.
Social Worker	Allocation is based on a formula that considers the school's total number of: <ul style="list-style-type: none"> ■ Assessments (functional behavior, social history, and psychological) held during the past school year; ■ Student Support Team (SST) meetings held during the past school year; ■ Manifestation Determination meetings held during the past school year; ■ Individualized Education Programs (IEPs); ■ Behavior Support Service (BSS) hours present in the school's IEPs.
Psychologist	
International Baccalaureate (IB) Coordinator	Candidate schools and schools continuing their authorized IB program in FY 2016 receive 1 full-time IB coordinator.
Schoolwide Enrichment Model (SEM) Coordinator	Schools participating in the SEM program in FY 2016 receive 1 full-time SEM coordinator.
Guidance Counselor	Schools receive 1 full-time guidance counselor for every 400 middle grade students or 1 full-time guidance counselor, whichever is greater.

CONTINUING INVESTMENT



Teacher — Middle Grade Investment

Every school that serves middle grade students receives an additional 2–3 full-time teachers. Principals decide where these teachers should serve (6th grade, core subject, or related arts).

Social-Emotional Funds

Schools must spend funds on staff or programming for social-emotional support. Common positions are assistant principal of intervention, dean of students, social worker, in-school suspension coordinator, coordinator — student resource, behavior technician or attendance counselor.

OTHER BUILDING STAFF



Custodial Foreman and Custodial Staff

Schools must have at least one foreman or custodian to open/close building. Custodial allocation is based on building size and unique situations like construction at the school.

Business Manager

- Schools with 300 or fewer students receive a part-time business manager.
- Schools with more than 300 students receive a full-time business manager.

Administrative Aide

Every school receives an administrative aide.

Clerk

Schools receive 1 clerk for every 400 students.

All gray entries are non-required/flexible positions.

Note: For all non-staffing allocations, please refer to DCPS Non-Personnel Services Model.

For complete guidance on the budget development process, please visit the Budget Development Guide website at www.dcpsschoolbudgetguide.com.