



BREVARD PUBLIC SCHOOLS

2018-2019 PERSONNEL ALLOCATIONS MANUAL

To Serve Every Student with Excellence as the Standard

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INTRODUCTION

Introduction

The major part of any school District budget is the manpower associated with operating schools. The staffing plan is a guide to provide for an equitable distribution of manpower resources. The staffing plan provides advanced information for planning in relation to staff levels, assignments, program planning, reappointment recommendations, and budget development. Approximately eighty-four percent of the operating budget is spent on salaries and fringe benefits.

Once all the variables have been considered regarding available revenues and the manpower resources have been allocated, it is the responsibility of the principals to use these resources in a manner which will meet the standards of the Southern Association of Colleges and Schools, and accomplish the District objectives identified in the educational plan.

It is important to recognize that every condition cannot be provided for in a staffing plan and that periodic adjustments on an individual school basis must be made. The staffing plan is designed to contain a level of flexibility which will allow for District-level responsiveness to schools having unique problems. The superintendent may make adjustments based upon an evaluation of all allocations and financial resources.

The basis for this allocation process is the projected membership for the 2018-19 school year. In previous years these projections have been accurate and the need for allocation adjustments is minimal. Typically, allocations are adjusted based upon the sixth day membership count during the fall and at the beginning of the second semester, as appropriate; however, enrollment is monitored year round to respond to class size requirements and population changes.

An Equal Opportunity Employer

BREVARD PUBLIC SCHOOLS SCHOOL BOARD MEMBERS



District 2
John Craig
Chairman



District 3
Tina Descovich
Vice Chairman



District 1
Misty Belford



District 4
Matt Susin



District 5
Andy Ziegler



District Superintendent
TBA

INSTRUCTIONAL UNIT ALLOCATION FACTORS

Instructional Unit Allocation Factors

PROCEDURES FOR DETERMINING INSTRUCTIONAL ALLOCATIONS

The Office of Budgeting, Cost Accounting, and FTE will calculate each school's projected membership based on October's FTE. Once the projections have been reviewed and adjusted by the Assistant Superintendents Leading and Learning and Principals, instructional allocations will be distributed using the parameters below.

BASIC FTE GENERATED INSTRUCTIONAL UNITS

Basic instructional units will be calculated based on Florida State Statute 1003.03, which determines the maximum class size for each grade level.

CLASSIFICATION	POSITION NO.	PROGRAM	FACTOR
PK – 3 rd Grade	51001	101/111/130	18.000
4 th – 6 th Grade	51002	102/112/130	22.000
7 th – 8 th Grade	51003	102/112/130	22.000
9 th – 12 th Grade	51004	103/113/130	25.000
CTE/Vocational	53003	300	22.000

Basic instructional units includes Units that provide other basic programs such as Art, Music, Physical Education, Computer instruction, etc. Elementary schools will be required to allocate a minimum of 0.500 teacher unit to the Art program (POS NO. 51019), 1.000 teacher unit to the Music program (POS NO. 51020) and 1.000 unit to the PE program (POS NO. 51018).

FTE Generated ESOL Units

ESOL units are prorated based on Basic and ExEd FTE combined:

ELEMENTARY UNITS: FTE for program 101 and 111 are added together then divided by 18.000
 FTE for program 102 and 112 are added together then divided by 22.000

MIDDLE UNITS: FTE for program 102 and 112 are added together then divided by 22.000

JR/SR HIGH & SR HIGH UNITS: FTE for program 102 and 112 are added together then divided by 22.000
 FTE for program 103 and 113 are added together then divided by 25.000

INSTRUCTIONAL UNIT ALLOCATION FACTORS

EXCEPTIONAL EDUCATION FTE GENERATED INSTRUCTIONAL UNITS

Exceptional Education FTE generated units are calculated a second time as Exception Education only based on the factors below.

