

## Staffing Standards

### Purpose

The purpose of the staffing standards is to foster equity across schools; however, if an individual school wishes to deviate from a particular standard for a reason related to its School Improvement Plan, a waiver process has been established. This waiver process is outlined in the Division's Strategic Plan.

### Development

The School Division staffing standards were developed by a committee that included central office and school-based staff. In developing the Standards, the committee surveyed school staffs as to the critical issues. Once the committee developed a set of proposed Standards, they were then reviewed by the Division's entire Leadership Team, which includes all school-based and central office administrative staff. Feedback from the Leadership Team has been used to periodically update the Standards.

### Format

The standards are organized by school program categories seen throughout the budget document. These categories are guided by state reporting standards. They include standards for staff that are assigned to school locations and are not comprehensive of all staff. The staffing categories are:

- General Education
- School Counseling
- Special Education
- Preschool
- Health
- Elementary Art, Music & PE
- Library Media
- ESOL
- Athletics
- Talent Development
- School Security & Safety
- Instructional Coaching
- Technology
- Building Services
- Transportation Services
- Human Resources
- EDEP

Within each category, standards are presented by elementary school, comprehensive middle school, comprehensive high school, and non-school based.

### Review

Staffing standards are reviewed on a 5-year cycle, and changes are proposed during the budget development process.

### FY 2023/24 ACPS Staffing Standards

ACPS Staffing Standard Ratio		Staffing Requirement / Industry Standard		Funding Notes
FTE	Criteria	FTE	Criteria	
<b>General Education</b>				
<b>Elementary Schools</b>				
Classroom Teacher K-3	1.00	19.55 students	1.00 24 in kindergarten with no class being larger than 29 students; if the average daily membership in any kindergarten class exceeds 24 pupils, a full-time teacher's aide shall be assigned to the class	
Classroom Teacher 4-5	1.00	21.75 students	1.00 24 in grades one, two, and three with no class being larger than 30 students	
Class Size Reduction	1.00	70 economically disadvantaged students	1.00 25 in grades four through six with no class being larger than 35 students	
Reading Specialist	1.00	100 economically disadvantaged students (minimum 1 per school, then rounded to nearest 0.0, 0.5, 0.8)	1.00 550 K-3 students	New Proposal in FY 2023/24
Tiered Services	1.00	per 200 economically disadvantaged students (provided to schools with at least 50 economically disadvantaged students)		
Principal	1.00	per school	0.50 per school 1.00 per school >300 students	
Assistant Principal	1.00 2.00	per school per school >700 students or > 300 economically disadvantaged students 2-year avg, including preschool enrollment	0.50 per school >600 students	Updated for FY 2023/24
Clerical (12-mo OA IV/ Bookkeeper)	2.00	per school	1.00 per school >900 students	
Clerical (10-mo OA III)	0.50 1.00	per school >500 students (2.50 clerical total) per school >600 students (3.00 clerical total) Including preschool enrollment	0.50 per school 1.00 per school >300 students	
Teaching Assistant K-1	0.28	per K-1 classroom 4/7.25 hrs per day 0.50 TA conversion		
School-Based Substitute (Teaching Assistant)	0.50 1.00 1.50	per school per school >350 students per school >700 students 2-year avg, including preschool enrollment 0.50 TA conversion		Standard has not been updated for FY 2023/24 Proposal

