

INSTRUCTIONAL SUPPORT STAFF ALLOCATIONS

Background

The allocation of support staff is set annually through the budget development process. The Division is committed to the equitable and transparent distribution of budgeted Instructional Support Staff (ISS) to schools in support of student learning. ISS allocations are based upon several factors: school population, grade range, number of teachers, contextual anomalies and inclusive education needs reflected in the student profile Student Profile Allocations (SPA) / Inclusive Learning needs.

The administration of this administrative procedure is the responsibility of the Assistant Superintendent, Employee Services.

Procedures

1. The total ISS allocation approved for the schools of the Division through the Board's budget process is distributed through the three (3) allocation categories:
 - School Allocations.
 - Student Profile Allocations (SPA).
 - Early Childhood Services (ECS) Allocations.
2. Allocations in each category for a given school year are determined through the budget process by the Executive Team. The Appendices summarize these allocations for a given school year and principals will deploy instructional support staff within these limits through the annual consultative staffing process with Employee Services.
3. School Allocations
 - School Allocations ensure that schools are provided with an equitable share of the Division's office and learning commons' support. The following positions are allocated to schools through the formula in Appendix A for the applicable school year:
 - Office Staff.
 - Learning Commons Staff.
4. Student Profile Allocations
 - 4.1 Student Profile Allocations (SPA) ensure that schools are provided with an equitable share of the Division's Inclusive Learning Resources allocation decisions for each school are based on the number of students in each school as well as the inclusive learning profile as determined in consultation with the Director of Inclusive Learning and Student Wellness. These resources are allocated to schools in the SPA portion for the applicable school year.

- 4.2 School administrators may flexibly deploy SPA resources through the school's School Deployment Plan (SDP) approved through the annual budget process. This plan must indicate the Full Time Equivalency (FTE) Learning Coaches, Youth Development Coaches, Education Assistants and school allocated Family School Liaison Counsellors through the annual consultative staffing process with Employee Services for the applicable school year.

5. Early Childhood Services (ECS) Allocations

- 5.1 Early Childhood Services (ECS) Program Unit Funding (PUF) allocations will be provided to schools for children with severe disability or delays.

6. Division Allocations

- 6.1 Family School Liaison Counsellors (FSLC) and Technology Facilitators (TF) are Division based positions charged with the responsibility of equitably addressing assigned school needs.

7. Deployment Flexibility

- 7.1 Any hours worked beyond the regular hours of work must have prior approval by the employee's Principal/supervisor. These hours will be recorded appropriately in the Absent Management System.

Employee's approved to work additional hours and where such additional hours qualify for overtime as per Employment Standards and/or as per employee collective agreements will receive overtime pay at a rate of 1.5 times the employee's regular wage rate, to be paid through the school-based budget, or by mutual agreement with the Principal or immediate supervisor receive time off in lieu at time and one half (1.5X).

Reference: Relevant Legislation & Guidelines

Administrative Procedure 505 – Appendix A

SCHOOL ALLOCATION FORMULA 2023-2024

School Allocation FTE	Office/Accounting Administrator	Secretary	Data Facilitator	Learning Commons Staffing
Elementary Schools / K- 8				
Basic		1.00		0.50
Enrolment >100	1.00			0.35
Enrolment >200				0.15
Enrolment >300		0.50		
Enrolment >400		0.25		
Enrolment >500		0.25		
K – 9 / Middle / Jr. High Schools				
Basic	1.00	1.00		1.00
Enrolment >600		0.75		
High Schools				
Basic	1.00	0.60	1.00	1.00
Enrolment > 800		0.40		

Enrolment numbers are based on Kindergarten at (half-time) 0.

Pre-school students factor into Secretarial time at a student ratio of 4 / 1.

Modification to allocations and FTE daily hours may occur, in consultation with the Principal and approval of Executive Team.

At the discretion on Executive, where allocations fall below the threshold a grace period may be granted.

Administrative Procedure 505 – Appendix B

Hourly Positions					
Hourly Positions	Daily Hours 1.0 FTE	Assignable Days	Possible Statutory Holidays	Total Possible <u>Days</u> Including Statutory Holidays	Total Possible <u>Hours</u> Including Statutory Holidays
Office/Accounting Administrator	7.5	196.5	12	208.5	1563.8
CTS Instructor	7.0	180.5	12	192.5	1347.5
Educational Assistant	6.5	181.5	12	193.5	1257.8
Learning Commons Staff	7.0	189.5	12	201.5	1410.5
School Secretary	7.0	185.5	12	197.5	1382.5
Data Facilitator	7.0	185.5	12	197.5	1382.5
Technology Facilitator	7.5	190.5	12	202.5	1518.8
Youth Development Coach	7.0	181.5	12	193.5	1354.5

Salaried Positions			
Salaried Positions	Daily hours 1.0 FTE	Total Possible Paid Working Days	Total Possible Paid Working Hours
Early Childhood Educator *	7.0	179.5	1256.5
Family School Liaison Counselor *	8.0	195	1560.0
Speech Language Pathologist*	8.0	195	1560.0
Occupational Therapist*	8.0	195	1560.0
*Salary inclusive of statutory holidays *Student Contact Days for ECE may vary based on programming			

Notes to table:

Hourly support staff positions shall be entitled to pay for the following holidays providing it is a regularly scheduled work day for the employee: New Year's Day, Family Day, Good Friday, Easter Monday, Victoria Day, Canada Day, Labour Day, Truth and Reconciliation Day, Thanksgiving Day, Remembrance Day, Christmas Day, Boxing Day and any other general public holidays as proclaimed by the Division, the government of Alberta or the Government of Canada which fall during the ten (10) month period of employment.

Note: Opening Day is a half day for hourly positions for 2023/24 school year.

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Modifications to Allocations – may occur in consultation with the Principal and approval by the Executive Team.