CLASSIFICATION	POSITION NO.	PROGRAM	FACTOR
PK – 3 rd Grade Basic with ESE Services	52001	111	30.000
4 th – 8 th Grade Basic with ESE Services	52002	112	35.000
9 th – 12 th Grade Basic with ESE Services	52003	113	32.000
Support Level 4	52004	254	7.000
Support Level 5	52005	255	6.000

OTHER FTE GENERATED INSTRUCTIONAL UNITS

CLASSIFICATION	POSITION NO.	PROGRAM	FACTOR
Abeyance		Alternative Ed	15.000
DJJ		Alternative Ed	15.000
Early Teen Pregnancy (ETP)		Secondary	15.000
Hearing/Speech/Language Therapy	Various		6.000
Hearing/Speech/Language Therapy PT	Various		3.000
Hospital/Homebound	52040		1.500
Physical/Occupational Handicapped	52011/12		1.200
Pre-School Handicapped	52014		8.820
TDK		Elementary	18.000
Visually Handicapped	52051		1.000

Additional adjustments will be made if necessary to ensure that schools with 90% or greater Free or Reduced lunch counts, or D/F schools meet or exceed the District percentage average of highly effective or effective teacher rating, in accordance with state and federal guidelines.

SERVICE UNITS

Service Units

CLASSIFICATION	POSITION NO.	ELEMENTARY	MIDDLE	SENIOR
Principal	73001/02/03	1.000 per school	1.000 per school	1.000 per school
Assistant Principal 10M	73010	1-1099 = 1.000 1100-1319 = 1.500 1320+ = 2.000	N/A	N/A
Assistant Principal 12M	73013/16	N/A	1.000 per school	1-749 = 1.000 750+ = 2.000
Assistant Principal/Dean 10M	73012/14/15	N/A	1-1500 = 1.000 1501-2500 = 2.000 2501-2800 = 3.000 2800+ = 4.000	1-1500 = 1.000 1501-2500 = 2.000 2501-2800 = 3.000 2800+ = 4.000
Guidance Counselor	61215/16/17/18	1-749 = 1.000 750-999 = 1.500 1000+ = 2.000	1-637 = 1.000 638-1062 = 2.000 1063-1487 = 3.000 1488-1912 = 4.000 1913-2337 = 5.000 2338+ = 6.000	1-637 = 1.000 638-1062 = 2.000 1063-1487 = 3.000 1488-1912 = 4.000 1913-2337 = 5.000 2338+ = 6.000
Guidance Service Professional	61229	N/A	1.000 per school	N/A
Media Specialist	62015/16/17	1.000 per school	1.000 per school	1.000 per school
Student Activities Coordinator	63085	N/A	N/A	1.000 per school

Summer School

Elementary schools will be allocated one Assistant Principal for one week at 32.00 hours per week (4 days) for curriculum update meetings. Secondary schools will be allocated additional Guidance Counselor (80.00 hours per counselor) and Guidance Service Professional (80.00 hours per GSP) to be used at the Principal's discretion.

CLERICAL STAFF

Clerical Staff

CLASSIFICATION	POSITION NO.	ELEMENTARY	MIDDLE	SENIOR
Bookkeeper	73043/44/45	1.000 per school	1.000 per school	1.000 per school
Guidance Data Clerk 12M	61237	N/A	1.000 per school	N/A
Media Assistant 9M	62039	1-499 = 0.000 500 + = 1.000	1.000 per school	1.000 per school
School Office Clerk 9M	73041	N/A	N/A	1-1249 = 0.000 1250-1749 = 1.000 1750 + = 2.000
School Office Clerk 10M	73033	1-899 = 0.000 900 + = 1.000	1-749 = 0.000 750-1499 = 1.000 1500 + = 2.000	1.000 per school
School Office Clerk 11M	73035	1.000 per school	1-1249 = 1.000 1250 + = 2.000	1-1499 = 1.000 1500 + = 2.000
School Office Clerk 12M	73036	N/A	N/A	1.000 per school
School Secretary	73030	1.000 per school	1.000 per school	1.000 per school

NOTES: One 10M or 12M School Office Clerk position may be converted to one 10M or 12M School Data Clerk position (POS NO. 73037/39).

SPECIAL PROVISIONS

Teacher on Assignment

Allocations based on Membership and Free and Reduced Lunch percentage. With the Superintendent's approval, the first 4.00 allocations will be funded, any additional allocations will be supported from District reserves.

