LL#76935

STAFF ALLOCATION GUIDELINES

A. TEACHING STAFF FOR SCHOOLS

Staffing will be guided by pupil/teacher ratios that take into account available funding balanced against the needs of the division as a whole. The pupil/teacher ratio (PTR) may vary between different levels. At Early Years and Middle Years the PTR may range from 14:1 to 16:1, at Senior Years the PTR may range from 16:1 to 19:1. Class sizes are governed by Regulation IIB-R.

Schools that are identified as 'at risk' in the annual Provincial Funding Announcement for K-12 Education will have an adjusted pupil/teacher ratio that takes into account the unique needs of the students at those schools and be staffed at the low end of the PTR range.

The pupil/teacher ratio at each school provides staffing for:

Classroom Teachers	Department Heads Grades 6 – 12
Resource Teachers	Team/Pod Leaders Grades 6 – 8
Guidance Counsellors	Student Teacher Leaders
Program Implementation Assistants	I.B. School Based Coordinator

i) GUIDANCE

All students shall have access to the services of a qualified guidance counsellor, and, as a general guideline, principals shall staff their schools to include:

a)   One guidance counsellor for every 600 Early Years students.

b)   One guidance counsellor for every 400 Middle Years and Senior Years students.

ii) RESOURCE

All students shall have access to adequate resource teacher assistance, and, as a general guideline, principals shall staff their schools to include:

a)   A minimum of one resource teacher for every 400 Early Years students.

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b) A minimum of one resource teacher for every 500 Middle Years school (Gr. 6 to 8) students.

c) A minimum of one resource teacher for every 700 Senior Years (Gr. 9 to 12) students.

iii) READING RECOVERY PROGRAM

Reading Recovery is an early literacy program offered (on the average) to 20% of the grade one students. Administration will staff the Reading Recovery program from the staff assigned to the school within the pupil teacher ratio for that school.

iv) PROGRAM IMPLEMENTATION ASSISTANTS (P.I.A.)

A Program Implementation Assistant shall be a qualified teacher appointed by the Superintendent/CEO to assist the principal with the implementation of an annually-designated area of the curriculum, in such areas as research, program evaluation, innovations and improvements, etc.

Each Early Years school shall have at least one, but no more than two P.I.A's. Each P.I.A. may be provided with up to 150 minutes per cycle to work in the area of program implementation.

v) DEPARTMENT HEADS

A department head shall be a qualified teacher and will assist the principal with the operation of a subject area and/or program in Grades 6 **9** through Grade 12. In terms of qualifications and appointments, the department head shall demonstrate recognized expertise in the subject area and/or program, and shall display strong leadership qualities.

Department Heads shall be recommended by the school Principal.

Appointment:

a) Those interested in the position should apply to the principal who shall make the recommendation to the Superintendent/CEO for an appointment.

b) All schools with grades 9 to 12 shall appoint a minimum of two Department Heads.

c) Department Head appointments shall be on an annual basis.

d) The Department Head should be assigned time in their timetable to perform the required duties.

e) Beyond a minimum of two departments heads, each school containing 201 or more students in Grades 9 to 12 shall be allotted additional department heads according to the following calculations:

   i. Schools with an enrolment of less than 550 students in Grades 9 to 12 shall have two department heads plus: Number of additional department heads = (enrolment – 200)/100. (Any fraction below .50 will be rounded down.)

   ii. Schools with an enrolment of 550 or more students in grades 9 to 12 shall have 5 department heads plus: Number of additional department heads = (enrolment – 550)/150. (Any fraction below .50 will be rounded down.)

   iii. Any exceptions from i. or ii. above must be approved by the Assistant Superintendent.

vi) TEAM LEADERS GRADES 6 – 8

A Middle Years Team Leader shall be a qualified teacher recommended by the Principal and appointed by the Superintendent/CEO to assist the principal with the operation of a Middle Years team of teachers at a specific grade level in grades 6 through 8. One Team Leader will be appointed in each grade.

vii) STUDENT TEACHER LEADERS

The lead teacher is responsible for coordinating the placement of student teachers. They act as a liaison between the school, and the universities and colleges in regards to selection and timetabling of student teachers. The lead teacher is to provide an orientation to the student teacher with respect to their assigned school and the Division.

viii) APPOINTMENTS OF PRINCIPALS and VICE-PRINCIPALS

The following scale shall serve as a guideline for appointing principals and vice-principals to schools. The Board, on the advice of the Superintendent/CEO, may make appointments that are outside of the suggested scale where special circumstances exist in any given school year.

Total staff Assigned to a school based on student FTE (For this count Full Day Kindergarten will count as 1.0)	Principal Admin. FTE	Vice Principal Admin. FTE
Less than 125	0.50	--
126 to 300	1.00	--
301 to 450	1.00	0.50
301 to 450 dual track	1.00	1.00
451 to 650	1.00	1.00
451 to 650 dual track	1.00	1.50
651 to 750	1.00	1.50
751 to 1000	1.00	2.00
751 to 1000 dual track	1.00	2.50
Greater than 1001	1.00	2.50
Greater than 1001 dual track	1.00	3.00

Additional administrative staffing may be assigned at the discretion of the Board at identified at-risk schools.

B.   SUPPORT STAFF ALLOTMENTS

Support staff is assigned over and above the school's PTR.

1.   School Library Technicians

Library Staffing will be guided by student enrollment, programming and grade level. As a result, libraries will be staffed at roughly one half-time Library Technician for every early years school and one full-time Library Technician for every middle and senior years school.

2.   Educational/Student Assistants

a)   Educational Assistants shall be assigned in consultation with the Administrator of Student Services.

b)   Student Assistants or Educational Assistants working with the International Student Program may be staffed using the allocated funds at their actual cost.

3. **School Secretaries**

Secretarial staffing will be guided by student enrollment, programming and grade level. As a result, offices will be staffed at roughly one Head Administrative Assistant at every early years school; one Head Administrative Assistant and one Secretarial Assistant at every middle years school; and one Head Administrative Assistant, one Student Information Assistant and two Secretarial Assistants at every senior years school.

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