

# 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.

## Middle School

FY 2018

### SCHOOL LEADERSHIP

<b>School Principal</b>	Every school receives a principal.
<b>Assistant Principal</b>	Schools receive 1 assistant principal for every 300 students.
<b>Assistant Principal for Interventions (API)</b>	Title I middle schools receive 1 full-time API.

### GENERAL EDUCATION

<b>6th–8th Grade Classroom Teacher</b>	Schools receive 1 full-time teacher for every 22 students.
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### ENGLISH LANGUAGE LEARNING (ELL)

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

### RELATED ARTS

<b>Art Teacher</b>	Middle schools do not receive a specific allocation for related arts teachers. These positions are included in the 6th - 8th grade teacher allocation. All middle schools are required to budget for sufficient staff so that all students can receive a full complement of related arts instruction.
<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 300 or fewer students receive a part-time librarian.</li> <li>Schools with than 300 more students 1 full-receive time librarian.</li> </ul>

### 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.

## 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 2018 receive 1 full-time IB coordinator.

### Schoolwide Enrichment Model (SEM) Coordinator

Schools participating in the SEM program in FY 2018 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.dcpschoolbudgetguide.com](http://www.dcpschoolbudgetguide.com).