MCPS K–12 Budget Staffing Guidelines—FY 2013

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 or coordinator (magnet programs). 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 2500 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 400 without a second assistant principal or coordinator (magnet programs), (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 or a coordinator and (2) to schools with projected enrollment greater than 2000 without a fourth assistant principal or a coordinator.
Magnet/Special Program Coordinator		One each for cluster magnet and middle school consortium school.	One each for countywide magnet programs at Blair and Poolesville and the IB program at Richard Montgomery High School.
School Business Administrator			1.0 per 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. When numbers support it, positions are allocated for combination classes.	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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Staff Development Teacher	Staff development, reading specialist, media specialist and counselors are allocated to schools based on enrollment and FARMS. Schools determine which positions are staffed at 1.0 and which at .5 based on school priorities and focus areas.	For non-reform schools, a .4 FTE position is allocated per school. For middle school reform schools, each school determines the allocation for staff development teacher, literacy coach, and math content coach, using a total allocation of 1.2 FTE for the three positions, combined.	.4 per school
ESOL Teacher	ESOL teacher allocations are based on a ratio of one teacher for every 45.3 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 36:1. 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 31 students. METS teacher positions are allocated to schools with METS students according to the following guidelines: .4 FTE (4-10 students); .6 FTE (11-17 students); .8 FTE (18 or more students)
Media Specialist	Staff development, reading specialist, media specialist and counselors are allocated to schools based on enrollment and FARMS. Schools determine which positions are staffed at 1.0 and which at .5 based on school priorities and focus areas.	1.0 per school	1.0 per school.
Counselor	Staff development, reading specialist, media specialist and counselors are allocated to schools based on size of school. Schools determine which positions are staffed at 1.0 and which at .5 based on school priorities and focus areas.	These positions are allocated to schools based on projected enrollment and student to staff ratios.	These positions are allocated to schools based on projected enrollment and student to staff ratios.
Focus Teacher	These positions are allocated to the high educational load schools. Focus teachers are locally and Title I funded.		
Reading Initiative Teacher	Staffing is allocated at a 20:1 ratio. For schools receiving additional staffing for class size reduction in Grades 1 and 2, no additional allocations are authorized for the program.		
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.		

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Instrumental Music Teacher	These positions are allocated to schools based on the participation in instrumental music programs, Grades 4–5.		
Reading Support Teachers	These positions provide support to schools that are identified to implement reading intervention programs.		
Reading Specialist	Staff development, reading specialist, media specialist and counselors are allocated to schools based on size of school. Schools determine which positions are staffed at 1.0 and which at .5 based on school priorities and focus areas. Ration 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); all content specialists must teach 4 classes.	
Team Leader		6.0 per middle school reform school (1 release period); all team leaders must teach 4 classes.	
Math Content Coach		For middle school reform schools, each school determines the allocation for staff development teacher, literacy coach, and math content coach, using a total allocation of 1.2 FTE for the three positions, combined.	
Resource Teacher/Interdisciplinary Resource Teacher		Based on enrollment and individual school needs (1 release period); all RTs/IRTs must teach 4 classes.	Based on enrollment and individual school needs (1 release period) ; all RTs/IRTs must teach 4 classes.
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 determines the allocation for staff development teacher, literacy coach, and math content coach, using a total allocation of 1.2 FTE for the three positions, combined.	

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Career Support Teacher			These positions are allocated based on size of school programs.
Career Preparation Teacher			These positions are allocated based on size of the internship program.
Athletic Director			1.0 per school (3 release periods)
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: > 2500 = 7.0 2200-2499 = 6.0 1900-2199 = 5.0 1600-1899 = 4.0 1300-1599 = 3.0 less than 1300 = 2.5 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.
Financial Specialist		1.0 per school.	1.0 per school.
Media Assistant	These positions are allocated to schools using the guide: >600 = .875 FTE <600 = .5 FTE;	These positions are allocated to schools based on projected enrollment as follows: >1200 = 1.375 FTE 600-1199 = .875 FTE 300-599 = .5 FTE	Allocations are made according to the following projected student enrollments: > 2200 = 2.5 1700-2199 = 2.0 1400-1699 = 1.5 Less than 1400 = 1.0

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Paraeducator, Regular	Schools are allocated positions 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 the following guidelines: > 1500 = .875 FTE 1200 - 1499 = .75 FTE 900 - 1199 = .625 FTE 600 - 899 = .5 FTE 300 - 599 = .375 FTE	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-K 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.	Schools are allocated .375 FTE. Schools with specific needs are allocated an additional .125 FTE.	
Instructional Data Assistant	These positions are allocated to schools based on the following projected enrollments: >800 = .875 FTE 550-799 = .75 FTE 350-549 = .625 FTE 150-350 = .5 FTE	Schools with projected enrollment greater than 1000 receive a .875 FTE; schools with less than 1000 students receive a .75 FTE position.	
Security Team Leader			1.0 per school.
Security Assistant		All schools receive 1.0 FTE. Schools with specific program or enrollment needs are allocated a second position.	Allocations are based on enrollment, educational load, campus size, and renovation conditions.

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Media Services Technician			1.0 per school.
IT System Specialist		Schools with projected enrollment greater than 825 are allocated a 1.0 FTE. For schools with projected enrollment less than 825 a pool of ITSSs will be assigned to work with the schools.	1.0 per school.
English Composition Assistant			Allocations are made according to the following formula: Projected Enrollment/58 *.5*.125