

Staffing Ratio Formula

See attachment samples for each number

1. Establish a base formula

Example

1:30 One Elementary Resource Room teacher and 1 EA for every 30 students

1:35 One Secondary Resource Room teacher and 1 EA for every 35 students

1:12 One Life Skills or ED Behavior teacher plus 2 EAs for every 12 students

1:50 One Speech Therapist for every 50 students over 50 they are assigned a SPLA (SLPA FTE may be part time depending on the number of students over 50 being served.)

2. Student Assessment Form is completed when staff is requesting additional EA time.

There is a different one ERC/SRC or Life Skills/ Behavior.

Complete schedules for all staff currently in the program: teacher and EA(s) are attached. (Extra weighted points are entered into the staffing formula for higher need students based on skill deficits.)

3. Send in Student Assessment form & schedules to district office

If questions about the validity of the rating on the form or the need, then the school psychologist does an observation at two different times and days. (Check the IEPs on requests for additional support with behavior needs to make sure the IEP at least has behavior goals and a behavior plan in place before placing a more restrictive accommodation such as an EA in place unless it is an emergency.)

4. A temporary EA is assigned for up to 80 days.

The premise being that if they have some extra help they can get the student (s) under control. If at the end of 80 days (or less as determined by the IEP team) if the district feels the temp EA is still required the position will be posted (as per union contract demand), interviewed and hired through district procedure. If district is unsure of the need to hire; the teacher will have to reapply to extend the temp EAs time.

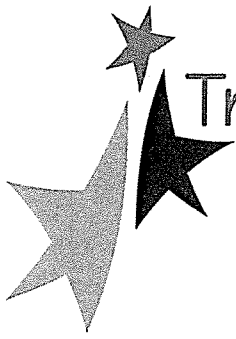
Note: It is very important that a budget line is funded for temporary EAs. (The assignment of an extra EA for a particular student is an accommodation TBD by the IEP team with prior approval by a district administrator since it is the allocation of district resources.)

5. Create an Excel spread sheet-Staffing at a Glance

This gives you a look at program staffing by district, program, school and EAs. You can see who is over staffed or under staffed and move your current staff to fill in rather than having to continually add new staff.

It is also a concrete way to demonstrate to administrators, building principals and teachers that caseloads and personnel are balanced.

6. District needs to track the status of each site with a temporary EA. (All temporary EAs are reviewed monthly by the district administrative team and each site with extra help is notified of the continuation or reduction of extra help, using forms and tracking sheets to document review and reasons for the change in status)



TriStar

Special Education Consultants

Helping Districts with Special Education Issues

Diane Hensley, 541.749.0879
Patti Craveiro, 541.280.1085
Kathy Emerson, 541.419.2427

Speech and Language Therapy Staff Ratio

Your District Name _____ District FTE _____

Director of Special Educaadtion _____ Phone _____

Please complete the chart below & return to TRISTAR Special Education Consultants by 12/11/15. Results will be compiled and presented at the February New Special Education Directors meeting

Speech Therapist initials	Speech Caseload at each school	Schools served	SLP FTE at each school	SPLA Initials	SPLA FTE at each school	# IEPs case managed at each school	Hours driven weekly between schools