

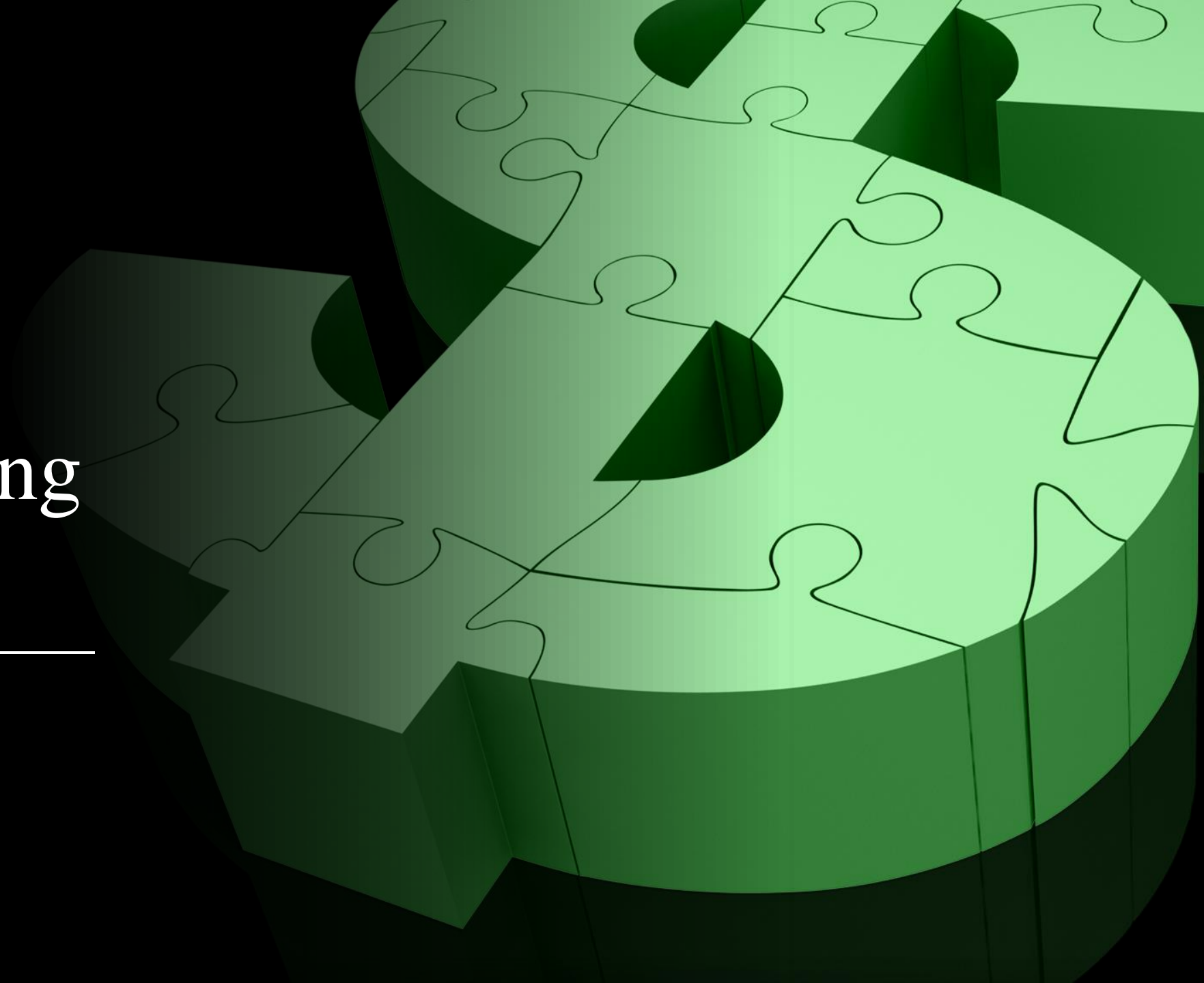
Budget Workshop Meeting #1

Dr. Anysia R. Treviño
Deputy Superintendent
Curriculum & Instruction and HR

02/09/23

Current Elementary School Staffing Guidelines

34 Schools



Elementary School Staffing Guidelines 2022-2023

Administrative / Special Assignment					
Position	Days	Enrollment	Allocation	Fund	Comments
Principal	210	NA	1	199	
Assistant Principal/Dean of Instruction	208	<500 575 + 801 +	1 1 (AP) & 1 (Dean) 2 (AP) & 1 (Dean)	199 162	Choice of Assistant Principal or Dean of Instruction (reduce by attrition) pertains to < 500.
*Counselor	196	0-350 + 425 - 700 + 775 +	1 2 3	1 (281) 2 (281) 2 (281)	75 students above ratio will gain additional Counselor
Librarian	196		1	211	
***Nurse	192	501 +	1	199/211	See note below
LVN	187	<450	1	199	
Health Aide I	187	1,000 +	1	199	Reduce by attrition

