

**Spring Branch Independent School District  
Agenda Item Information**

**Date of Board Meeting:** February 22, 2010

**Subject:** Request for Approval of 2010-2011 Staffing Definitions and Guidelines for Teaching Positions

**Administrator Responsible:**

**Name:** Marianne Cribbin

**Position:** Executive Director of Human Resources

**Purpose of Agenda Item:** Action

**ADDITIONAL INFORMATION AND/OR BACK-UP:**

The 2010-2011 Staffing guidelines will enable us to develop the 2010-2011 Staffing Plan for teachers at each campus. This will allow campus administrators to make staffing decisions for the upcoming school year.



Spring Branch Independent School District

# **Campus Staffing Definitions and Guidelines**

2010-2011

# SPRING BRANCH INDEPENDENT SCHOOL DISTRICT

2010-2011

## CAMPUS STAFFING DEFINITIONS AND GUIDELINES

TERMS/POSITIONS	DEFINITIONS/FORMULAS
	<b>BASE STAFF ALLOTMENT DEFINITIONS</b>
Low SES	Total number of students projected to be eligible for free or reduced lunch
Total Students	Student enrollment as projected by the District Operations Department and verified by the campus Low SES students plus mainstream students
Final Pupil Teacher Ratio Elementary or Secondary	Projected students divided by all projected teachers and specialist teachers
Current Staff Allotment	Current year school staff
Projected Staff Allotment	Base allocation as projected by Human Resources based on increase or decrease in October enrollment
Staff Increase and/or Decrease	Difference between approved 2009-10 and projected 2010-11 staff allotments
<b>ELEMENTARY ADMINISTRATION</b>	
Principal	One Per Campus
Director Pre K Center	One Per Campus (except Panda Path)
Assistant Principal	Based on enrollment 0-350 = No Assistant Principal 351- 549 = .5 Assistant Principal 550 - 749 = 1 Assistant Principal 750+ = 2 Assistant Principals
Assistant Director Pre- K Center	Lion Lane = 1 Panda Path = 1
Counselor	Based on enrollment 1 counselor per elementary school 801+ = 2 counselors
Librarian	One per campus
Nurse	One per campus

<p style="text-align: center;"><b>ELEMENTARY TEACHERS</b></p> <p>Teachers, Mainstream</p> <p>Teachers, Bilingual Education</p> <p>Teachers, Special Education</p>	<p>Pre-K - Grade 4 enrollment capped at 22:1; 25:1 rounded for Grade 5</p> <p>Bilingual education enrollment capped at 22:1; 25:1 rounded for Grade 5</p> <p>Assigned by Special Education Department</p>
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<p style="text-align: center;"><b>CLERICAL Cont'd</b></p> <p><b>Elementary Campuses</b></p>	<p>(Base formula per 155 students—minimum 3.0 positions per campus)</p> <p>Administrative Assistant—223 days—category 6</p> <p>ADA—199 days—category 5</p> <p>Textbook/Support Specialist—195 days—category 4</p> <p><b>**Additional support specialist—189 days—category 3 will be given to schools based on enrollment/155 students</b></p>
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TERMS/POSITIONS	DEFINITIONS/FORMULAS
<p align="center"><b>SECONDARY ADMINISTRATION</b></p> <p>Principal</p> <p>Principal SOC</p> <p>Principal of The Guthrie Center</p> <p>Director</p> <p>Associate Principal</p> <p>Assistant Principal</p> <p>Assistant Director</p> <p>Counselor</p> <p>Librarian</p> <p>Registrar</p> <p>Nurse</p> <p>Athletic Director</p>	<p>One per campus</p> <p>One (Also Chief Administrator SBEC and DAEP)</p> <p>One (Also Director of Career and Technology Education)</p> <p>Westchester Campus = 1    Cornerstone = 1</p> <p>High School = 1    Middle School = 0 (main HS campuses only)</p> <p>High School = 1 per grade level SOC = 1 DAEP = 2 Middle School = 2 per campus 750+ = 3</p> <p>The Guthrie Center = 1 Westchester = 2 (1.0 High School and 1.0 Middle School)</p> <p>High School = 6 (1 must be post secondary counselor)  Middle School = 3  Westchester Campus = 3 ( 1 must be post secondary counselor) SOC = 2 ( 1 must be post secondary counselor) DAEP = 1 Cornerstone = 1</p> <p>One per campus</p> <p>High School = 1    Westchester Campus = 1 SOC by unit exchange</p> <p>One per campus</p> <p>One per high school campus</p>
<p><b>SECONDARY TEACHERS</b></p> <p>Teachers</p> <p>Teachers, Special Education</p> <p>Teachers, The Guthrie Center</p> <p>Teachers, Other Vocational</p>	<p>Student enrollment: divided by 18.00 for Low SES 21.00 for Mainstream <i>(except for SOC, Cornerstone, DAEP and WAIS, campus staffing is NOT impacted by enrollment)</i></p> <p>Assigned by Special Education Department</p> <p>Assigned by Career and Technology Department</p> <p>Assigned by Career and Technology Department</p>

