

Gregory-Portland Independent School District

Standard Staffing Guidelines

2025–2026



ELEMENTARY STAFFING GUIDELINES

Position	Enrollment	Allocation	Ratio/Info
ADMINISTRATION			
Principal		1	
Assistant Principal		1	
Title 1 Specialist		1	Based on Title 1 Funding
Counselor		1	
Behavior Specialist		1	ECC Only
CLERICAL SUPPORT			
Principal Secretary		1	
PIEMS/Attendance Clerk		1	
Receptionist		1	
HEALTH SERVICES			
Nurse RN		1	
LVN		1	ECC Only
LIBRARY/MULTIMEDIA			
Library Media Specialist	Per Campus	0.20	
Library Aide		1	
SECURITY			
Armed Security		1	
EDUCATIONAL AIDES			
Instructional		2	
PE		1	
STEAM		1	
PreK	Based on # of Pre-K Teachers		1:22
TEACHERS*			
PreK			1:22
K			1:22
1st			1:22
2nd			1:22
3rd			1:22
4th			1:22
5th			1:25
PE		1	
Music/Art		1	
Interventionist		2	Grades 1-5/SCE Funds
*Bilingual/ESL and Dual Language staffing is based on student need.			
SPECIAL EDUCATION TEACHERS*			
Resource/Inclusion			1:9
Life skills/autism/ESCE			1:4
Behavior			1:4
Early Childhood SPED			1:4
Special Educations Aides		Based on Need	
*Special Education/Dyslexia staffing is based on student need.			

MIDDLE SCHOOL STAFFING GUIDELINES

Position	Enrollment	Allocation	Ratio/Info
ADMINISTRATON			
Principal		1	
Dean of Instruction		1	
Assistant Principal	Less than 1600 students	3	
	1601-2075	4	
Counselor	Less than 1600 students	3	
	1601- 2075	4	
Armed Security/SRO		1	Portland Police
CLERICAL SUPPORT			
Principal Secretary		1	
Assistant Principal Secretary		1	
Registrar		1	
PEIMS Clerk		1	
Attendance Clerk		1	
Receptionist		1	
HEALTH SERVICES			
Nurse RN		1	
LVN		1	
LIBRARY/MULTIMEDIA			
Library Media Specialist		.5	Shared with HS
Library Aide		1	
EDUCATIONAL AIDES			
In-School Suspension		1	
Technology		1	
TEACHERS			
Staffing Formula: Classroom teacher allocation is determined by multiplying the projected enrollment by 1.17 (6 out of 7) and then dividing by student to teacher ratio (1:25) to determine the general teacher allocations.			
Classroom Teachers*			1:25
Physical Education Teachers			1:45
ESL/Newcomers Teacher**		1	
* Includes core and elective teachers.		**Bilingual/ESL is based on student need.	
BAND/CHOIR			
Band Course Enrollment	0-225	2	
	226-400	3	
Choir Course Enrollments	0-225	1	
	226-300	2	
Choir Accompanist (shared HS)		0.5	
SPECIAL EDUCATION TEACHERS*			
Resource/inclusion			1:12
Life skills/autism			1:4
Behavior			1:5
Special Education Aides		Based on Need	
*Special Education/Dyslexia staffing is based on student need.			

HIGH SCHOOL STAFFING GUIDELINES

Position	Enrollment	Allocation	Ratio/Info
ADMINISTRATION			
Principal		1	
Dean of Instruction		1	
Assistant Principal	Less than 1600 students	3	
	1601-2275	4	
Counselor	Less than 1600 students	3	
	1601-2275	4	
CCMR Counselor		1	
Testing Coordinator		1	
Armed Security/SRO		1	Portland Police
CLERICAL SUPPORT			
Principal Secretary		1	
Assistant Principal Secretary		1	
Registrar		1	
PEIMS Clerk		1	
Bookkeeper		1	
Attendance		1	
Counselor Secretary		1	
Receptionist		1	
Fine Arts Secretary		1	
HEALTH SERVICES			
Nurse RN		1	
LVN		1	
LIBRARY/MEDIA			
Library Media Specialist		0.5	
Library Aide		1	
EDUCATIONAL AIDES			
Credit Recovery		1	
Instructional Dual Credit		1	
In-School Suspension		1	
TEACHERS			
Staffing Formula: Classroom teacher allocation is determined by multiplying the projected enrollment by 1.17 (6 out of 7) and then dividing by student to teacher ratio (1:25) to determine the general teacher allocations.			
Classroom Teachers*			1:25
Physical Education Teachers			1:45
ESL/Newcomers Teacher**		1	
* Includes core and elective teachers		**Bilingual/ESL is based on student need	