*Texas School Counseling Association recommends 1:350

*** Nurses – staffing decisions for nurses will be made by enrollment and acuity of student needs at each campus.

Elementary School Staffing Guidelines 2022-2023

Teachers					
Position	Days	Enrollment	Allocation	Fund	Comments
Pre-K3	187		22:1	199	
Pre-K4	187		22:1	199/162	
K-4th	187		22:1	199	
5th	187		26:1	199	
PE	187	0 - 601 602 - 901 902 +	1 2 3	199	
Music	187	0 - 349 350 +	.5 1	199	
Art	187	600	1	199	

Elementary School Staffing Guidelines 2022-2023

Special Education**					
Position	Days	Enrollment	Allocation	Fund	Comments
Resource/Inclusion	187	As approved by budget	18:1	166/224	1 Aide per campus
Life Skills/Structure for Life	187	As approved by budget	4:1	166/224	1 Teacher and 2 Aides
Behavior	187	As approved by budget	4:1	166/224	1 Teacher and 2 Aides
Early Childhood	187	As approved by budget	4:1	166/224	1 Teacher and 2 Aides
Clerical					
Secretary	210		1	199	
Data/Records Management Clerk	210		1	199	
Attendance/Clerical Assistant	187	444 - 665 666 - 887	+1 +1	199	
Parent Liaison	187		1	211	
Receptionist/Clerk, Parent Center	187			199	Reduce by attrition

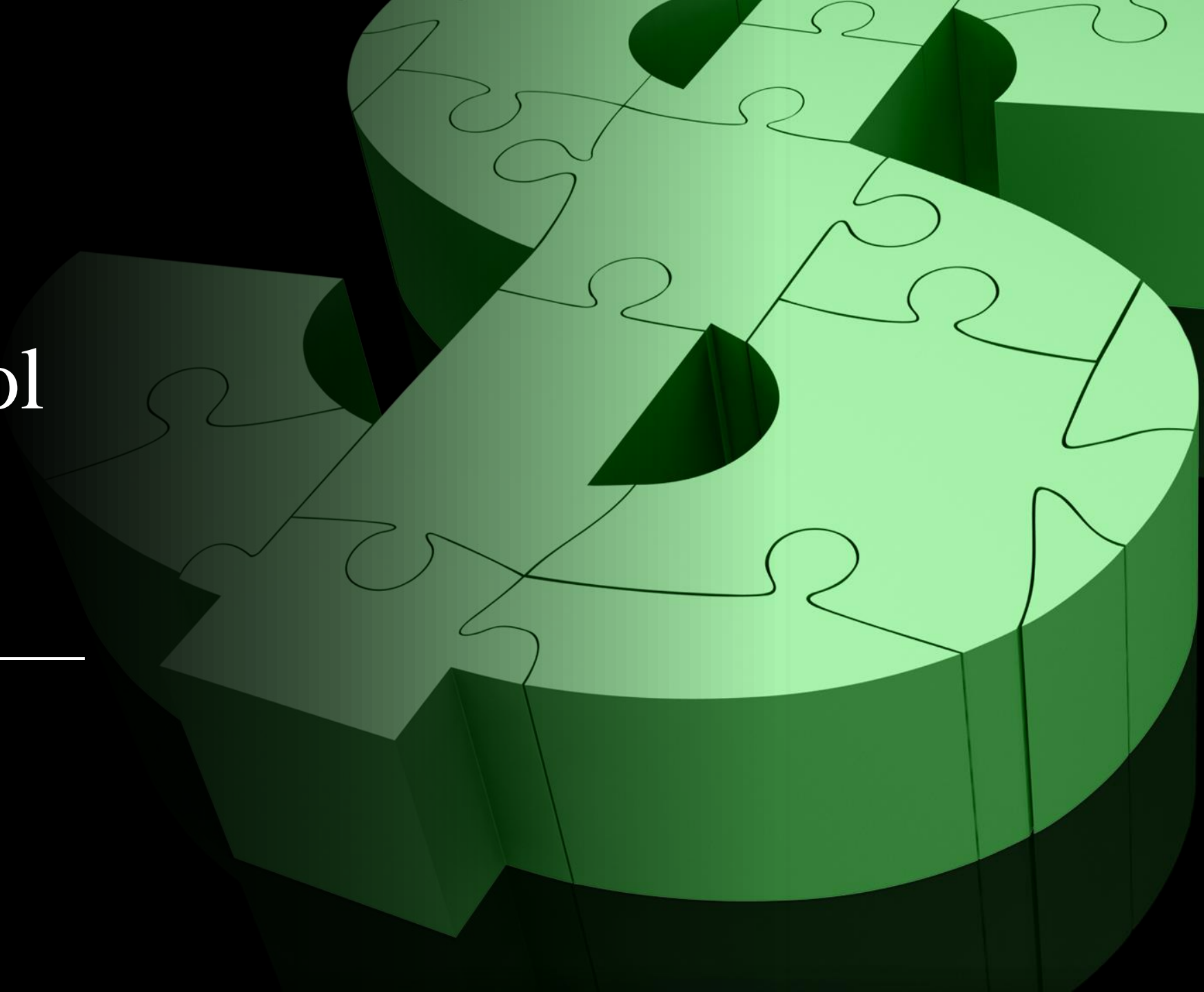
**BISD follows Admission, Review & Dismissal Committee recommendations