<p style="text-align: center;"><b>SECONDARY SPECIALISTS</b></p> <p>Lead Athletic Trainer</p> <p>Athletic Trainer</p> <p>Music</p> <p>School Improvement Specialist</p> <p>International BACC Coordinator</p> <p>Special Education – CIS/LSSP/SLP/Diagnostician</p>	<p>One per high school campus</p> <p>One per high school campus</p> <p>Assigned by the Fine Arts Department</p> <p>Assigned by Curriculum and Instruction</p> <p>(only at WAIS)=1</p> <p>Assigned by the Special Education Department</p>
<p style="text-align: center;"><b>SECONDARY ASSISTANTS</b></p> <p>Teacher Assistant</p> <p>Library Assistant</p> <p>Vocational Assistant</p> <p>LEP Assistant</p> <p>Nurse Assistant</p> <p>Special Education Assistant</p>	<p>Unit exchange only</p> <p>Unit Exchange only</p> <p>Assigned by Career and Technology Department</p> <p>Total LEP students / 200, rounded</p> <p>Assigned by Staff</p> <p>Assigned by the Special Education Department</p>
<p style="text-align: center;"><b>SECONDARY CLERICAL</b></p> <p><b>Middle Schools</b></p>	<p>(base formula per 155 students—minimum 4.0 positions per campus)</p> <p>*Cornerstone = 3</p> <p>Administrative Assistant—223 days—category 6</p> <p>ADA –199 days—category 5</p> <p>Support Specialist—207days—category 4 (unnamed)</p> <p>Textbook/ Support Specialist—195 days—category 4</p> <p><i>**Additional support specialist—189 days—category 3 will be given to schools based on enrollment/155 students.</i></p>



<p><b>SECONDARY CLERICAL CONT'D</b></p>	<p>(base formula per 155 students—minimum 14.0 positions per campus, maximum 15.5, (* <i>exception WAIS, SOC</i> ))</p>
<p><b>High Schools</b></p>	<p>WAIS = 10.0 positions  SOC = 5.0 positions  SBEC = 1.0 position  DAEP = 2.0 positions  Guthrie= 3.0 positions</p>
	<p>Administrative Assistant—230 days—category 6</p>
	<p>ADA (<i>two per campus</i>)—199 days—category 5</p>
	<p>Bookkeeper (<i>one per campus</i>)—230 days—category 5</p>
	<p>Support Specialist (<i>two per campus</i>)—223 days—category 5</p>
	<p>Support Specialist (<i>three per campus</i>)—207 days—category 4</p>
	<p>Support Specialist (<i>four per campus</i>)—195 days—category 4</p>
	<p>Support Specialist (<i>one per campus</i>)—189 days—category 3</p>
	<p><b>** Additional support specialists—189 days category 3 will be given to schools based on enrollment/155 students</b></p>