

KANAWHA COUNTY SCHOOLS ADMINISTRATIVE REGULATION

Secondary Staffing

Series: G52A

Reference: W. Va. Code §18A-5-18b; 126 CSR 17; 126 CSR 43

Issued: 01.09.1994

Revised: 01.08.2001; 02.08.2007; 01.02.2014

Revision Number: 3

52.01 General Purpose. The purpose of this regulation 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.

52.02 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.

52.03 Special Education Staffing. Special education staffing will be referenced to state caseload limitations and Individualized Educational Plan requirements. Special education positions will not be counted in regular curriculum staffing ratios.

52.04 Regular Curriculum Staffing. All middle schools will be staffed at a twenty two (22) student to one (1) teacher ratio, and high schools will be staff at a twenty three (23) student to one (1) teacher ratio, unless exceptions are made pursuant to either §52.06 or 52.14.

52.05 Required Courses. Staff will be configured to deliver courses and electives required by 126 CSR 42. Local school programming will be permitted within the regular curriculum-staffing ratio. Consideration must be given to shared staff and alternative year course offerings.

52.06 Special Criteria For Small Middle Schools. Middle schools with less than three hundred (300) enrollment, as determined by the second month report, may be eligible for additional staff if necessary to meet the program requirements set forth in 126 CSR 42.

52.07 Principal. All secondary schools shall be under the direction of a supervising principal.

52.08 Assistant Principals. Middle schools with enrollments of three hundred (300) or more will be staffed with one (1) assistant principal. High schools will be staffed with at least one (1) assistant principal. High schools with enrollments of one thousand (1000) or more will be staffed with two (2) assistant principals.

52.09 Assistant Principals For Curriculum. All high schools will be staffed with one assistant principal for curriculum, unless exceptions are made pursuant to Section 52.14.

52.10 Counselor/High School.

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Enrollment	Counselors
701+	3 + 1 for each additional 350
401 to 700	2
to 400	1

52.11 Counselor/Middle Schools.

Enrollment	Counselors
1,150	3
701 to 1,149	2
to 700	1

52.12 Secretaries And Clerks. Each school will be staffed with one secretary. Each school with an enrollment of one thousand (1,000) or more will be staffed with two (2) clerks. Each school with more than 500 enrollment, but less than 1000 enrollment will be staffed with one (1) clerk.

52.13 Librarian. Each school will be staffed with one (1) librarian. A school principal may recommend the elimination of the librarian position, if the principal submits a reasonable plan to the Superintendent of Schools, demonstrating how adequate and appropriate library services will be provided to the students.

52.14 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.