Elementary School Staffing Guidelines 2022-2023

Instructional Aides					
Position	Days	Enrollment	Allocation	Fund	Comments
PE Aide	187	0 - 301 302 - 901	1 2	199	
Library Aide	187	0 - 500 500+	.5 1	211	Reduce by attrition
PK3/PK4 Aide	187		1 per teacher	199	
ESL/LPAC Instructional Aide	192		1	163	.5 Clerk, .5 Aide
ADA 504 Assistant	187		as needed	199	
Dyslexia Aide	187		as needed	211	
Federal Program Aide	187		as needed	211	Reduce by attrition
Federal Computer Aide	187		as needed	211	Reduce by attrition

Current Middle School Staffing Guidelines

10 Schools



Middle School Staffing Guidelines 2022-2023

Administrative / Special Assignment					
Position	Days	Enrollment	Allocation	Fund	Comments
Principal	217	N/A	1	199	
Assistant Principal	208	<700 775 +	1 2	199	Reduce by attrition
Dean of Instruction	208	N/A	1	162	
*Counselor	201	0 - 350 351- 700 701 - 1,050 1,051 +	1 2 3 4	281 281 2 (281), 1 (162) 3 (281), 1 (162)	MS will have a minimum of 3 Counselors. Includes At-Risk Counselor (up to 150 students) 200 students above ratio will gain additional counselor.
Gear Up Counselor	205		1	274	As per grant requirements
Librarian	196		1	211	
***Nurse	192	501+	1	199/211	See note below
LVN	187	<450	1	199	
Health Aide I	187	750+	1	199	Reduce by attrition

*Texas School Counseling Association recommends 1:350

*** Nurses – staffing decisions for nurses will be made by enrollment and acuity of student needs at each campus.

Middle School Staffing Guidelines 2022-2023

Teachers					
Position	Days	Enrollment	Allocation	Fund	Comments
Classroom Teacher	187		26:1	199	
Athletic Coordinator	197		1	199	
PE	187		4	199	
Health	187		2	199	
Fine Arts			Based on enrollment		Phase In
Art	187		1	199	
Band	205		2	199	
Choir	205		1	199	
Dance	187		1	199	
Theatre	187		1	199	

Middle School Staffing Guidelines 2022-2023

Special Education**					
Position	Days	Enrollment	Allocation	Fund	Comments
Resource/Inclusion	187	As per approved budget	20:1	166/224	For every 4 teachers 1 Aide
Life Skills/Structure for Life	187		4:1	166/224	1 Teacher and 2 Aides
Behavior	187		6:1	166/224	1 Teacher and 2 Aides
Clerical					
Secretary	217		1	199	
Data Management Clerk	217		1	199	
Records Clerk	192		1	199	
Attendance/Clerical Assistant	187	732 - 914	+1	199	
		915 - 1,097	+1	199	
		1,098 - 1,280	+1	199	
Bookkeeper	202		.5	199	
Parent Liaison	187		1	211	
Migrant Clerk	192			212	Reduce by attrition
Hall Monitor	187			199	Reduce by attrition

