

Class Size

The Board of Education should be cognizant of class size when it examines and approves the annual student assignment plan. The Association shall be given a copy of the plan prior to Board approval.

The following staffing guidelines will be used to determine each building's allocation for clerical and program assistance:

	Program/Clerical Assistant Time
Elementary Staffing Guidelines:	
Each class section of K-6	= 1 hour
Each class section of 30 or more students	= 1 additional hour
Regular education classes with 32 or more students	= 2 additional hours
Each multi-age classroom	= 1 additional hour
Each 5 percentage points above the district average for mobility and low income as per the school report card from the previous year = 1 additional hour	
Each section of bilingual	= 3 additional hours
Each section of bilingual of 28 or more students	= 1 additional hour
Each section of bilingual of 30 or more students	= 2 additional hours
Junior High Staffing Guidelines:	
Three sections of Core/Homeroom	= 1 hour
Each Core/Homeroom section of 30 or more students	= 1 additional hour
Each 5 percentage points above the district average for mobility and low income as per the school report card from the previous year	= 1 additional hour
Each section of bilingual	= 3 additional hours
Each section of bilingual of 28 or more students	= 1 additional hour
Each section of bilingual of 30 or more students	= 2 additional hours

Once the allocation is determined, ample time for staff discussion and input will be given before the teachers and principal in each school jointly decide, by consensus, how many clerical and program assistants are to be employed and what their assignments will be, with the understanding that all of the clerical and program assistants are to be used to support the instructional program.

After the above has been completed, the teachers who receive program/clerical assistant time shall determine what duties the program/clerical assistant will perform and what hours of the day are best suited to support the instructional program of those teachers.

The instructional program for the purpose of assigning program/clerical assistant time includes regular, bilingual, and special area teachers.

A building may request additional program/clerical assistant time when special circumstances occur.

Excerpted from the 1996-2006
Classroom Teachers' Council
Negotiated Agreement