**Elementary World Languages**

	<b>20-21</b>	<b>21-22</b>	<b>22-23</b>	<b>23-24</b>	<b>24-25</b>	<b>25-26</b>	<b>26-27</b>	<b>27-28</b>
Agnor-Hurt				0.5	1.0	1.0	1.0	1.0
Baker-Butler				1.0	2.0	2.0	2.0	2.0
Broadus Wood			0.5	1.0	1.0	1.0	1.0	1.0
Brownsville						1.0	2.0	2.0
Crozet	0.5	0.5	1.5	2.0	2.0	2.0	2.0	2.0
Greer				0.5	1.0	1.0	1.0	1.0
Hollymead				0.5	1.0	1.0	1.0	1.0
Meriwether Lewis	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0
Mountain View	2.0	2.0	2.0	2.0	2.0	2.0	2.0	2.0
Murray	0.5	0.5	1.0	1.0	1.0	1.0	1.0	1.0
Red Hill					0.5	1.0	1.0	1.0
Scottsville					0.5	1.0	1.0	1.0
Stone-Robinson						0.5	1.0	1.0
Stony Point						0.5	1.0	1.0
Woodrook	2.0	2.0	2.0	2.0	2.0	2.0	2.0	2.0
<b>Total</b>	<b>6.0</b>	<b>6.0</b>	<b>8.0</b>	<b>11.5</b>	<b>15.0</b>	<b>18.0</b>	<b>20.0</b>	<b>20.0</b>
<i>Change</i>			2.0	3.5	3.5	3.0	2.0	0.0

ACPS Staffing Standard Ratio			Staffing Requirement / Industry Standard		Funding Notes
	FTE	Criteria	FTE	Criteria	
<b>Comprehensive Middle Schools</b>					
Classroom Teacher	1.00	23.00 students	1.00	25 in grades four through six with no class being larger than 35 students	
Class Size Reduction	1.00	70 economically disadvantaged students	1.00	24 in English classes in grades six through eight	
Reading Specialist	1.00 2.00 3.00	per school per school > 250 economically disadvantaged students per school > 500 economically disadvantaged students			New Proposal in FY 2023/24
Tiered Services	1.00	per 110 economically disadvantaged students			
Intervention Teacher	1.00	per school that meets or exceeds the Division's Free/Reduced lunch average		certain full-time equivalent instructional positions for each 1,000 students in grades K through 12 who are identified as needing prevention, intervention, and remediation services	
Principal	1.00	per school	1.00	per school	
Assistant Principal	1.00 2.00	per school per school >800 students or >300 economically disadvantaged students 2-year average	1.00	per school for each 600 students	Updated for FY 2023/24
Clerical (12-mo OA IV/ Bookkeeper)	2.00	per school	1.00	per school	
Clerical (10-mo OA III)	0.50	per school >600 students (2.50 clerical total)	1.00	additional for each 600 students beyond 200 students	
Testing Specialist	0.50	per school			
School-based Substitute (Teaching Assistant)	0.50 1.00 1.50	per school per school >400 students per school >800 students 2-year average 0.50 TA conversion			Standard has not been updated for FY 2023/24 Proposal

<b>ACPS Staffing Standard Ratio</b>			<b>Staffing Requirement / Industry Standard</b>		<b>Funding</b>	
<b>FTE</b>	<b>Criteria</b>		<b>FTE</b>	<b>Criteria</b>	<b>Notes</b>	
<b>Comprehensive High Schools</b>						
Classroom Teacher	1.00	23.00 students	1.00	24 in English classes in grades nine through 12	<i>New Proposal in FY 2023/24</i>	
Class Size Reduction	1.00	70 economically disadvantaged students				
Reading Specialist	1.00	per school				
	2.00	per school > 250 economically disadvantaged students				
	3.00	per school > 500 economically disadvantaged students				
Tiered Services	1.00	per 200 economically disadvantaged students				
Principal	1.00	per school	1.00	per school		
Assistant Principal (12-mo)	2.00	per school	1.00	per school for each 600 students		<i>Updated for FY 2023/24</i>
	3.00	per school >1000 students				
	4.00	per school >1700 students <i>2-year average</i>				
Assistant Principal (12-mo)	1.00	per school > 600 economically disadvantaged students <i>2-year average</i>				
Clerical (12-mo Bookkeeper)	1.00	per school	1.00	per school		
Clerical (12-mo Student Database Specialist)	1.00	per school	1.00	additional for each 600 students beyond 200		
Clerical (11-mo OA III)	1.00	per school				
Clerical (12-mo OA V)	1.00	per school				
Clerical (12-mo OA IV)	1.00	per school				
Clerical (12-mo OA III)	1.00	per school				
Clerical (10-mo OA III)	1.00	per school >1000 students (7.00 total clerical)				
Clerical (12-mo OA III)	2.00	per school >1450 students (8.00 clerical total)				
Clerical (10-mo OA III)	3.00	per school >1900 students (9.00 clerical total)				
Testing Specialist	0.50	per school >1000 students				
	0.75	per school >1500 students				
	1.00	per school >2000 students				
Career Awareness	1.00	per school				
School-based Substitute (Teaching Assistant)	1.00	per school				
	1.50	per school >1000 students				
	2.00	per school >1700 students <i>2-year average</i> <i>0.50 TA conversion</i>				

