



Administrative Procedure: Allocation of Staff

Staff allocated to schools on the basis of enrolment, will be assigned based on the April 15th enrolment projections. Actual allocation will be adjusted according to actual enrolment on September 30th annually.

Secretarial Staff

Number of Students (September 30 th)	Allotment
0 - 50	25%
51 - 100	50%
101 - 200	75%
201 +	100%

Note: Where a Principal’s administrative time at a particular school is 0.6 FTE or lower, the allotment of secretarial staff may be increased by up to 25%, to a maximum of 100%.

Custodial Staff

- .25 FTE for every 250 students (September 30th)
- .25 FTE for every 10 teachers
- .25 FTE for every 20,000 square feet
- .25 FTE for 14 rooms used (classroom = 1 room, gym = 3 rooms, corridors = 3 rooms)

Schools shared with Aurores Boreales are proportioned according to percentage of classrooms.

Educational Assistants

.5 Library/Technology - All others as determined by the Principal and Superintendent consistent with educational needs of the school.