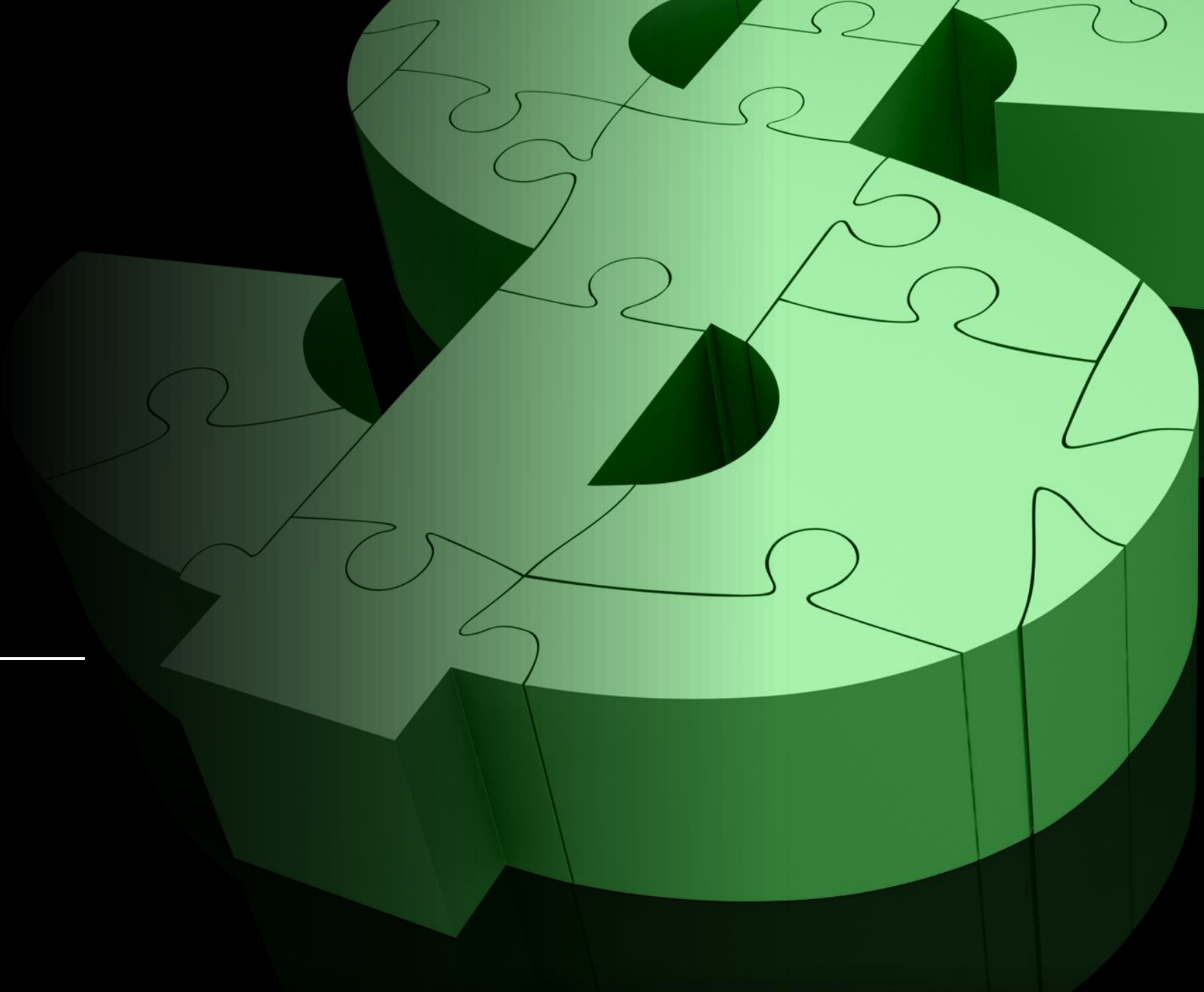
**BISD follows Admission, Review & Dismissal Committee recommendations