CLASSIFICATION	POSITION NO.	MEMBERSHIP	FREE & REDUCED LUNCH
Elementary Schools	63062	500 +	80% or above
Middle Schools	63062	750 +	60% or above
Senior High Schools	63062	1500 +	60% or above

Additional 9M Clerks and 10M Assistant Principals

Additional 9M Clerks and 10M Assistant Principals are placed on an individual basis by the division of Leading and Learning.

BUILDING LEVEL STAFFING FLEXIBILITY

Building Level Staffing Flexibility

FRACTIONALIZATION OF INSTRUCTIONAL UNITS

Instructional units are allocated to schools in full unit equivalencies by major program category. Schools have the option to fractionalize a unit as follows:

3 CLASSES	0.500 Units	4.00 Hours
3 or 4 CLASSES	0.600 Units	4.80 Hours (4hrs, 48min)
5 CLASSES	0.800 Units	6.40 Hours (6hrs, 24min)
6 CLASSES	1.000 Units	8.00 Hours

SHORT TERM CONTRACTS

Throughout the school year, schools may experience vacancies as a result of requests of leave of absence. To ensure the principal maximum flexibility in selecting a candidate to fill these positions, a short-term contract may be issued for a minimum of twenty paid days. Employment may be any number of days between 20 and 99 ([POS NO. STCXX](#)).

TEMPORARY SUPPORT UNITS

Throughout the school year, schools may experience vacancies as a result of requests of leave of absence. To ensure the principal maximum flexibility in selecting a candidate to fill these positions, a temporary support employee may be placed in a position a minimum of twenty paid days. Employment may be any number of days between 20 and 119 ([POS NO. TEMPX](#)).

VOCATIONAL EDUCATION

In the vocational education area, principals may:

- use vocational allocation to employ only vocational teachers, or
- employ basic and vocational teachers from allocation when class size and eighty percent (80%) expenditure requirements are met.

INSTRUCTIONAL UNIT CONVERSION

A principal may request an instructional unit be used in a form other than the typical allocation as long as class size requirements are satisfied.

DIFFERENTIATED STAFFING PLAN

Principals may develop a differentiated staffing plan, provided the total cost, does not exceed the vacant base salary, plus fringe, for the unit(s) that is (are) being replaced. As a part of an approved differentiated staffing plan, personnel may be employed for less than a full day.

BUILDING LEVEL STAFFING FLEXIBILITY

HEALTH PROFESSIONALS

All schools will be provided a health support tech. All health professionals will be employed through the Brevard County Health Unit. Health professionals available are registered nurses, licensed practical nurses and health support technicians.

ROTC ALLOCATIONS

Schools with single ROTC units have one officer that may be converted to two enlisted personnel - (one enlisted staff member for the first 150 students and one additional enlisted staff member for each additional 100 students enrolled in ROTC.) These units must be accounted for in the school's instructional units. Multiple units will not exceed the above formula. A school will be charged one-half of an instructional unit for each ROTC instructor. In a multiple unit configuration, each school will be charged one-half of an instructional unit allocation for each ROTC instructor, and a pro-rata share of the one-half of an instructional unit for the officer.

AIR FORCE	POS NO. 51050	11 Months	218 Days
ARMY	POS NO. 51052	10 Months	196 Days
ARMY (Grandfathered)	POS NO. 51050	12 Months	246 Days
MARINES	POS NO. 51050	12 Months	246 Days
NAVY	POS NO. 51050	12 Months	246 Days

CUSTODIAL ALLOCATIONS

Custodial Allocations

CUSTODIAL STAFFING

The number of units allocated to schools is shown without any specific mention of classifications. Based upon the allocated units, the principal will establish the composition of the custodial staff to meet the unique requirements of the building plant. Following are the custodial allocations in unit equivalencies:

CLASSIFICATION	HOURS	UNITS	
Custodian – Job 30	0.50	0.062	Units less than 0.500 for Job 30 only
	1.00	0.125	
	1.50	0.187	
	2.00	0.250	
	2.50	0.312	
	3.00	0.375	
	3.50	0.437	
Custodian – Job 01	4.00	0.500	Units greater than 0.500 for Job 01 only
	4.50	0.562	
	5.00	0.625	
	5.50	0.687	
	6.00	0.750	
	6.50	0.812	
	7.00	0.875	
	7.50	0.937	
	8.00	1.000	

NOTE: A School Principal may employ personnel in one-half hour increments from 4.00 to 8.00 hours.

