

# **KANAWHA COUNTY SCHOOLS ADMINISTRATIVE REGULATION**

## **Professional Personnel Allocation**

**Series: G56A**

**Reference:**

**Issued: 12.28.1994**

**Revised: 02.18.1995**

**Revision Number: 1**

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**56.01 General.** Professional personnel allocation recommendations shall be made to the Board by the Superintendent in the context of a recommended annual budget. Such professional personnel allocation recommendations shall also be reflected in proposed personnel actions.

### **56.02 Definitions.**

- (a) Management Team – The Management Team shall consist of: the Superintendent, all Associate and Assistant Superintendents; the Treasurer; General Counsel; other administrators designated from time-to-time to serve by the Superintendent; a representative designated by the Schoolmasters; and, a representative designated by the Elementary Principals Association.
- (b) “Adjusted Enrollment,” “Professional Educator” and “Professional Instructional Personnel” – Shall be defined as set forth in W. Va. Code §18-9A-2 and as may be amended from time-to-time.

**56.03 Allocation of Professional Personnel.** Prior to December 15 of each year the Management Team will ascertain the total number of professional educators that will be funded through the state aid formula and will also ascertain the total number of the existing professional educator billets. If the total number of professional educator billets must be reduced, consideration shall be given to the elimination of positions in the following order:

- (a) Central office administrators, other professional personnel, and professional educators that are not based in schools, Cabell Alternative School professional personnel, vocational school personnel;
- (b) Assistant principals; and,
- (c) Principals.

To determine the total number of professional educator billets that will be budgeted and assigned to the schools the total number of personnel identified in Section 56.03, paragraph (a), will be

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subtracted from the total number of professional educator billets to be funded through the state aid formula. To this difference the Management Team will add the total number of professional educator billets to be funded through local revenue.

The Management Team will consider the percentage of professional educators that is attributed to each of the six areas' adjusted enrollment and shall allocate school based professional educator staff to each area, based upon the percentage of adjusted enrollment in each of the areas.

**56.04 School Staffing.** Each Assistant Superintendent, working in conjunction with each school in his or her area, shall allocate professional educators to each school from the total allocation. Consideration shall be given to the following factors:

- (a) State staffing requirements;
- (b) The mission and goals of the District;
- (c) Systemwide equity;
- (d) Special needs students served in regular classroom;
- (e) Socio-economic needs of the student population;
- (f) The provision of required planning time;
- (g) Split grades:
  - levels of split grades
  - sequence of split grades in a single school
  - class size of split grades
  - existence of straight grade class in conjunction with split grades
- (h) Special funded staff assigned to school;
- (i) Class size at primary grade levels; and,
- (j) Classes and electives required by the State.

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