Middle School Staffing Guidelines 2022-2023

Instructional Aides					
Position	Days	Enrollment	Allocation	Fund	Comments
Library Aide	187	750 +	1	211	
ESL/LPAC Instructional Aide	192		1	163	.5 Clerk, .5 Aide
Dyslexia Aide	187		as needed	211	
Federal Program Aide	187		as needed	211	reduce by attrition

Current High School Staffing Guidelines

7 Schools



High School Staffing Guidelines 2022-2023

Administrative / Special Assignment					
Position	Days	Enrollment	Allocation	Fund	Comments
Principal	226		1	199	
Assistant Principal	208	Up to 1,250 1,251 - 1,750 1,750 - 2,250 2,251 - 2,750 2,750 +	2 3 4 5 6	199	
Assistant Principal Special Education	208		1	166	
Dean of Instruction	220	N/A	1	162	
*Counselor	205	1,750 - 2,099 2,100 - 2,499 2,450 +	5 6 7	4 (281), 1 (162) 5(281), 1 (162) 6 (281), 1 (162)	Includes At-Risk Counselor (up to 150 students) 200 students above ratio will gain additional Counselor
Career Placement Officer	205		1	164	
Gear Up Counselor	205		1	274	As per grant requirements
Librarian	196	Up to 2,000	2	211	

*Texas School Counseling Association recommends 1:350

*** Nurses – staffing decisions for nurses will be made by enrollment and acuity of student needs at each campus.

High School Staffing Guidelines 2022-2023

Administrative / Special Assignment					
Position	Days	Enrollment	Allocation	Fund	Comments
***Nurse	192	501 +	1	199/211	See note below
LVN	187	<450	1	199	
Health Aide I	187	2,000 +	1	199	Reduce by attrition
ROTC	220		2	199	
Athletic Coordinator	220		1	165	
Defensive Coordinator	207		1	199	
Offensive Coordinator	207		1	199	

*Texas School Counseling Association recommends 1:350

*** Nurses – staffing decisions for nurses will be made by enrollment and acuity of student needs at each campus.

High School Staffing Guidelines 2022-2023

Teachers					
Position	Days	Enrollment	Allocation	Fund	Comments
Classroom Teacher	187		26:1	199	
CTE Teacher	187		26:1	164	
CTE Teacher Agriculture	226		26:1	164	2 teachers (Lopez ECHS)
CTE Teacher Cosmetology	205		26:1	164	2 teachers (CTE)
Fine Arts			Based on enrollment		
Art	187			199	
Band	210			199	
Choir	205			199	
Dance	194			199	
Estudiantina	187			199	
Mariachi	187			199	
Theatre	187			199	

High School Staffing Guidelines 2022-2023

Special Education **					
Position	Days	Enrollment	Allocation	Fund	Comments
Resource/Inclusion	187	As per approved budget	20:1	166/224	For every 5 teachers 1 aide
Life Skills/Structure for Life	187		4:1	166/224	1 Teacher and 2 Aides
Behavior	187		6:1	166/224	1 Teacher and 2 Aides
Training to Transition (Triple T)	187		5:1	166/224	1 Teacher and 2 Aides
Community Based Vocational Instruction (CBVI)	187		4:1	166/224	1 Teacher and 2 Aides

**BISD follows Admission, Review & Dismissal Committee recommendations

High School Staffing Guidelines 2022-2023

Clerical					
Position	Days	Enrollment	Allocation	Fund	Comments
Secretary	226	1,750 - 2,011	1	199	
Registrar	226		1	199	
Assistant Registrar/Records	220		1	199	
Data Management Clerk	217		2	199	
Receptionist Clerk	187		1	199	
Attendance/Clerical Assistant	192	1,750 - 2,011	1	199	
		2,012 - 2,194	+1		
		2,195 - 2,377	+1		
		2,378 - 2,560	+1		
		2,561 +	+1		
Bookkeeper	202		1	199	
Parent Liaison	187		2	211	
Attendance Liaison	187			199	Reduce by attrition
Migrant Clerk	192			212	Reduce by attrition
Hall Monitor	187			199	Reduce by attrition

High School Staffing Guidelines 2022-2023

Instructional Aides					
Position	Days	Enrollment	Allocation	Fund	Comments
Library Aide	187	1,000 - 1,999 2,000 +	1 1	211	
ESL/LPAC Instructional Aide	192		1	163	.5 Clerk, .5 Aide
Other Aides:					
Career Resource Lab Aide	202		1	244	
Dyslexia Aide	187		as needed	211	
Federal Program Aide	187		as needed	211	Reduce by attrition

