MCPS K–12 Budget Staffing Guidelines—FY 2012

Position	Elementary Guideline	Middle School Guideline	High School Guideline
Principal	1.0 per school	1.0 per school	1.0 per school
Assistant Principal	Staffing is based on enrollment and number of professional staff. Schools with the largest student enrollment and/or professional staff are allocated an assistant principal.	1.0 per school. Schools projected to have 650 or more students receive a second assistant principal. Every effort is made not to remove the second assistant principal one year and have to restore it the next year and maintain administrative stability.	2.0 per school. Schools projected to have more than 1,800 students receive a third assistant principal. Schools with projected enrollment greater than 2400 receive a fourth assistant principal. Every effort is made not to remove the second assistant principal one year and have to restore it the next year and maintain administrative stability.
Assistant School Administrator		These positions are allocated (1) to schools with projected enrollment greater than 350 without a second assistant principal, (2) to schools with projected enrollment greater than 1,000 students and (3) largest schools without an ASA.	These positions are allocated (1) to schools with projected enrollment greater than 1250 without a third assistant principal.
Magnet/Special Program Coordinator		One each for cluster magnet/special programs.	One each for countywide magnet programs at Blair and Poolesville and the IB program at Richard Montgomery High School.
Classroom Teacher*	These positions for Grades 1–5 are allocated based on enrollment projections for principals to organize the school with class sizes of 27 or less in Grades 1–3, 29 or less in Grades 4–5. Additional classroom teacher positions are provided to the highest educational load schools in order to fulfill the Grade 1–2 class size initiative at an average of 19 students per class.	These positions are provided by formula (Enrollment x number of periods/(class size x 5)). For each resource teacher, content specialist, and team leader 0.8 of this calculation is moved to the resource teacher allocation.	These positions are provided by formula (Enrollment x 7/(class size x 5)) + 0.2 released time for Student Service Learning. A .4 of this calculation is removed for the athletic director allocation and a .8 is removed for each of the RTs.
Academic Intervention Teacher	Community superintendents will allocate these positions based on school needs.	Community superintendents will allocate these positions based on school needs.	Community superintendents will allocate these positions based on school needs.
Special Program Teacher	These positions are allocated to support special programs in schools including immersion, PYIB, and magnet programs.	These teacher positions are provided to support magnet/special programs at Eastern, Takoma Park, and Clemente; and the Middle Years programs at Julius West, Westland, Newport, Key, and Silver Spring International.	These positions are allocated to schools with magnet, special, or signature programs.

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Position	Elementary Guideline	Middle School Guideline	High School Guideline
Staff Development Teacher	For schools with projected enrollment over 380, a 1.0 FTE is allocated. For schools with enrollment less than 380, the total allocation between staff development teacher and reading specialist is 1.5. Schools will determine in which configuration that 1.5 will be allocated.	.8 per school for non-reform schools. For middle school reform schools, each school selected from staffing options for staff development teacher, literacy coach, and math content coach. Total allocation between the three positions is 1.6 FTE.	1.0 per school
ESOL Teacher*	ESOL teacher allocations are based on a ratio of one teacher for every 45 ESOL students, including pre-K; METS teacher allocations are based on pupil/teacher ratio of 15:1. METS students are not included in the ESOL teacher formula.	ESOL teacher allocations are based on a pupil/teacher ratio of 35.5:1. METS teacher allocations are based on the pupil/teacher ratio of 15:1. METS students are not included in the ESOL teacher formula.	These allocations are based on a ratio of 1.0 teacher for every 30.4 students. METS teacher allocations are based on the pupil/teacher ratio of 15:1.
Media Specialist	1.0 per school. For schools with enrollment less than 200 .5 will be allocated.	1.0 per school	1.0 per school.
Counselor	1.0 per school. If budget permits adjustments for schools with projected enrollment will be made.	These positions are allocated to schools based on projected enrollment.	These positions are allocated to schools based on projected enrollment.
Focus Teacher	These positions are allocated to the high educational load schools. Focus teachers are locally and Title I funded.		
Reading Initiative Teacher*	This staffing supports the Reading Initiative program. For schools receiving additional staffing for class size reduction in Grades 1 and 2, no additional allocations are authorized for the program. Staffing is based on running 90 minutes reading initiative sections.		
Pre-Kindergarten Teacher	Positions are allocated with a 0.5 teacher per 2.5 hour class.		
Kindergarten Teacher	These positions are allocated on a ratio of one teacher for every 26 students and one for every 18 students at the focus schools.		
Instrumental Music Teacher	These positions are allocated to schools based on the participation in instrumental music programs, Grades 4–5.		
Reading Recovery Teacher	These positions provide support to schools that are identified to implement Reading Recovery.		

