

# WICHITA FALLS INDEPENDENT SCHOOL DISTRICT

## **ELEMENTARY ADMINISTRATIVE/TEACHER /SUPPORT**

The staffing ratios for **assistant principals** and **counselors** are as follows:

<b><u>Enrollment</u></b>	<b><u>Ratio</u></b>
0 to 400	.5
401 to 500	1.0
501 to 600	1.5
600+	2.0

The ratio number may be used for a counselor and/or assistant principal. The enrollment to use for the ratio is based on the PEIMS date of the current year. Please remember that even though a counselor may not be on your staff either full or part-time, one must be available if needed.

Grades K-4 should be projected on a 1 to 22 teacher/student ratio in class size. Grades 5 and 6 should be projected on a 1 to 28 ratio.

The staffing ratios for **teachers** are as follows:

<b><u>Grade</u></b>	<b><u>Ratio</u></b>
Headstart (3 year olds)	1 to 17
Headstart (4 year olds)	1 to 18
PK	1 to 20
K – 4	1 to 22
5 – 6	1 to 28
Elective Teacher*	1 to 186

\*The ratio for the number of elective teachers per campus is one elective teacher for each 186 students. Tenths of a percent will be rounded down if less than .5 and up if .5 or greater for elective teachers. As units are added, the priorities should be filled in the following order:

1. Music
2. Art
3. Technology

The staffing ratios for **PE** teachers are as follows:

<b><u>Enrollment</u></b>	<b><u>Ratio</u></b>
0 to 250	1
251 to 500	2
501+	3

The staffing ratios for **librarians** are as follows:

<b><u>Enrollment</u></b>	<b><u>Ratio</u></b>
0 to 500	.5 Librarian (+ .5 aide)
501+	1 Librarian

## **SECONDARY STAFFING**

High School principals must complete the following planning document and return to the Assistant Superintendent for Curriculum and Instruction on the designated dates.

1. Course Request Tally with total enrollment counts and # of sections to be assigned. (Due by the last instructional day in March)
2. One Excel or Word master schedule by department AND one Excel or Word master schedule by teacher. (Due by the last instructional day in April)

### **Parameters:**

1. All high school coaches should teach a minimum of four academic classes.
2. The Campus Coordinator and Athletic Trainers are the exception to the “four class rule.”
3. The Campus Coordinator is to be assigned appropriate administrative duties that would assist the principal in managing the school program.
4. The Athletic Coordinator, Principal and Assistant Superintendent should work together on coaches that are responsible for two sports.
5. Coaches in the Junior High schools should follow the regular teacher schedule.

If the principal is considering new programs or changes to existing ones, including athletics, which have an impact on personnel and/or facilities, this should be included in the projections and master schedule. Each new/changed/additional program should be prioritized so that a decision can be made as to which one(s) can be included within the budget.

**High School Assistant Principals**

<b><u>Enrollment</u></b>	<b><u>Ratio</u></b>
Less than 700	1
701 to 1400	2
1401+	3

**Junior High School Assistant Principals**

<b><u>Enrollment</u></b>	<b><u>Ratio</u></b>
Less than 700	1
701 to 1400	2
1401+	3

**High School Counselors**

<b><u>Enrollment</u></b>	<b><u>Ratio</u></b>
0 to 400	1
401 to 800	2
801 to 1200	3
1201 to 1600	4
1601+	5

**Junior High and High School Librarians** 1

**Junior High and High School Discipline (ISS/OCS)** 1

**GUIDELINES FOR SECONDARY CLASS LOADS**

Class	Students per Teacher per Class		
	Minimum	Normal Load	Maximum*
Regular	10	26	30
Advanced Placement	10	30	34
Science Lab Classes	10	25	25
Physics	10	25	25
Chemistry	10	25 or one student per work station	25
Keyboarding	10	30 or one student per work station	
Physical Education		35	
Trade/Industrial		15 or one student per work station	

**Elementary, Junior High and High School Bilingual/ESL Teachers**

**Bilingual self-contained classroom teachers and those teaching bilingual/ESL pull-out classes will be assigned based on district need.**

High at-risk, low socioeconomic campuses may be given extra consideration for staffing.

**Clerks/Aides**

**High School Clerks**

<b><u>Enrollment</u></b>	<b><u>Ratio</u></b>
0 to 300	1
301 to 450	2
451 to 600	3
601 to 750	4
751 to 900	5
901 to 1050	6
1051 to 1200	7
1201+	Negotiated

**Junior High Clerks**

2

**Elementary Clerks**

**Enrollment**

0 to 300

301+

**Ratio**

0

1

**High School Library Aides**

1

**Elementary Library Aides**

**Enrollment**

0-450

451+

**Ratio**

.5

0

**Headstart/PK Aides**

1 per class

**RN/LVN**

**Enrollment**

0 to 700

701 to 1000

1001 to 1500

1501+

**Ratio**

1 LVN

1 RN

RN & .5 LVN

RN & 1 LVN

## SPECIAL EDUCATION FTE RECOMMENDATIONS GRADES K – 12

### **Student/Teacher Ratio**

<b><u>Level</u></b>	<b><u>Students per Teacher</u></b>
Elementary	20
Junior High	25
High School	30

The enrollment used for determining the ratio does not include students classified as Speech Only, RDSPD, PPCD and/or any centralized classes (SPH, BDC, etc.). Teachers and aides for these programs will be assigned according to district need.

### **Aides**

<b><u>Campus Enrollment</u></b>	<b><u>Allotment</u></b>
0 to 400	2
401 to 500	3
501 to 600	4
601 to 1000	5
1001 +	6

The data will be evaluated for changes at the beginning of the school year and then again after the PEIMS snapshot date. Changes will not be made after this date for the current school year.