BECHS High School Staffing Guidelines 2022-2023

Administration/Special Assignment					
Position	Days	Enrollment	Allocation	Fund	Comments
Principal	226		1	199	
Assistant Principal	208		1	199	
*Counselor	205	0 - 350	1	281	
***Nurse/LVN	187-192		1	199/211,199	See note below
Teachers					
Classroom Teacher	187		25:1	199	
CTE Teacher	187		25:1	164	
Clerical					
Secretary	226		1	199	
Data Management Clerk	226		1	199	
Attendance/Clerical Assistant	187		1	199	

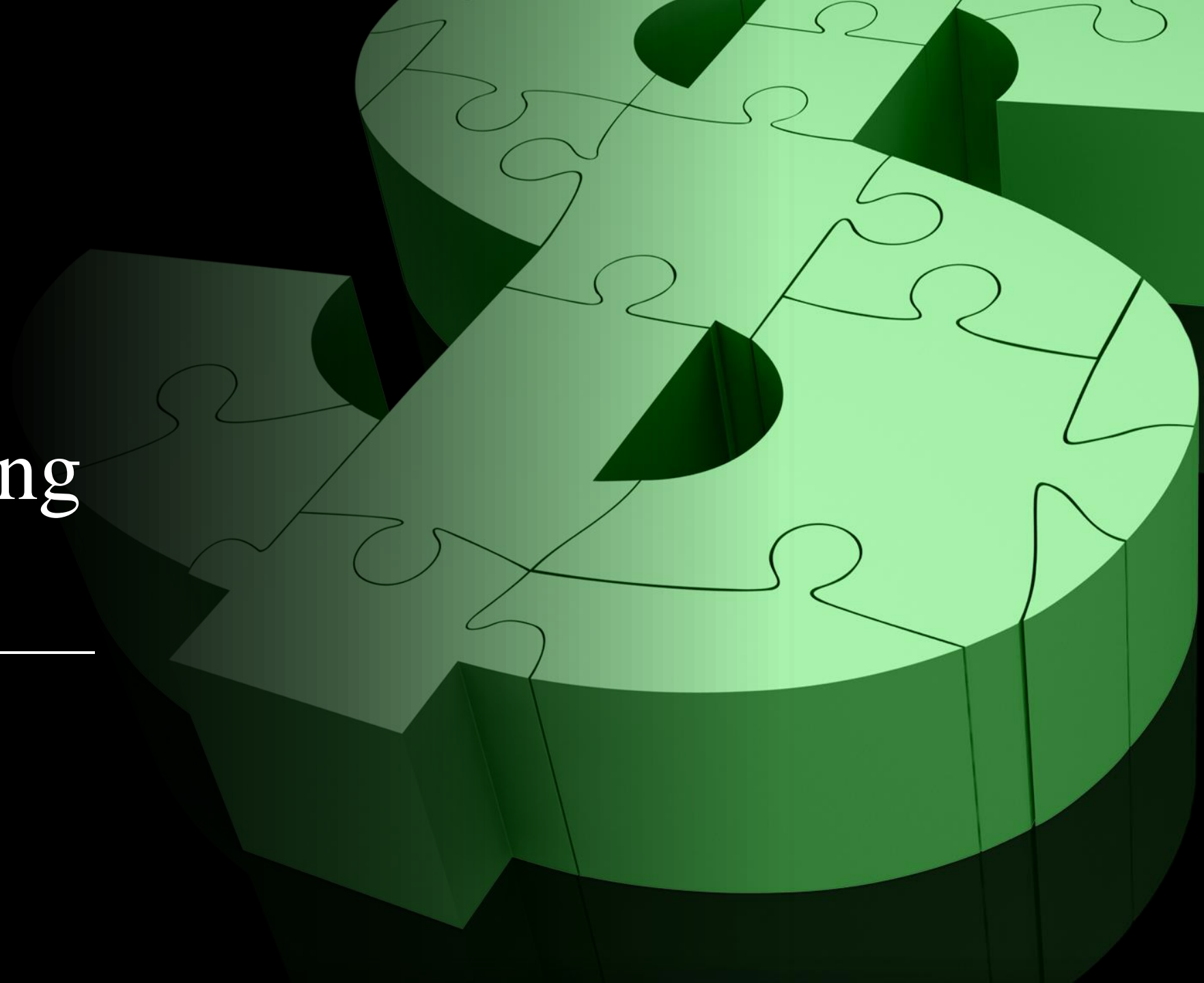
Note: Rotating Librarian

*Texas School Counseling Association recommends 1:350

*** Nurses – staffing decisions for nurses will be made by enrollment and acuity of student needs at each campus.

Current Alternative School Staffing Guidelines

3 Schools



Brownsville Academic Center School Staffing Guidelines 2022-2023

Administrative / Special Assignment					
Position	Days	Enrollment	Allocation	Fund	Comments
Principal	226		1	162	
Assistant Principal	208		1	162	reduce by attrition
*Counselor	205	0 - 350	1	162	reduce by attrition
***Nurse/LVN	187-192		1	162	see note below
Teachers					
Classroom Teacher	187		15:1	162	
Social Worker	187			162	
Special Education					
Resource/Inclusion	187	As per approved budget	15:1	166/224	1 Teacher and 1 Aide
Life Skills/Autism	187		4:1	166/224	1 Teacher and 2 Aides
Behavior	187		6:1	166/224	1 Teacher and 2 Aides
Clerical					
Secretary	226		1	162	
Data Management Clerk	217		1	162	
Parent Liaison	187		1	162	
Instructional Aides					
Teacher Aide	187		1	162	Reduce by attrition
Drill Instructor	207-217			162	1 Senior 11 Drill Instructors

*Texas School Counseling Association recommends 1:350

*** Nurses – staffing decisions for nurses will be made by enrollment and acuity of student needs at each campus.

Brownsville Learning Academy 6-12 School Staffing Guidelines 2022-2023

Administrative / Special Assignment					
Position	Days	Enrollment	Allocation	Fund	Comments
Principal	226		1	162	Reduce by attrition
Assistant Principal	208		1	162	