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Position	Elementary Guideline	Middle School Guideline	High School Guideline
Reading Specialist	For schools with enrollment over 375, a 1.0 FTE is allocated. For schools with enrollment less than 375, the total allocation between staff development teacher and reading specialist is 1.5. Schools will determine in which configuration that 1.5 will be allocated.	Reading Specialist is allocated 1.0 per school (non-middle school reform schools)	
Content Specialist		5.0 per middle school reform school (1 release period)	
Team Leader		6.0 per middle school reform school (1 release period)	
Math Content Coach		For middle school reform schools, each school selected from staffing options for staff development teacher, literacy coach, and math content coach. Total allocation between the three positions is 1.6 FTE.	
Resource Teacher/Interdisciplinary Resource Teacher		Based on enrollment and individual school needs (1 release period)	Based on enrollment and individual school needs (1 release period)
Resource Counselor		Schools with four or more counselors are provided a resource counselor to coordinate programs.	Schools with four or more counselor FTEs are provided a resource counselor to coordinate programs.
Alternative Teacher		These positions are allocated based on projected enrollment in the school, ineligibility, suspension, and poverty.	These positions are allocated based on projected enrollment in the school, ninth grade retention, ineligibility, suspension, drop-out rates, and poverty.
Literacy Coach		For middle school reform schools, each school selected from staffing options for staff development teacher, literacy coach, and math content coach. Total allocation between the three positions is 1.6 FTE.	
Vocational Support Teacher			These positions are allocated based on size of school programs.
Career Prep Teacher			These positions are allocated based on size of school programs.
Athletic Director			1.0 per school (3 release periods)

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Position	Elementary Guideline	Middle School Guideline	High School Guideline
Administrative Secretary	1.0 per school.	1.0 per school.	1.0 per school.
Secretary I	1.0 per school.	1.0 per school. Schools with projected enrollment greater than 625 receive an additional .25	Ten-month secretary positions (I and II) are allocated according to the following projected enrollments: 2550–2999 = 7.0 2100–2549 = 6.0 1850–2099 = 5.0 1575–1849 = 4.0 1300–1574 = 3.0 900–1299 = 2.0 These guidelines provide the total number of positions to be divided between Secretary I and Secretary II positions.
Secretary II (10-month)		These positions are allocated to the schools based on projected enrollment.	
Secretary II (12-month)		1.0 each for programs at Clemente, Takoma Park, and Eastern.	1.0 each for programs at Blair, Poolesville, and Richard Montgomery High Schools.
Guidance Secretary		1.0 per school.	1.0 per school.
Registrar			1.0 per school.
Career Information Assistant			1.0 per school.
Business Manager			1.0 per school.
Financial Assistant		1.0 per school.	1.0 per school.
Media Assistant	These positions are allocated to schools using the guide: 1.0 media assistant to schools with projected enrollment above 530; .5 media assistant to schools with projected enrollment under 530.	Schools projected to have a student enrollment above 1000 receive a 1.5 allocation; others a 1.0 allocation.	Allocations are made according to the following projected student enrollments: > 2475 = 3.0 1840–2474 = 2.5 1540–1839 = 2.0 1250–1539 = 1.5

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Position	Elementary Guideline	Middle School Guideline	High School Guideline
Paraeducator, Regular Teacher Assistant, Regular	The school's total hours for Grades 1–5 paraeducators are based on the following projected enrollments: > 850 = 2.125 FTE 800–849 = 2.0 FTE 750–799 = 1.875 FTE 700–749 = 1.75 FTE 650–699 = 1.625 FTE 600–649 = 1.5 FTE 550–599 = 1.375 FTE 500–549 = 1.25 FTE 450–499 = 1.125 FTE 400–449 = 1.0 FTE 350–399 = 0.875 FTE < 350 = 0.75 FTE	Schools are allocated positions based on percent of projected school enrollment compared to total middle school enrollment.	Schools are allocated positions based on percent of projected school enrollment compared to total high school enrollment.
ESOL Paraeducator	0.75 per METS class.	These positions are allotted at 0.75 per METS class.	These positions are allocated from the Division of ESOL/Bilingual Programs to specific school programs.
Pre-Kindergarten Paraeducator	0.375 FTE per 2.5 hour class.		
Head Start, Paraeducator	0.6 FTE per 3 hour 15 minute class.		
Focus Paraeducator	Title I schools are provided resources for paraeducator allocations. Locally funded focus paraeducators are allocated to schools with high educational loads and specific program needs.		
Lunch Hour Aide	Allocations are based on the following calculation: FTE = 1 hour (.125) per 50 projected students.	These positions are allocated based on total enrollment.	
Instructional Data Assistant	Allocations are based on a formula using projected student enrollment with a minimum of 6 hours (.75 FTE) per school.	All schools receive a .875 FTE (7 hours).	
Security Team Leader			1.0 per school.

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Position	Elementary Guideline	Middle School Guideline	High School Guideline
Security Assistant		Schools with a projected enrolment above 900 receive 2.0 security assistants; all others, 1.0 unless specific school needs require an additional allocation.	Based on enrollment and school needs.
Media Services Technician			1.0 per school.
IT System Specialist		1.0 per school.	1.0 per school.
English Composition Assistant			Allocations are made according to the following formula: Projected Enrollment/56 x .58 x .125