HIGH SCHOOL STAFFING GUIDELINES CONTINUED

Position	Enrollment	Allocation	Ratio
BAND/CHOIR			
Band Course Enrollment	0-225	2	
	226-400	3	
Choir Course Enrollments	0-225	1	
	226-300	2	
Choir Accompanist (shared MS)		0.5	
SPED TEACHERS			
Resource/inclusion			1:15
Life skills/autism			1:4
Behavior			1:6
Special Education Aides		Based on need	
Special Education/Dyslexia staffing is based on student need			
DAEP/WLC STAFF			
Teachers		4	SCE Funds
Instructional Aides		1	SCE Funds
Clerical Support		1	SCE Funds

ATHLETIC STAFFING GUIDELINES

MIDDLE SCHOOL ATHLETICS		
Sport	Allocation	Positions
General	4	Boys Coordinator: 1 Girls Coordinator: 1 Athletic Trainer: 1 Intramurals Coord.: 1
Cheer	2	Head Coach: 1 Assistant Coach: 1
Cross Country	1	Head Coach: 0 Assistant Coach: 1
Boys Basketball	4	Head Coach: 0 Assistant Coach: 4
Girls Basketball	4	Head Coach: 0 Assistant Coach: 4
Football	7	Head Coach: Boys Coordinator Assistant Coach: 6
Tennis	2	Head Coach: 0 Assistant Coach: 2
Track (Boys & Girls)	10	Head Coach: 0 Assistant Coach: 10
Volleyball	3	Head Coach: 0 Assistant Coach: 3

HIGH SCHOOL ATHLETICS		
Sport	Allocation	Positions
General	7	Assistant Athletic Director: 2 Athletic Trainer: 2 Comm. Web Rep: 2 Athletic Secretary: 1
Baseball	3	Head Coach: 1 Assistant Coach: 2
Cheer	2	Head Coach: 1 Assistant Coach: 1
Cross Country	3	Head Coach: 1 Assistant Coach: 2
Boys Basketball	3	Head Coach: 1 Assistant Coach: 2
Girls Basketball	3	Head Coach: 1 Assistant Coach: 2
Football	14	Head Coach: Athletic Director: 1 Asst. Head Coach: 1 Offensive Coordinator: 1 Defensive Coordinator: 1 Assistant Coach: 10
Golf	2	Head Coach: 1 Assistant Coach: 1
Powerlifting	2	Head Coach: 1 Assistant Coach: 1
Boys Soccer	4	Head Coach: 1

		Assistant Coach: 3
Girls Soccer	3	Head Coach: 1 Assistant Coach: 2
Softball	3	Head Coach: 1 Assistant Coach: 2
Swim	1	Head Coach: 1 Assistant Coach: 0
Tennis	3	Head Coach: 1 Assistant Coach: 2
Track (Boys & Girls)	10	Head Coach: 2 Assistant Coach: 8
Volleyball	3	Head Coach: 1 Assistant Coach: 2

Athletic Staff Utilization Guidelines

The following staffing utilization guidelines have been developed based on the following for the upcoming 2025-2026 high school master schedule:

- Football was not included in the student/coach ratios, as football practice occurs in the morning and overlaps with the first period of the instructional day

**** These guidelines are subject to the academic master schedule as priority if a teacher is needed to fill a necessary class period***

- All personnel designated as an Assistant Athletic Director shall:
 - Count in the student/coach ratio
 - Support district/campus goals (i.e. dropout intervention, cover campus administrative duties, conduct wildcat walks) and any other duties as assigned by the district
- All personnel designated as head coach may:
 - Be assigned one athletic period for designated sport
- All designated assistant coaches:
 - Teach a minimum of four (4) classes (not including athletic periods)

