

# 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\***

FY2018

## SCHOOL LEADERSHIP

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

## EARLY CHILDHOOD

<b>PK3/PK4/Mixed Age Teacher</b>	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.
<b>PK3/PK4/Mixed Age Instructional Aide</b>	

## K-8 GENERAL EDUCATION

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

## RELATED ARTS

<b>Art Teacher</b>	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"> <li>Fewer than 400 students receive 3 related arts teachers;</li> <li>Between 400 and 599 students receive 4.5 related arts teachers;</li> <li>600 or more students receive 5.5 related arts teachers.</li> </ul>
<b>Music Teacher</b>	
<b>Physical Education/Health Teacher</b>	
<b>World Language Teacher</b>	
<b>Librarian/Media Specialist</b>	<ul style="list-style-type: none"> <li>Schools with fewer than 300 students receive a part-time librarian.</li> <li>Schools with 300 or more students receive 1 full-time librarian.</li> </ul>

## ENGLISH LANGUAGE LEARNING (ELL)

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

## SPECIAL EDUCATION

<b>Special Education Teacher</b>	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.
<b>Special Education Instructional Aide</b>	

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 a combination of high school and middle school models and include adjustments to meet their unique needs.

**SCHOOLWIDE INSTRUCTIONAL SUPPORT**



<b>Instructional Coach</b>	Every school receives an instructional coach.
<b>Social Worker</b>	Allocation is based on a formula that considers the school's total number of: <ul style="list-style-type: none"> <li>■ Assessments (functional behavior, social history, and psychological) held during the past school year;</li> <li>■ Student Support Team (SST) meetings held during the past school year;</li> <li>■ Manifestation Determination meetings held during the past school year;</li> <li>■ Individualized Education Programs (IEPs);</li> <li>■ Behavior Support Service (BSS) hours present in the school's IEPs.</li> </ul>
<b>Psychologist</b>	
<b>International Baccalaureate (IB) Coordinator</b>	Candidate schools and schools continuing their authorized IB program in FY 2018 receive 1 full-time IB coordinator.
<b>Schoolwide Enrichment Model (SEM) Coordinator</b>	Schools participating in the SEM program in FY 2018 receive 1 full-time SEM coordinator.
<b>Guidance Counselor</b>	Schools receive 1 full-time guidance counselor for every 400 middle grade students or 1 full-time guidance counselor, whichever is greater.

**CONTINUING INVESTMENT**



<b>Teacher – Middle Grade Investment</b>	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).
<b>Social-Emotional Funds</b>	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**



<b>Custodial Foreman and Custodial Staff</b>	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.
<b>Business Manager</b>	<ul style="list-style-type: none"> <li>■ Schools with 300 or fewer students receive a part-time business manager.</li> <li>■ Schools with more than 300 students receive a full-time business manager</li> </ul>
<b>Administrative Aide</b>	Every school receives an administrative aide.
<b>Clerk</b>	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).