ACPS Staffing Standard Ratio		Staffing Requirement / Industry Standard		Funding Notes
FTE	Criteria	FTE	Criteria	

**School Counseling**

**Elementary Schools**

School Counselor	1.00	per school (minimum)	1.00	one hour per day per 100 students per school >500 students one hour per day additional time per 100 students or major fraction thereof	
	1.50	per school >575 students			
	2.00	per school >625 students <i>Including preschool enrollment</i>			

**Comprehensive Middle Schools**

School Counselor (11-mo)	2.00	per school	1.00	one period per 80 students per school >400 students one additional period per 80 students or major fraction thereof	
School Counselor (10-mo)	1.00	additional per 260 students after 520 or fraction thereof			
Counseling Clerical (11-mo OA III)	1.00	per school			
STEP	0.17	STEP Counselor per school			
	0.50	STEP TA per school <i>0.50 TA Conversion</i>			

**Comprehensive High Schools**

School Counselor (12-mo)	1.00	per school	1.00	one period per 70 students per school >350 students one additional period per 70 students or major fraction thereof	
School Counselor (10-mo)	1.00	additional per 225 after 287 or fraction thereof			
Counseling Director (12-mo)	1.00	per school			
Counseling Clerical (12-mo OA III)	1.00	per school			
STEP	0.17	STEP Counselor per school			
	0.50	STEP TA per school <i>0.50 TA Conversion</i>			

ACPS Staffing Standard Ratio		Staffing Requirement / Industry Standard		Funding Notes
FTE	Criteria	FTE	Criteria	

**Special Education**

**A-BASE (for children with Autism in the Regular Education environment)**

**Elementary Schools**

Teacher	1.00	per 5-6 children			
Autism Assistant	3.00				
Teacher	1.00	per 7-8 children			
Autism Assistant	4.00				

**Middle and High Schools**

Teacher	1.00	per 5-8 children			
Autism Assistant	2.00				

**B-BASE (for children with behavioral challenges in the Regular Education environment)**

**Elementary Schools**

Teacher	1.00	per 5-8 children			
Behavior Assistant	2.00				

**Middle and High Schools**

Teacher	1.00	per 5-8 children			
Autism Assistant	1.00				

**C-BASE: Functional skills, Community based instruction, Post high programs (self-contained models)**

**Elementary Schools**

Teacher	1.00	per 5-6 children			
Teaching Assistant	2.00	(or 3.00)			
Teacher	1.00	per 7-8 children			
Teaching Assistant	3.00	(or 4.00)			

**Middle and High Schools**

Teacher	1.00	per 5-8 children			
Teaching Assistant	2.00	(or 3.00)			