HEAD CUSTODIANS

HEAD CUSTODIAN I 1.276 Unit equivalent 1.000 Unit to School 0.270 Units to District reserves
 POS NO. 79034

HEAD CUSTODIAN II 1.400 Unit equivalent 1.000 Unit to School 0.400 Units to District reserves
 POS NO. 79033

DISTRICT STAFFING

The level of staffing for divisions are controlled through the budgeting process and are based upon the level of desired services. Allocations may be periodically adjusted by the superintendent, based upon need and financial resources.

FOOD SERVICE ALLOCATIONS

Food Service Allocations

The Food Service Staffing Plan is based upon meal equivalents which are a calculation that recognizes both the actual number of reimbursable meals and local revenue at the respective schools. The calculated meal equivalent is used to help establish the number of labor hours needed at each cafeteria site. The meal equivalent is a method that allows the District to equate all meals to one standard, the student lunch. The calculation illustrated below is provided by the National Food Service Management Institute.

1. Regardless of the size of the basic food program, it appears that a minimum requirement exists. The requirement is established at 23.0 hours for elementary schools with 320 meal equivalents and 33.0 hours for secondary schools with 400 meal equivalents in order to have a full kitchen staff. Elementary schools with meal equivalents less than 320 and secondary schools with meal equivalents less than 400 may operate as a finishing kitchen fed from a satellite site and/or have a Dual Cafeteria Manager with limited staff.
2. The number of serving lines used in the cafeteria has to be considered when establishing the required number of labor hours.
3. Schools serving satellite locations present an unusual situation and must be examined on an individual basis. Adjustments are made at the direction of the Superintendent.
4. Elementary schools with an average meal equivalent below 999 meals are staffed with at Cafeteria Manager. Elementary schools with an average meal equivalent above 1000 meals and secondary schools with an average meal equivalent above 500 meals are staffed with a Senior Cafeteria Manager.

The method used to calculate the meal equivalent for each cafeteria is the sum of the formulas presented below:

- **Lunch:** All student reimbursable lunches and adult lunches are counted as one (1) meal equivalent for each lunch served.
- **Breakfast:** The calculation used to determine a breakfast meal equivalent specifies that three (3) breakfasts are the equivalent of two (2) lunches (divide the number of breakfast served by 1.5).
- **Snack:** The calculation used to determine a snack meal equivalent specifies that four (4) snacks are the equivalent to one (1) lunch (divide the number of snacks served by 4).
- **Other Food Sales:** *A la carte*, catered meals, and special school function revenues are divided by the sum of the free lunch reimbursement rate and the federal commodity value per meal.

PROCEDURES FOR DETERMINING FOOD SERVICE PROJECTED ALLOCATIONS

Allocations will be based upon the average meal equivalents for a four month period (August-December), adjusted to reflect enrollment trends.

Step 1: Divide **Projected Membership** by **Actual December Membership** to determine **Next Year's Membership Ratio**.

FOOD SERVICE ALLOCATIONS

Step 2: Divide **YTD Meal Equivalents** by the number of **Operating Days** to determine **Average Meal Equivalents**.

Step 3: Multiply the **Next Year's Projected Membership Ratio** by the **Average Meal Equivalents** to determine the **Projected Meal Equivalents**.

Step 4: Refer to the Staffing Formula (see chart below) for **Allocated Hours**.

Step 5: Divide the **Allocated Hours** by 8 to determine **Allocated Units**.

