

# 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.

## Elementary School

FY 2016

### SCHOOL LEADERSHIP

#### School Principal

Every school receives a principal.

#### Assistant Principal

Schools receive 1 assistant principal for every 400 students.

### K–5 GENERAL EDUCATION

#### Kindergarten–5th Grade Classroom Teacher

Allocation is based on the projected number of elementary classes. Each class receives 1 full-time teacher.

#### Kindergarten Instructional Aide

Each kindergarten class receives 1 full-time aide.

### ENGLISH LANGUAGE LEARNING (ELL)

#### ELL Teacher

Allocation is based on ELL Level (I through IV). Schools receive 1 ELL teacher for every 22 ELL students.

#### ELL Instructional Aide

Schools receive 1 ELL instructional aide for every 80 Level I ELL students.

#### ELL Bilingual Counselor

Schools receive 1 ELL bilingual counselor for every 100 ELL 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

### RELATED ARTS

#### Art Teacher

Positions are allocated as a single allocation. Schools with:

#### Music Teacher

#### Physical Education/Health Teacher

#### World Language Teacher

- 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.

#### Librarian/Media Specialist

- Schools with fewer than 300 students receive a part-time librarian.
- Schools with 300 or more students receive 1 full-time librarian.

### 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.

## 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:

- 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.

## 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](http://www.dcpsschoolbudgetguide.com).