**Generalist Special Education Program (resource/push-in/pull-out for remaining population)**

<p>State points are totaled and divided by 20. Result is rounded up, typically to the nearest 0.50</p> <p>1-49% of Special Education Services: 1 point</p> <p>50-100% of Special Education Services: 2.5 points</p> <p>50-100% of Special Education Services, but child is AUT or MD: 3.3 points</p> <p>Total is divided by 20 and the resulting FTE is used as the staffing calculation</p> <p>Special consideration for adult assistance for individual students are considered on a case-by-case basis outside of this calculation</p>					
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<b>ACPS Staffing Standard Ratio</b>			<b>Staffing Requirement / Industry Standard</b>		<b>Funding Notes</b>
<b>FTE</b>	<b>Criteria</b>		<b>FTE</b>	<b>Criteria</b>	
<b><u>Speech Pathology</u></b>					
Speech Pathologist	1.00	2100 minutes per week, approx.			
<b><u>Psychology</u></b>					
School Psychologist	1.00	per 700 children			
<b><u>Occupational and Physical Therapy</u></b>					
Therapist	1.00	2200 minute per week, approx.			
<b><u>Specialists</u></b>					
Director of Special Education	1.00				
Assistant Director of Special Education	1.00				
Coordinators of Special Education	4.00	1 for Preschool & Elementary, 1 for Middle, 1 for High, 1 Post High & Center for Learning and Growth			
Autism Specialist (Board Certified Behavior Analyst)	1.00	per 75 students with Autism			
Behavior Specialist	2.00	(1 for Elementary, 1 for Secondary)			
Learning Disability Specialist	2.00	(1 for Elementary, 1 for Secondary)			
Teacher for Private Schools Service Plans	1.00	Caseload 35-45			
Teacher for students served by CSA	1.00	Caseload 35-45			



ACPS Staffing Standard Ratio		Staffing Requirement / Industry Standard		Funding Notes
FTE	Criteria	FTE	Criteria	

**Pre-School / Early Childhood Special Education (ECSE)**

**Central Preschool Evaluation Team**

Teacher	1.00			
Speech Pathologist	1.00			
Psychologist	1.00			

**Early Childhood Special Education - Preschool General**

Teacher	1.00	per ECSE classroom (up to 8 children with IEPs / 4 typically developing children)			
Teacher - Itinerant	1.00	per 16 - 24 children			
Teaching Assistant	2.00				
Teacher	1.00	per "6 and 6" classroom (up to 6 children with IEPs and 6 typically developing children)			
Teaching Assistant	2.00				
Instructional Assistant	1.00	per Blended / Supported Regular Classroom (4 children with disabilities)			

**Special Education Preschool - Autism**

Teacher	1.00	per classroom (5-6 children with Autism)			
Autism Assistant	3.00				
Teacher	1.00	per classroom (7-8 children with Autism)			
Autism Assistant	4.00				

**Bright Stars**

Teacher	1.00	per classroom (12 children eligible for Virginia Preschool Initiative and 4 children with disabilities)			
Teaching Assistant	2.00				
Teacher	1.00	per classroom (18 children eligible for Virginia Preschool Initiative)			
Teaching Assistant	1.00				

ACPS Staffing Standard Ratio		Staffing Requirement / Industry Standard		Funding Notes
FTE	Criteria	FTE	Criteria	
<b>Health</b>				
Nurse	1.00 per school 2.00 per school > 750 students 3.00 per school > 1500 students		While there is not a State Standard, 1 Health Service Staff per 1,000 students is recommended	Partially Funded

**Elementary Art, Music, and Physical Education**

<b>Elementary Schools</b>				
Teacher (Art, Music, PE combined total)	1.80 per school 2.30 per school >240 students 2.70 per school >300 students 3.10 per school >360 students 4.00 per school >420 students 4.40 per school >480 students 5.70 per school >540 students 6.10 per school >600 students 6.66 per school >660 students 7.20 per school >720 students 7.70 per school >780 students 8.20 per school >840 students 8.70 per school >900 students <i>Including preschool enrollment</i>	5.00	per division per 1,000 K-5 students <i>Taught by any K-5 endorsed teacher</i>	
Art Teacher	0.40 per school 0.50 per school >240 students 0.60 per school >300 students 0.70 per school >360 students 1.00 per school >420 students 1.00 per school >480 students 1.50 per school >540 students 1.50 per school >600 students 1.50 per school >660 students 1.50 per school >720 students 1.50 per school >780 students 1.60 per school >840 students 1.80 per school >900 students			
Music Teacher	0.40 per school 0.50 per school >240 students 0.60 per school >300 students 0.70 per school >360 students 1.00 per school >420 students 1.00 per school >480 students 1.50 per school >540 students 1.50 per school >600 students 1.50 per school >660 students 1.50 per school >720 students 1.50 per school >780 students 1.70 per school >840 students 1.80 per school >900 students			
PE Teacher	1.00 per school 1.30 per school >240 students 1.50 per school >300 students 1.70 per school >360 students 2.00 per school >420 students 2.40 per school >480 students 2.70 per school >540 students 3.10 per school >600 students 3.66 per school >660 students 4.20 per school >720 students 4.70 per school >780 students 4.90 per school >840 students 5.10 per school >900 students			

