



DCPS Comprehensive Staffing Model


Education Campus*


FY 2020


This Comprehensive Staffing Model shows how individual schools receive funding based on projected student enrollment and other key factors. The model ensures that every school has certain resources that are needed for the school to operate, and it also provides school leaders with the flexibility to staff their school in ways that support the school's unique goals.


SCHOOL LEADERSHIP 	
School Principal	Every school receives a principal.
Assistant Principal	Schools receive 1 assistant principal for every 400 elementary students and 1 assistant principal for every 300 middle grade students.


ENGLISH LANGUAGE LEARNING (ELL) 	
ELL Teacher	Schools receive 1 ELL Teacher for every 17 ELL students. Schools with less than 12 students receive an itinerant ELL Teacher.
ELL Instructional Aide	Schools receive 1 ELL instructional aide for every 50 Level 1 ELL students.
ELL Bilingual Counselor	Schools receive 1 ELL bilingual counselor for every 100 ELL students.


RELATED ARTS 	
Art Teacher	<p>Only the elementary grades qualify for the Related Arts allocation. Middle grades do not receive a specific allocation but instead this is accounted for in their overall student to teacher ratio. Middle schools are required to budget for sufficient staff so that all students can receive a full complement of related arts instruction. Elementary grade positions are allocated as a single allocation.</p> <ul style="list-style-type: none"> • Fewer than 400 students receive 3 related arts teachers; • Between 400 and 599 students receive 4.5 related arts teachers; • 600 or more students receive 5.5 related arts teachers.
Music Teacher	
Physical Education/Health Teacher	
World Language Teacher	

MIDDLE GRADE ENRICHMENT 	
Social-Emotional Funds	Schools must spend funds on staff or programming for social-emotional support. Common positions are assistant principal of intervention, dean of students, social worker, in-school suspension coordinator, coordinator – student resource, behavior technician or attendance counselor.

EARLY CHILDHOOD 	
PK3, PK4, and Mixed Age Teacher	Allocation is based on the established number of early childhood classes to be offered. Each class receives 1 full-time teacher and 1 full-time aide.
PK3, PK4, and Mixed Age Instructional Aide	


K-8 GENERAL EDUCATION 	
Kindergarten–5th Grade Classroom Teacher	Allocation is based on the projected number of elementary classes. Each class receives 1 full-time teacher.
6th–8th Grade Classroom Teacher	Schools receive 1 full-time teacher for every 22 middle grade students.
Kindergarten Instructional Aide	Each kindergarten class receives 1 full-time aide.
Teacher – Middle Grade Investment	Every school that serves middle grade students receives an additional 2–3 full-time teachers. Principals decide where these teachers should serve (6th grade, core subject, or related arts).


ADDITIONAL PROGRAMMING – NOT AT ALL SCHOOLS 	
Schoolwide Enrichment Model (SEM) Coordinator	Schools participating in the SEM program in FY 2019 receive 1 full-time SEM coordinator.
International Baccalaureate (IB) Coordinator	Candidate schools and schools continuing their authorized IB program in FY 2019 receive 1 full-time IB coordinator.
Assistant Principal for Interventions (API)	Participating schools receive 1 full-time API.


SCHOOLWIDE INSTRUCTIONAL SUPPORT 	
Instructional Coach	Every school receives an instructional coach.
Librarian Media Specialist	<ul style="list-style-type: none"> • Schools with fewer than 300 students receive a part-time librarian. • Schools with 300 or students receive 1 full-time librarian.


All gray entries are non-required/flexible positions.

* Cardozo and Columbia Heights are non-traditional (i.e., not K–8) education campuses. These schools' budgets follow a combination of high school and middle school models and include adjustments to meet their unique needs.

CUSTODIAL AND ADMINISTRATIVE GUIDANCE 	
Custodial Foreman and Custodial Staff	<ul style="list-style-type: none"> • 1 Foreman. • 1 additional RW-3 for 100,000 square feet and another RW-3 for every 50,000 square feet above 100,000. • 1 RW-5. • Additional RW-3's based on enrollment. <ul style="list-style-type: none"> - 3 more if over 500 students. - 4 more if over 1000 students. - 5 more if over 1500 students.
Business Manager	<ul style="list-style-type: none"> • Schools with 300 or fewer students receive a part-time business manager. • Schools with more than 300 students receive a full-time business manager.
Administrative Aide	Every school receives an administration aide.
Clerk	Schools receive 1 clerk for every 400 students.


SOCIAL-EMOTIONAL POSITIONS 	
Social Worker	<p>Allocations are based on a formula that incorporates multiple variables to estimate the number of providers needed to effectively provide services at each school. The formula considers:</p> <ul style="list-style-type: none"> • Assessments (functional behavior, social history, and psychological) completed during the past school year; • Students with Response to Intervention (RTI) Plans; • Manifestation Determination meetings held during the past school year; • Individualized Education Program (IEP) meetings held during the past school year; • Prescribed Behavior Support Service (BSS) hours in IEPs and 504 Plans; • Other discipline specific factor.
Psychologist	
Guidance Counselor	Schools receive 1 full-time guidance counselor for every 400 middle grade students or 1 full-time guidance counselor, whichever is greater.

SPECIAL EDUCATION 
Special Education Teachers – Inclusion/Resource <p>Allocation is based on the hours of specialized instruction on students' Individualized Education Programs (IEPs) and the setting in which instruction is to be provided. Schools receive:</p> <ul style="list-style-type: none"> • 1 Special Education teacher for every 15 students with fewer than 11 hours per week inside of the general education setting; • 1 Special Education teacher for every 12 students with 11 or more hours per week inside of the general education setting; • 1 Special Education teacher for every 24 students with fewer than 11 hours per week outside of the general education setting; • 1 Special Education teacher for every 12 students with 11 or more hours per week outside of the general education setting.
Special Education Teachers – Specialized Programs <ul style="list-style-type: none"> • Schools with full-time specialized programs are allocated 1 Special Education teacher per class.
Special Education Instructional Aides <ul style="list-style-type: none"> • Schools with specialized full-time programs are allocated 1 Special Education Instructional Aide per class except for Communication & Education Support programs which are allocated 2 Special Education Instructional Aides per class. • Schools in ADA-compliant buildings with a disproportionate number of students with physical disabilities and needs in Early Learning Support classrooms are allocated an additional Special Education Instructional Aide.
Behavior Technicians <p>Behavior & Education Support programs are allocated 1 Behavior Technician per class.</p>
Board Certified Behavior Analysts <p>Schools with least 4 Communication & Education Support classrooms and/or a high percentage of students with ASD Level 1 and 2 in the overall student population are allocated a Board Certified Behavior Analyst.</p>

 **All gray entries are non-required/flexible positions.**

Note: For all non-staffing allocations, please refer to DCPS Non-Personnel Services Model.

Additional key resources are provided to schools but not on their budgets, such as curriculum; summer school; food services; security; utilities; and supports such as HR and legal counsel.

 **DISTRICT OF COLUMBIA PUBLIC SCHOOLS**

For complete guidance on the budget development process, please visit the Budget Development Guide website at www.dcpsschoolbudgetguide.com