FOOD SERVICE STAFFING FORMULA

Meal Equivalent Conversion Tables

ELEMENTARY SCHOOLS AND SATELLITE PROGRAMS	
Meal Equivalents	Allocated Hours
100 – 200	12.00
201 – 269	15.00
270 – 319	19.00
320 – 375	23.00
376 – 426	24.00
427 – 477	25.00
478 – 528	26.00
529 – 579	27.00
580 – 620	31.00
621 – 720	35.00
721 – 820	39.00
821 – 920	43.00
921 – 1020	47.00
1021 – 1120	51.00
1121 +	55.00

SECONDARY SCHOOLS AND SATELLITE PROGRAMS	
Meal Equivalents	Allocated Hours
219 – 269	22.00
270 – 334	25.00
335 – 399	29.00
400 – 500	33.00
501 – 550	34.00
551 – 600	36.00
601 – 700	40.00
701 – 800	44.00
801 – 865	56.00
866 – 930	60.00
931 – 995	64.00
996 – 1120	68.00
1121 – 1245	72.00
1246 – 1369	76.00
1370 – 1494	80.00
1495 – 1654	84.00
1655 +	88.00

FOOD SERVICE ALLOCATIONS

CAFETERIA ALLOCATIONS

Each cafeteria unit is equivalent of eight hours. The school principal may employ personnel as follows:

CLASSIFICATION	POSITION NO.	HOURS	UNIT EQUIVALENT
Cafeteria Worker or Cashier	76024	2.00	0.250
		2.50	0.310
		3.00	0.380
		3.50	0.440
		4.00	0.500
Baker/Cook	76024	6.00	0.750
Baker or Cook	76024	4.00	0.500
		6.00	0.750
Cafeteria Manager	76020	8.00	1.000

Elementary schools with less than 550 meal equivalents and secondary schools with less than 600 meal equivalents may be staffed with a 4.0 hour Baker, a 4.0 hour Cook and a 6.0 or 7.0 hour Cafeteria Manager. Schools impacted by these changes may be staffed with a 6.0 hour Baker/Cook instead of a 4.0 hour Baker and a 4.0 hour Cook. The labor allocation for the satellite kitchen is based upon the total meal equivalents generated at the finishing kitchens.

BREVARD AFTER SCHOOL PERSONNEL ALLOCATIONS

Brevard After School Personnel Allocations

COORDINATOR/SENIOR COORDINATOR (POS NO. 91084/95)

If school operates a morning and afternoon program and the average daily attendance (ADA) is less than 176 children:	1.000 Units, 8.00 Hours
If school operates a morning and afternoon program and the average daily attendance (ADA) exceeds 175 children:	2.000 Units, 8.00 Hours
If school operates and afternoon only program (closure supported for ADA less than 7 children):	0.813 Units, 6.50 Hours

INTERN COORDINATOR (POS NO. 91063)

Unique assignments strategically allocated to specific sites to geographically meet staffing demands/progression plans.	1.000 Units, 8.00 Hours
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GROUP LEADER I/II (POS NO. 91101)

Group Leader I/II positions are allocated based on each site's:

1. Average Daily Attendance (ADA) in the morning and the afternoon programs,
2. BAS operating and school day times/hours,
3. Total BAS enrollment,
4. 21st Community Learning Center designation, and/or
5. Special needs accommodations

CLASSIFICATION		ADA	Number of Positions
GL Position A: Positions that are assigned to a morning and afternoon schedule (split shift):	0.630 Units, 5.00 Hours	0 – 25	1
		26 – 50	2
GL Position B: Positions that are assigned to an afternoon only schedule:	0.563 Units, 4.50 Hours	51 – 75	3
		76 – 100	4
GL Position C: Positions that may be assigned as primary/secondary positions or for supplemental needs such as special needs accommodations or meeting ratio for minimal time requirements:	0.500 Units, 4.00 Hours	101 – 125	5
	0.438 Units, 3.50 Hours	126 – 150	7
	0.375 Units, 3.00 Hours	151 – 175	8
	0.313 Units, 2.50 Hours	176 – 200	9
	0.250 Units, 2.00 Hours	201 – 225	10
	0.188 Units, 1.50 Hours	226 – 250	12
	0.125 Units, 1.00 Hours		

NOTE: Allocations for special needs accommodation would be in addition to the number of GL I/II positions in the chart above.

BREVARD AFTER SCHOOL PERSONNEL ALLOCATIONS

ACTIVITY LEADER I/II (POS NO. 91201)

Activity Leader I/II positions are allocated to sites as follows: 0.630 Units, 5.00 Hours

1. School's BAS Average Daily Attendance (ADA) exceeds 85 children, or
2. 21st CCLC grant is assigned to a site (a new position would not be assigned in year five of the grant).
3. The school's BAS average daily attendance exceeds 70 children and hosts 3-4 successful fee based enrichment programs.

