



Turtle River School Division - Administrative Procedure

Section B – School Administration Staffing Formula

Staffing Formula for Teachers

Turtle River School Division aims to staff all schools across the division in a fair and equitable manner, while also considering any special circumstances that may arise at individual schools. Staffing should be aligned with the following schedules based on pupil-teacher ratios and includes designated allocations for school administration, resource support, and guidance time.

K-12 Schools

	50-	100-	126-	151-	176-	201-	226-	251-	276-
Students	100	150	150	175	200	225	250	275	300
PT. Ratio	11.25	11.75	12.25	12.75	13.25	13.75	14.25	14.75	15.25
Admin.	0.25	0.35	0.45	0.55	0.65	0.75	0.85	0.95	1.05
Resource	0.5	0.75	1.00	1.00	1.25	1.50	1.50	1.75	2.00
Guidance	0.1	0.15	0.15	0.20	0.20	0.25	0.25	0.30	0.30

K-8 and Colony Schools

				76-
Students	1-25	26-50	51-75	100
PT. Ratio	12.75	13.25	13.75	14.25
Admin.	0.1	0.15	0.2	0.25
Resource	0.25	0.25	0.5	0.5
Guidance	0.03	0.03	0.09	0.09

Board Informed:	Last Reviewed:	Last Revision:
December 20, 2024		



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Kindergarten is full-time (all day, every school day).

The staffing formula acts as a guideline only. The division's intent is to staff all schools fairly and efficiently, always prioritizing the needs and interests of the students.

A head teacher is appointed in each school to assume responsibility in the principal's absence. This appointment is made on an annual basis.

Educational Assistant Staffing Formula

Turtle River School Division is committed to staffing all schools fairly and equitably, while also considering any special circumstances that may arise at a specific school or the individual needs of a child requiring services.

A school's base support EA funding is calculated at 0.5 FTE Educational Assistant funding for every 12 students.

If a K to 12 school's base support is less than 3.0 FTE educational assistants, then they will receive an additional 1.0 FTE to their total support.

If a school has TMO courses running, then an additional 0.5 FTE educational assistant is added at the end of calculation to their total allocated support.

Example:

K – 12 Schools

Students	20-30	31-40	41-50	51-60	61-70	71-80	81-90	91-100	101-110	111-120	121-130	131-140	141-150	151-160
EAs	2.0	2.3	2.7	3.1	3.5	3.9	3.3	3.8	4.2	4.6	5.0	5.4	5.8	6.3
	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	2.3	2.7	3.1	3.5	3.9	3.3	3.8	4.2	4.6	5.0	5.4	5.8	6.3	6.7

The staffing formula serves as a guideline. The division is committed to staffing all schools fairly and efficiently, with a focus on meeting the best interests of students and their needs.

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Secretary/Library Clerk Staffing Formula

Student Population	Secretarial Hours	Library Clerk Hours	Total Hours/Day	Total Hours/Week
10 – 30	0.5	0.5	1	5
31 – 40	1.0	1.0	2	10
41 – 50	2.5	2.0	4.5	22.5
51 – 75	3.5	3.0	6.5	32.5
76 – 100	5.0	3.0	8.0	40
101 – 300 (K-8)	5.5	4.0	9.5	47.5
101 – 300 (K – 12)	7.0	6.0	13	65.0

High schools will allocate a minimum of 6.0 hours per week for library access. The library will also remain open for 30 minutes during the lunch hour.

Secretarial Services Prior to School Opening

Secretaries are required to report to work five working days prior to the start of the school year. In special circumstances, principals may request additional secretarial time by applying to the superintendent. If the superintendent is unavailable, the request may be submitted to the secretary-treasurer.

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