ACPS Staffing Standard Ratio		Staffing Requirement / Industry Standard		Funding Notes
FTE	Criteria	FTE	Criteria	

**Library Media**

**Elementary Schools**

Media Specialist / Teacher	0.80	per school	1.00	part-time per school	
	1.00	per school >285 students <i>Including preschool enrollment</i>	1.00	per school >300 students	
Media Teaching Assistant	0.25	per school >600 students <i>Including preschool enrollment 0.50 TA Conversion</i>			

**Comprehensive Middle Schools**

Media Specialist / Teacher	1.00	per school	0.50	per school	
	1.33	per school >750 students	1.00	per school >300 students	
			2.00	per school >1000 students	
Media Teaching Assistant	0.25	per school >600 students	1.00	per school >750 students	
	0.50	per school >750 students <i>0.50 TA Conversion</i>			

**Comprehensive High Schools**

Media Specialist / Teacher	2.00	per school	0.50	per school	
			1.00	per school >300 students	
			2.00	per school >1000 students	
Media Teaching Assistant	0.50	per school >750 students <i>0.50 TA Conversion</i>	1.00	per school >750 students	

ACPS Staffing Standard Ratio		Staffing Requirement / Industry Standard		Funding Notes
FTE	Criteria	FTE	Criteria	

**ESOL**

The ratios below provide a baseline for designing ESOL programs which should focus on meeting and exceeding the WIDA English Development standards and the ACPS ESOL curriculum. Ratios provided are not exact ratios of teachers to students, but rather a starting point for considering staffing needs to support students at

20	1,000 students identified as having limited English proficiency, which positions may include dual language teachers who provide instruction in English and in a second language
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**Kindergarten**

Level 1	1.00	per 30 ESOL students
Level 2	1.00	per 60 ESOL students
Level 3	1.00	per 100 ESOL students



**1st Grade**

Level 1	1.00	per 30 ESOL students
Level 2	1.00	per 45 ESOL students
Level 3 - 6:2	1.00	per 80 ESOL students



**2nd and 3rd Grade**

Level 1 - 2	1.00	per 30 ESOL students
Level 3	1.00	per 45 ESOL students
Level 4 - 6:2	1.00	per 80 ESOL students



**4th and 5th Grade**

Level 1 - 3	1.00	per 35 ESOL students
Level 4 - 5	1.00	per 45 ESOL students
Level 6:1 - 6:2	1.00	per 80 ESOL students



**Comprehensive Middle Schools**

Level 1	1.00	per 15 ESOL students
Level 2	1.00	per 20 ESOL students
Level 3	1.00	per 40 ESOL students
Level 4 - 5	1.00	per 60 ESOL students
Level 6:1 - 6:2	1.00	per 80 ESOL students



**Comprehensive High Schools**

Level 1	1.00	per 15 ESOL students
Level 2	1.00	per 20 ESOL students
Level 3	1.00	per 40 ESOL students
Level 4 - 5	1.00	per 60 ESOL students
Level 6:1 - 6:2	1.00	per 80 ESOL students



ACPS Staffing Standard Ratio		Staffing Requirement / Industry Standard		Funding Notes
FTE	Criteria	FTE	Criteria	

**Athletics**

**Comprehensive High Schools**

ACPS Staffing Standard Ratio	Staffing Requirement / Industry Standard	Funding Notes
FTE	Criteria	
1.00	per school	
1.33	per school	Updated in FY 2023/24
1.00	per school	

**Talent Development**

**Elementary Schools**

ACPS Staffing Standard Ratio	Staffing Requirement / Industry Standard	Funding Notes
FTE	Criteria	
0.50	per school	
0.60	per school >200 students	
0.70	per school >250 students	
1.00	per school >300 students	