Activity Leader I/II positions are allocated to sites as follows: 0.813 Units, 6.50 Hours

1. School's BAS Average Daily Attendance (ADA) exceeds 135 children, or
2. The school's BAS average daily attendance exceeds 115 children and hosts 5 successful fee based enrichment programs.

NOTE: An Activity Leader I/II position may be assigned to a morning and afternoon (split shift) position or an afternoon only position. This reduces a site's Group Leader I/II allocation by up to 5.0 hours (one GL position).

SPECIAL ALLOCATIONS

Special Allocations

ELEMENTARY SCHOOL SPECIAL UNITS

Elementary Schools will be allocated the following Special Units:

ART	POS NO. 51019	1.000 Unit	School funded 50% / District funded 50%
MUSIC	POS NO. 51020	1.000 Unit	School funded 100%
PE	POS NO. 51018	1.000 Unit	School funded 100%

ENDEAVOR ELEMENTARY (In addition to the allocation above)

MUSIC	POS NO. 51020	1.000 Unit	District funded 100%
PE	POS NO. 51018	1.000 Unit	District funded 100%

MIDDLE SCHOOL SPECIAL UNITS

Middle School Special Units will be allocated based on student membership using the formula listed below and may be used for any of the following courses:

COURSES	Band Chorus	Art Computer Science
ALLOCATIONS	1 – 600 Students 601 – 800 Students 801 + Students	4 @ 0.5000 Units per School 4 @ 0.7500 Units per School 4 @ 1.000 Units per School

SENIOR HIGH SCHOOL SPECIAL UNITS

Senior High School will be allocated the following Special Units:

ADVANCED PLACEMENT (Distribution based on AP Enrollment)	POS NO. 51038	25.400 Units
STUDENT ACTIVITIES COORDINATOR	POS NO. 63085	1.000 Units per School
CAMPUS MONITORS (Campus totally secured by fencing)	POS NO. 79050	1.000 Unit Varies
INTERNATIONAL BACCALAUREATE AND AICE PROGRAMS (Plan must be submitted and approved by Director of Secondary Leading and Learning)	POS NO. 51042	Allocation Varies

SPECIAL ALLOCATIONS

ABEYANCE CENTERS

The North/Central Abeyance Center and The South Abeyance Center will be allocated the following positions:

ASSISTANT PRINCIPAL	1.000 Unit
DROP OUT PREVENTION TEACHERS	5.000 Units
EXCEPTIONAL EDUCATION TEACHERS	2.000 Units
GUIDANCE COUNSELORS	1.000 Unit
SCHOOL SECRETARY	1.000 Unit
SCHOOL OFFICE CLERK 10M	1.000 Unit
SOCIAL WORKER	1.000 Unit

NOTE: Drop Out Prevention Reserves are funded by transferring 0.250 instructional units from each Secondary school as a part of the PAR building process.

BLOCK SCHOOLS

Schools currently using a Block Schedule will be assisted with additional instructional units from District reserves.

MADISON MIDDLE SCHOOL	2.000 Units
TITUSVILLE HIGH SCHOOL	2.000 Units

DIFFERENTIATED ACCOUNTABILITY

Differentiated accountability is a system of interventions for improving student achievement at low performing schools. Under differentiated accountability, low performing schools are categorized according to the causes and severity of substandard student achievement.

Secondary schools will be District funded for 2.00 allocations for Math/Science/Reading Coach. Elementary schools will be Title I funded for 1.50 allocations Math/Science/Reading Coach.

DISTRICT LEVEL INSTRUCTIONAL UNITS

There will be special instructional units established and later reassigned based on the individual needs of the school. If awarded, it should be noted that any special unit allocation is made only for the current school year and must be annually requested and reviewed.