High School

- How many athletic periods are permitted for coaches:
 - Maximum of 2 athletic periods for each coach
 - Head coaches that coach one sport:
 - One athletic period
 - Head coaches that coach two sports:
 - Two athletic periods
 - Asst. coaches that coach two sports (prioritizing HS staff):
 - One athletic period unless participation numbers meet the following for 2nd sport:
 - 15-25 players: 1 assistant coach
 - 26-50 players: 2 assistant coaches
 - 51-75 players: 3 assistant coaches
 - 76-100 players: 4 assistant coaches
- Seven (7) period day: All coaches must teach a minimum of 4 periods, not including conference
- Which high school employees/coaches are eligible to have a Middle School athletic period?
 - Head coaches of MS aligned sport (one (1) period allowed)

- Girls and Boys Basketball, Volleyball, Football, Girls and Boys Tennis (including OC/DC)

Middle School

****Subject to academic master schedule as priority if a teacher is needed to fill a necessary class period***

Additional Recommended Guidelines (All Campuses)

Exceptions to Staffing Guidelines

Exceptions to the staff use section shall only occur if a waiver is submitted by a campus administrator and approved by the Superintendent's Cabinet. The request to vary the process shall include:

- a) A rationale for the request of variance.
- b) A clear expectation of the intended outcomes.
- c) A clearly defined methodology for measuring the success of the variance as compared to the intended outcomes.
- d) The estimated financial impact.
- e) Collateral impacts. (One example might be a request to add an additional conference period to a content area teacher. A natural collateral impact might be increased class sizes and teacher to student ratio for that particular period or throughout the day.)
- f) Sunset date and / or next steps if data verifies intended outcomes are met.

Request for Additional Allocation(s):

Exceptions to student/teacher target ratios can be requested based on existing staff. The request for exception must include the program rationale for the exception as it relates specifically to student achievement and/or an objective in the school's strategic plan, submitted by a campus administrator and approved by the Superintendent's Cabinet.

Planning and Preparation Time

Each classroom teacher is entitled to at least 450 minutes within each two-week period for instructional preparation, including parent-teacher conferences, evaluating students' work, and planning. A planning and preparation period under this section may not be less than 45 minutes within the instructional day. During a planning and preparation period, a classroom teacher may not be required to participate in any other activity that impedes the required 450 minutes.

Conference Periods

Each teacher will be assigned a conference period, and that conference period will be reflected in the master schedule.

Special Education Allocations

Based on the needs of the campus, unit type and location will be designated by the Special Education Department at the end of each school for the upcoming school year. Staffing allocations will be determined by the needs of the students being served at the local campus. The Special Education Department will distribute on an annual basis.

Additional Recommended Guidelines (Secondary Only)

Instructional Staff Utilization

All personnel designated as a teacher shall:

- Teach six out of seven class periods on a seven-period schedule (excluding an advisory period).
- Specialty areas may be identified by the District in which staffing utilization may vary.
- Core content teachers will generally be assigned no more than 3 contents so that the need for multiple preps is limited. This may vary for CTE, Fine Arts, Athletic Coaches and other teachers as approved by the Executive Director of School Leadership.
- Duty may be assigned to teachers. Duty assignments shall not interfere with the 30-minute duty free lunch time, or the time legally allotted for conference periods.

Unassigned Periods

In the event a teacher's schedule is not complete or has open periods, and all sections are to be accounted for in the master schedule for their perspective content, such teacher's may be assigned to additional duty to fulfill a complete schedule. Such assignments shall be reflected in the master schedule.

District Building Capacity	
Campus	Capacity
Early Childhood Center	760
Andrews Elementary	675
Austin Elementary	583
Clark Elementary	728
East Cliff Elementary	604
G-P Middle School	2,075
G-P High School	2,275

*The Human Resources Department shall initiate the evaluation and review process five percentage points below the maximum threshold with respect to adding or removing a position based on student enrollment. The variance shall be monitored for 30 school days (staffing review period) before any personnel adjustments.