

# KANAWHA COUNTY SCHOOLS ADMINISTRATIVE REGULATION

## Elementary Staffing

Series: G42A

Reference: W. Va. Code §§18-5-18; 18-5-18a; 18-5-18b

Issued: 01.14.1991

Revised: 04.04.2001; 01.02.2014

Revision Number: 3

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- 42.01 Purpose.** The purpose of this policy is to establish a staffing procedure that is fair and easily understood and that provides for the delivery of a rich curriculum with available resources.
- 42.02 Reference.** Reference will be made to the second month report as the primary basis for staffing decisions. Move-up numbers will be examined to verify enrollment trends. Round-up numbers and historical enrollment trends will serve as a basis for kindergarten staffing decisions.
- 42.03 Principal.** Elementary schools will be under the direction of a supervising principal.
- 42.04 Assistant Principal.** Elementary schools with enrollments of 500 or more will be staffed with an assistant principal.
- 42.05 Counselor.** Counseling services shall be provided to each elementary school. Counselors may be assigned to provide counseling services to one or more elementary schools.
- 42.06 Regular Classroom And Kindergarten Teachers.** All relevant provisions of the W. Va. Code that relate to maximum teacher/pupil ratios shall be referenced in the determination of staffing levels.
- 42.07 Special Education Staffing.** Special education staffing will be referenced to state caseload limitations and Individualized Education Plan requirements.
- 42.08 Librarian/Technologist.** All elementary schools shall be staffed with at least a one-half time librarian and/or technologist. The Superintendent may recommend such additional discretionary staffing in accordance with Section 42.13 hereof.
- 42.09 Physical Education Teachers.** All elementary schools shall be staffed with at least a one-half time Physical Education teacher. The Superintendent may recommend such additional discretionary staffing in accordance with Section 42.13 hereof.
- 42.10 Secretary.** One secretary will be assigned to each elementary school.

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**42.11 Clerks.** Elementary schools with enrollments over 500 will be staffed with one full-time clerk.

**42.12 Fine Arts and Physical Education Teachers.** Fine Arts teachers will be assigned based upon the recommendation of the Fine Arts Curriculum Supervisor. Physical Education teachers will be assigned based upon the recommendation of the Elementary Curriculum Supervisor. Program equity will serve as the primary criteria for such assignments. Guidelines to be used for the assignment of itinerant teachers shall include the following:

**42.12.1** In the event of the addition or reduction of services, the itinerant teacher assigned to the affected school(s) will make the decision regarding which school to keep and which school to give up.

**42.12.2** After the choices have been made, a list of available schools will be compiled. Teachers whose schools have closed or have had services reduced will be allowed, by seniority, to select from the list. After the most senior teacher has chosen, the next most senior teacher will be allowed to choose until all unassigned teachers are placed.

**42.12.3** When a school becomes available due to retirement, transfer or resignation, the remaining staff of itinerants will be made aware of the opening and given the opportunity to inform the applicable curriculum supervisor of their interest in the position.

**42.13 Superintendent's Discretion.** The Superintendent shall have discretion to recommend alternative staffing levels if circumstances, including, but not limited to, budget restraints, identified school-wide academic deficiencies, or other compelling factors, warrant.