

Educational Practices Reference Guide

Staff Assignment

Indicator 5.4 - Provides and assigns staff that is sufficient to meet the vision, mission and goals of the school.

Staffing Levels - Administrative, Counseling, and Library/Media Staff

Quality schools provide sufficient staff to meet the needs of the whole child and ensure effective operations. At the same time, they recognize that providing staff does not automatically translate to quality programs. As a result, they examine staffing decisions in light of the school’s vision and mission, learning goals, student needs, and staff qualifications; and they make staffing decisions based on what will best advance their work with students. As schools make decisions about appropriate staffing levels, they should meet applicable state laws. In the absence of such laws, AdvancED shares the following practices for staffing levels for administrative, counseling, and library/media staff.

Attendance:	1-249	250-499	500-749	750-999	1000-1249	1250-1499	Over 1500
Administrative Head							
Elementary	Every school must have an administrative head who serves as the instructional leader of the school.						
Middle/secondary							
Assistant Administrators							
Elementary	0.0	0.0	0.5	1.0	1.5	2.0	*
Middle/secondary	0.0	0.5	1.0	1.5	2.0	2.5	*
Counselors**							
Elementary	0.5	0.5	1.0	1.5	2.0	2.5	*
Middle/secondary	0.5	1.0	1.5	2.0	2.5	3.0	*
Library/media specialists**							
Elementary	0.5	1.0	1.0	1.0	1.0	1.0	1.0
Middle/secondary	0.5	1.0	1.0	1.0	1.0+	1.0+	1.0+

* One FTE staff member is added where needed for each additional 250.

**The school provides staffing or services commensurate with these function.

+After employing one librarian/media specialist, the school may employ a qualified technology/information specialist to work in collaboration with the library/media specialist.