



**LYON COUNTY SCHOOL DISTRICT**  
**ADMINISTRATIVE GUIDELINES**  
 ALLOCATIONS FOR DISTANCE EDUCATION STAFF  
~~June 2020~~ April 2025

**ADMINISTRATIVE STAFF:**

Student Population	Administrator Ratio
1- <del>350</del> <u>500</u>	1 <del>Assistant Principal</del> <u>Administrator</u>

Administrative staff are responsible for the following:

Edgenuity Gatekeeper for the district, graduation requirements, support for families/family engagement, scheduling, parent calls/communication, initial meetings, enrollments and withdrawals, IEP's, update student progress to schools, Alternative Education Adult Diplomas, standardized testing, remediation and instructional staff management, as well as other duties as assigned.

**TEACHING STAFF:**

Student Population	Instructor Ratio
<del>126-175</del> <u>71-140</u>	<del>1 Classified Instructor</del> <u>0.5 Certified Teacher (-.5 ERHS)</u>
<del>176-225</del> <u>141-210</u>	1 <u>.5 Certified Teacher (-1.5 LyOnline, .5 ERHS)</u> + <u>1</u> <u>0.5</u> Classified Instructor
<del>226-300</del> <u>211-280</u>	2 <u>.5 Certified teachers (-2.5 LyOnline, .5 ERHS)</u> + <u>1</u> <u>0.5</u> Classified Instructor
<del>301-350</del> <u>281-350</u>	3 <u>.5 Certified Teachers (-3.5 LyOnline, .5 ERHS)</u> + <u>2</u> <u>0.5</u> Classified Instructors

351 - 420	4.5 Certified Teachers (4.5 LyOnline, + .5 ERHS) + .5 Classified Instructor
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\* LyOnline .5 certified teacher split with ERHS (ERHS teacher is supervised by LyOnline administrator)

These figures reflect ratios for students that are enrolled in six classes each semester or three courses every nine week period as a minimum (full time students). In other words, if there are 75 students enrolled in Lyon On-Line (LyOL), which means there are 450 classes that the assistant principal is responsible for monitoring. If there are 200 students enrolled there are 1200 courses being taken in a semester that the assistant principal, certified teachers and classified instructors are responsible for monitoring. All Administrators and instructional staff must have an Alternative Education Endorsement for employment in the Distance Education program. Instructional staff, in tandem with administrators, are responsible for check ins, attendance, student files/monitoring, Remind notifications, Google Classrooms, Testing, parent log ins, progress reports, student log ins for all accounts, remediation, IEP's and monitoring of progress as well as other duties as assigned.

#### NON-TEACHING STAFF

**SECRETARY** — LyOL will hire a secretary upon reaching an enrollment of 76 students. The secretary will be responsible for enrollments, scheduling, transcript evaluation, academic planning, Social/Emotional Learning (SEL) needs and Digital Citizenship, among other duties as assigned.

Student Population	Secretary Ratio
76-140	1 Secretary
141 - 200	1 Secretary + 200 Hour Secretary

#### LyOL Staffing Summary:

1-75 Students = 1 Assistant Principal Administrator

76 - 140 Students = 1 Assistant Principal Administrator + 1 School Secretary + 0.5 Certified Teacher

141-210 Students = 1 Assistant Principal Administrator + 1 Classified Instructor + 1 School Secretary + 1.5 Certified Teachers + 0.5 Classified Teacher

211 – 280 Students = 1 Assistant Principal Administrator + 1 School Secretary + 2.5 Certified Teachers + 1.5 Classified Instructor + 1 School Secretary

~~226 - 300~~ 281 - 350 Students = 1 Assistant Principal Administrator + 1 School Secretary + 23.5  
Certified Teachers + 10.5 Classified Instructor + 1 School Secretary

~~301 - 350~~ 351 - 420 Students = 1 Assistant Principal Administrator + 1 School Secretary + 34.5  
Certified Teachers + 10.5 Classified Instructor + 1 School Secretary

421 - 450 Students = 1 Administrator + 1 School Secretary + 4.5 Certified Teachers + 0.5 Classified  
Instructor + 200 hr. Secretary

\*This formula is based on the assumption that student enrollment continues to be at the school of  
origin. Staffing review occurs each spring. Enrollment is an average of student enrollment  
numbers from September to February each year. When average enrollment exceeds 451+  
students, Lyon CSD will explore establishment of LyOnline as a stand alone school and staffing  
calculations will be reconfigured.