CRITICAL NEEDS	20.000 Units
ESE CENTRALIZED UNITS	8.000 Units
ETP/CHILD CARE INSTRUCTIONAL ASSISTANT I/II	Statute Rules
EXCEPTIONAL EDUCATION LEVELS DISCRETIONARY	4.000 Units

SPECIAL ALLOCATIONS

INSTRUCTIONAL ASSISTANT EXED RESERVES	Varies
LEADING AND LEARNING DISCRETIONARY	14.50 Units
LEADING AND LEARNING ESE DISRESTIONARY	28.00 Units
PREP UNITS FOR TK/DK CLASSES	2.000 Units
RESERVE CLASS SIZE	28.660 Units
SMALL SCHOOL UNITS (Schools below 475 membership)	8.500 Units
SMALL SCHOOL UNITS (Cocoa Beach Jr./Sr. High School)	2.000 Units
SUPERINTENDENT EXED RESERVES	4.000 Units

EXCEPTIONAL EDUCATION INSTRUCTIONAL ASSISTANTS (POS NO. 52105/52106)

Exceptional Education Instructional Assistants are assigned by Student Services based on the individual need of the school and their student population.

ENGLISH FOR SPEAKERS OF OTHER LANGUAGES (ESOL)

ESOL allocations are determined based off the total number of students defined as “LY” at each school.

ESOL TEACHERS	50 Students	1.000 Unit
POS NO. 51014	100 Students	2.000 Units
	150 Students	3.000 Units
ESOL INSTRUCTIONAL ASSISTANTS	15 Students of One Language	1.000 Unit fluent in that language
POS NO. 51136	50 Students of One Language	2.000 Units fluent in that language
	100 Students of One Language	3.000 Units fluent in that language

SPECIAL SCHOOLS

Special Schools are defined as those schools serving Physically Handicapped, Hearing Impaired, Visually Impaired, Emotionally Handicapped (severe), Trainable/Profoundly Mentally Handicapped and the Prekindergarten Handicapped.

CREEL ELEMENTARY		
Adaptive PE Teacher	POS NO. 52010	1.000 Unit
Instructional Assistant	POS NO. 52143/47	2.000 Units
LOCKMAR ELEMENTARY		
Adaptive PE Teacher	POS NO. 52010	1.000 Unit
Instructional Assistant	POS NO. 52147	1.000 Unit

SPECIAL ALLOCATIONS

MILA ELEMENTARY

Adaptive PE Teacher	POS NO. 52010	1.000 Unit
Instructional Assistant	POS NO. 52147	1.000 Unit

OAK PARK ELEMENTARY

Adaptive PE Teacher	POS NO. 52010	1.000 Unit
Instructional Assistant	POS NO. 52143	2.000 Units

INFANTS AND TODDLERS CENTER

Adaptive PE Teacher	POS NO. 52010	4.000 Units
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SUMMER PROGRAMS

The Leading and Learning departments will be allocated a Staffing Specialist each at 1000.00 hours to be used at the Assistant Superintendent's discretion.

TECHNOLOGY

Schools currently employing a Teacher Technology Specialist 11 - month (POS NO. 65022) working 3.04 hours networking and 4.96 hours teaching in the classroom may continue to do so using 0.38 District funds and 0.62 classroom funds until the teacher vacates the position. All other schools will convert 0.36 teacher units to fund a 12 month Technology Associate (POS NO. 65083) or Technology Technician (POS NO. 65082), supervised by the Educational Technology Department. Schools with membership greater than 2,000 will receive 1.00 allocations for an additional Technology Technician to assist the Technology Associate.

THEATRE TECHNICAL MANAGER (POS NO. 79095)

The following schools will receive 1.000 Unit for a Theatre Technical Manager:

- BAYSIDE HIGH SCHOOL**
- COCOA BEACH HIGH SCHOOL**
- EAU GALLIE HIGH SCHOOL**
- MERRITT ISLAND HIGH SCHOOL**
- SATELLITE HIGH SCHOOL**
- TITUSVILLE HIGH SCHOOL**

STAFFING A NEW SCHOOL

Staffing a New School

NEW SECONDARY SCHOOLS

The following timeline will be utilized when allocating positions for a new secondary school:

BEGINNING ONE YEAR PRIOR TO SCHOOL OPENING

	JUL	JAN	FEB 15 th	MAY 1 st	JUN 1 st	JUN 15 th	JUL
Principal	X						
Assistant Principal 10M						X	
Assistant Principal 12M					X		
Guidance Counselor			X				
Media Specialist					X		
School Secretary	X						
Bookkeeper		X					
Head Custodian				X			
Custodian (1)						X	
School Office Clerk OR School Data Clerk					X		
Media Assistant					X		
Cafeteria Manager							X
Tech Associate				X			

NOTE: Cafeteria Manager will also work two weeks in May to order equipment.

