


DCPS Comprehensive Staffing Model


Elementary School





FY 2021


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 students.


K-5 GENERAL EDUCATION 	
Kindergarten–5th Grade Classroom Teacher	Allocation is based on the projected number of elementary classes. Each class receives 1 full-time teacher.
Kindergarten Instructional Aide	Each kindergarten class receives 1 full-time aide.


ENGLISH LANGUAGE LEARNING (ELL) 	
ELL Teacher	Schools receive 1 ELL Teacher for every 22 ELL students. Schools with less than 11 students receive an Itinerant ELL Teacher.
ELL Instructional Aide	Schools receive 1 ELL instructional aide for every 50 Level I ELL students.
ELL Bilingual Counselor	Schools receive 1 ELL bilingual counselor for every 100 ELL students.

RELATED ARTS 	
Art Teacher	Positions are allocated as a single allocation. Schools with: <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 (Optional)	

ADDITIONAL PROGRAMMING – NOT AT ALL SCHOOLS 	
Schoolwide Enrichment Model (SEM) Coordinator	Schools participating in the SEM program in FY 2021 receive 1 full-time SEM coordinator.
International Baccalaureate (IB) Coordinator	Candidate schools and schools continuing their authorized IB program in FY 2021 receive 1 full-time IB coordinator.

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	


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 more students receive 1 full-time librarian.


SOCIAL-EMOTIONAL POSITIONS 	
Social Worker	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: <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 factors.
Psychologist	

Level 1 (L1): Required - These allocations cannot be adjusted.

Level 2 (L2): Flexible with Petition - Principals may petition to repurpose the allocation and must demonstrate how they will meet related programmatic requirements, as applicable.

Level 3 (L3): Flexible - These allocations are optional and may be budgeted at the principal's discretion.


SPECIAL EDUCATION 
<p>Special Education Teachers – Inclusion/Resource</p> <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; and • 1 Special Education teacher for every 12 students with 11 or more hours per week outside of the general education setting.
<p>Special Education Teachers – Specialized Programs</p> <ul style="list-style-type: none"> • Schools with full-time specialized programs are allocated 1 Special Education teacher per class. • Schools with both PK3/PK4 and K-2 Early Learning Support classrooms are allocated an additional Special Education teacher to support literacy instruction.
<p>Special Education Instructional Aides</p> <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.
<p>Behavior Technicians</p> <p>Behavior & Education Support programs are allocated 1 Behavior Technician per class.</p>
<p>Board Certified Behavior Analysts</p> <p>Schools with at 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>

CUSTODIAL AND ADMINISTRATIVE GUIDANCE 
<p>Custodial Foreman and Custodial Staff</p> <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-3s based on enrollment. <ul style="list-style-type: none"> - 1 more if over 300 students. - 2 more if over 500 students. - 3 more if over 1000 students.
<p>Business Manager</p> <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.
<p>Administrative Aide</p> <p>Every school receives an administrative aide.</p>
<p>Clerk</p> <p>Schools receive 1 clerk for every 400 students.</p>

- Level 1 (L1):** Required - These allocations cannot be adjusted.
- Level 2 (L2):** Flexible with Petition - Principals may petition to repurpose the allocation and must demonstrate how they will meet related programmatic requirements, as applicable.
- Level 3 (L3):** Flexible - These allocations are optional and may be budgeted at the principal's discretion.

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; 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