**Comprehensive Middle Schools**

ACPS Staffing Standard Ratio	Staffing Requirement / Industry Standard	Funding Notes
FTE	Criteria	
1.00	per school	

**Comprehensive High Schools**

ACPS Staffing Standard Ratio	Staffing Requirement / Industry Standard	Funding Notes
FTE	Criteria	
1.00	per school	

**School Security & Safety**

**Comprehensive Middle Schools**

ACPS Staffing Standard Ratio	Staffing Requirement / Industry Standard	Funding Notes
FTE	Criteria	
1.00	per school	
0.50	per school	
1.00	per school >400 students	
1.50	per school >800 students	
0.50	TA Conversion	

New Proposal in FY 2023/24 (partial funding)

**Comprehensive High Schools**

ACPS Staffing Standard Ratio	Staffing Requirement / Industry Standard	Funding Notes
FTE	Criteria	
1.00	per school	
0.50	per school	
1.00	per school >1000 students	
1.50	per school >1700 students	
0.50	TA Conversion	

New Proposal in FY 2023/24

**Instructional Coaching**

ACPS Staffing Standard Ratio	Staffing Requirement / Industry Standard	Funding Notes
FTE	Criteria	
1.00	per 40 teachers (approximate)	

**Technology**

ACPS Staffing Standard Ratio	Staffing Requirement / Industry Standard	Funding Notes
FTE	Criteria	
1.00	1000 students (approx.)	
2.00	per 1,000 students in grades kindergarten through 12, one to provide technology support and one to serve as an instructional technology resource teacher	
1.00	1000 students (approx.)	
1.00	per 45 employees	per 45 employees (WorkForce 75th percentile for organizations with 1,000 to 5,000 employees)

ACPS Staffing Standard Ratio			Staffing Requirement / Industry Standard		Funding Notes
FTE	Criteria		FTE	Criteria	

**Building Services**

**Elementary Schools**

Lead Custodian	1.00	per school			
Custodian	1.00	per 17,000 SF	1.00	per 17,000 square feet (APPA Level 2)	

**Comprehensive Middle Schools**

Lead Custodian	1.00	per school			
Custodian	1.00	per 21,000 SF	1.00	per 21,000 square feet (APPA Level 2)	

**Comprehensive High Schools**

Building Manager	1.00	per school			
Custodial Supervisor	1.00	per school			
Custodian	1.00	per 22,000 SF	1.00	per 22,000 square feet (APPA Level 2)	

**Multi-School**

Custodian - Floating		# of Regular Custodians * Average leave hours per year / 2,080		# of Regular Custodians * Average leave hours per year / 2,080	Partially Funded
Custodian - Zone Supervisor	3.00	division-wide			

**Department-Based**

Maintenance	1.00	per 62,500 SF	1.00	per 62,500 SF (APPA Level 2)	
Grounds (Regular)	1.00	per 68 acres	1.00	per 10 acres	
Grounds (Seasonal)	1.00	per 100 acres			
Support Staff	1.00	per 620,000 SF	1.00	per 620,000 SF	

**Transportation Services**

Lead Bus Driver	1.00	per school			
Bus Driver - Regular	1.00	per route, includes Lead Bus Drivers (routes are designed with maximum on-bus times of 1.0 hour for elementary students and 1.5 hours for middle and high students)			
Bus Driver - Relief	1.00	per 20 Regular Bus Drivers (approx.)			
Bus Driver - Special Education		As needed per school			
Transportation Assistants	1.00	per Special Education bus			
Activity Driver	1.00	per 2,800 students (approx.)			
Mechanics	1.00	per 70 vehicles maintained (approx.)			

**Human Resources**

Human Resources	1.03	per 100 employees	1.03	per 100 employees (Society for Human Resource Management)	
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**Extended Day Enrichment Program (EDEP)**

Site Facilitator	1.00	per school			
Teacher	1.00	per 18 students	1.00	per 18 students (ages 5-8)	
			1.00	per 20 students (ages 9+)	
Teaching Assistant	1.00	as required, based on Special Education student IEP			