NEW ELEMENTARY SCHOOLS

The following timeline will be utilized when allocating positions for a new elementary school:

PRIOR TO SCHOOL OPENING

	JAN	FEB	JUN 1 st	JUL 1 st
Principal	X			
School Secretary	X			
Bookkeeper		X		
School Office Clerk				X
Media Assistant			X	
Cafeteria Manager				X
Head Custodian			X	
Tech Associate				

NOTE: Cafeteria Manager will work two weeks in May to order equipment. In addition, this will be the only time that a Media Assistant will work in the months of June and July.

NON-DISCRIMINATION NOTICE

Non-Discrimination Notice

The School Board of Brevard County strictly prohibits discrimination on the basis of sex including sexual harassment, gender, race, color, religion, national origin, genetic information, disability, marital status, age, or any other factors protected under applicable federal, state, or local law. This notice applies to all educational programs, activities, or employment practices/procedures of the School Board of Brevard County. The School Board of Brevard County is in compliance with the Americans with Disabilities Act of 1990 (ADA) and the Amendment Act of 2008 (ADAA), the Florida Education Equity Act of 1984, Age Discrimination Act of 1967 and Section 504 of the Rehabilitation Act of 1973, Civil Rights Act of 1964 including: Title II, Title VI, and Title VII, United States Education Amendments of 1972 - Title IX, Age Discrimination in Employment Act (ADEA), Individuals with Disabilities Act (IDEA), and the Boy Scouts of America Equal Access Act.

Students, parents, or the public with inquiries regarding this non-discrimination policy are encouraged to review Board Policy 2260 - Nondiscrimination and Access to Equal Educational Opportunity and Board Policy 5517 - Harassment. Students, parents, or the public with questions or wish to file a grievance may contact their school administrator directly or if there is an issue in doing this, you may contact:

STUDENT/PUBLIC EQUITY

Ms. Stephanie Archer
Assistant Superintendent Equity, Innovation, and Choice
2700 Judge Fran Jamieson Way
Viera, FL 32940
321.633.1000, Ext. 500
archer.stephanie@brevardschools.org

EXCEPTIONAL EDUCATION/504 EQUITY

Dr. Patricia Fontan-Esparza
Director Exceptional Student Education
2700 Judge Fran Jamieson Way
Viera, FL 32940
321.633.1000, Ext. 500
fontan.patricia@brevardschools.org

Employees or job applicants with inquiries regarding this non-discrimination policy are encouraged to review Board Policy 3362 - Anti-Harassment. Employees or job applicants with questions or wish to file a grievance may contact their school/department administrator or if there is an issue in doing this, you may contact:

EMPLOYEE/JOB APPLICANT EQUITY

Mr. Rivers Lewis
Director Professional Standards/Labor Relations
2700 Judge Fran Jamieson Way
Viera, FL 32940
321.633.1000, Ext. 500
lewis.rivers@brevardschools.org

Reasonable accommodations are available for persons with disabilities to complete the application and/or interview process. Applicants/individuals with disabilities requesting accommodations under the Americans with Disabilities Act (ADA) may contact the Employee/Job Applicant Equity Coordinator for assistance. All policies and procedures of the School Board of Brevard County as indicated above can be located on the World Wide Web at the following web address: <http://www.neola.com/brevardco-fl>. This publication or portions of this publication can be made available to persons with disabilities in a variety of formats, including large print, braille or audiotope. Telephone or written request should include your name, address, and telephone number. Requests should be made to Kim Parker, Exceptional Education Projects, (321) 633-1000, ext. 535, at least two (2) weeks prior to the time you need the publication.

COMPANY INFORMATION

Company Information

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2700 Judge Fran Jamieson Way
Viera, FL 32940
Tel 321.633.1000
www.brevardschools.org