Dean of Instruction	220	N/A	1	162	Reduce by attrition
Counselor	205	0 - 350	1	162	Reduce by attrition
*Librarian	196			199	Reduce by attrition
Teachers					
Classroom Teacher	187		15:1	162	
Clerical					
Secretary	226		1	162	
Data Management Clerk	217		1	162	
Parent Liaison	187		1	162	
Instructional Aides					
Teacher Aide	187		1	162	Reduce by attrition

*Rotating Librarian


NOTE: Nurses – staffing decisions for nurses will be made by enrollment and acuity of student needs at each campus.

Lincoln Park School Staffing Guidelines 2022-2023

Administrative / Special Assignment					
Position	Days	Enrollment	Allocation	Fund	Comments
Principal	226		1	162	
Assistant Principal	208		1	162	
Counselor	205	0 - 350	1	162	
Day Care Coordinator	187		1	162	
Teachers					
Classroom Teacher	187		15:1	162	
CTE Teacher	187			164	
Special Education					
Resource/Inclusion	187	As needed	15:1	166/224	1 Teacher and 1 Aide
Life Skills/Autism	187		4:1	166/224	1 Teacher and 2 Aides
Behavior	187		6:1	166/224	1 Teacher and 2 Aides
Clerical					
Secretary	217		1	162	
Data Management Clerk	217		1	162	
Parent Liaison	187		1	162	
Instructional Aides					
Day Care Aide	187			162	

*Rotating Librarian

NOTE: Nurses – staffing decisions for nurses will be made by enrollment and acuity of student needs at each campus.



Current Custodians School Staffing Guidelines

Elementary Schools

Middle Schools

High Schools

Alternatives

Custodian School Staffing Guidelines 2022-2023

Elementary					
Position	Days	Enrollment	Allocation	Fund	Comments
Head Custodian	261		20,000 sq. ft.: 1	199	
Custodian	261			199	
Middle School					
Head Custodian	261		20,000 sq. ft.: 1	199	
Custodian	261			199	
High School					
Head Custodian	261		20,000 sq. ft.: 1	199	
Custodian	261			199	
Gym Custodian	261			199	
Maintenance Supervisor	261		1	199	
Alternative					
Head Custodian	261		20,000 sq. ft.: 1	199	
Custodian	261			199	

***Source of square footage Texas Association of School Boards: 1 Custodian per 21,000 cleanable square footage.

Questions and Answers

