




# Classified Staff Staffing Guidelines

## Administrative Regulation 105.2

The following classified guidelines apply but do not include Special Needs Teacher Assistants. School Operation Services will review classified staffing configurations of schools during both the budget cycle and staffing process. When a variation from the classified guideline is greater than 1 F.T.E. the principal shall initiate a review and School Operations Services must approve.

1. Elementary schools with more than 300 students should be staffed at the ratio of one F.T.E. per 125 students.
2. Elementary schools with fewer than 300 students should be staffed at the ratio of one F.T.E. per 110 students.
3. Junior high schools with more than 230 students should be staffed at the ratio of one F.T.E. per 135 students.
4. Junior high schools with fewer than 230 students should be staffed at the ratio of one F.T.E. per 115 students.
5. Senior high schools should be staffed at the ratio of one F.T.E. per 160 students.
6. Teacher Assistant time for Kindergarten instructional groupings may be staffed, at the discretion of the principal, using the following guidelines:
  - a. instructional groupings > 21 - 0.25 F.T.E.
  - b. instructional groupings > 23 - 0.30 F.T.E.
  - c. instructional groupings > 25 - 0.35 F.T.E.

Reference: Board Governance Policy EL#5	Approved: 
	Date Approved: April 3, 2000
Cross-reference: AP 102, 114	Date(s) Revised: April 20, 2004, November 12, 2004 (reviewed November 26, 2008)