

SECTION 400 – Business Administration

ADMINISTRATIVE PROCEDURE: SITE-BASED STAFFING ALLOCATIONS

<i>PROCEDURE CODE:</i>	<i>406 AP 002</i>
Policy Reference: 406 – Site-Based Instructional Budgets	

PROCEDURE

Basic staffing allocations are established to provide school-based resources for administrators, teachers, educational assistants, and clerical staff.

CERTIFICATED STAFF

1. Student-Teacher Base Allocations – Teaching staff are allocated to the schools based on both the student numbers and the student body composition. Normally the following student-teacher ratios will be the basis for the certificated staffing allocation:

Kindergarten	19.4:1
Grades 1-3	19.4:1
Grades 4-6	20.25:1
Grades 7-9	24.00:1
Grades 10-12	24.15:1

C.T.F./C.T.S. courses (Grades 7 to 12)
based on student F.T.E., requiring the use of industrial power equipment for instruction. 20:1

Knowledge & Employability courses (Grades 10 to 12) 16:1

French Immersion (Grades 10 to 12) 18.75 :1
the ratio will be based on the average enrolment per grade and
the time that the students spends in FI programming.

2. Administration – To assist with administrative duties additional certificated staff complement, will be provided to schools based on enrolment at the following rates:

Administrator time (Principal/Vice Principal) allocated to the schools shall be as follows:

<u>School Size (K-12 Student F.T.E.)</u>	<u>Administrative F.T.E.</u>
0-199	1.00
200-299	1.30
300-399	1.60
400-499	1.90
500-724	2.20
725-949	2.50
950>	3.25

Department Head time allocated to schools shall be 0.125 F.T.E. per Department Head allowed under Administrative Procedure 508 P 002 – School Based Administrative Positions, as follows:

<u>School</u>	<u>Positions</u>	<u>F.T.E.</u>
Dr. Roy Wilson Learning Centre	0.5	0.1875
Alexandra Middle School	2.0	0.250
Medicine Hat High School	7.0	0.875
Crescent Heights High School	7.0	0.875

All other non-teaching time will have to be taken from the base allocation under section (2) above.

CLERICAL STAFF

1. Clerical Staff – includes secretarial, bookkeepers, student records clerks, library assistants and library technician positions.
2. Allocation Ratio – All clerical time is generally allocated to the school on the basis of:
 - 2.1. One (1) clerical staff member to ten (10) F.T.E. teaching positions in K-12, with a minimum of 1.0 F.T.E. per school, as calculated under certificated staff section above. (10:1)
3. Collective Agreement Limitations – The shifting of staff F.T.E. between schools as enrolment numbers change may be affected or restricted depending on collective agreements (with CUPE) in effect at the time.

BUDGET AND STAFFING RATIOS

It must be acknowledged that all stated ratios regarding staffing above are just targets. The Division's ability to staff at these levels is dependent on the availability of provincial funding. Adjustments will be made as deemed necessary to balance the budget for the respective school year.

REFERENCES

508 P 002 – School Based Administrative Positions

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Revised: April 22, 2024

