

# DOINGWHATWORKS



SAMPLE MATERIAL

## Elementary Staffing Plan

Young Scholars' Academy for Discovery and Exploration, New York

**Topic:** Turning Around Chronically Low-Performing Schools

**Practice:** Committed Staff

This *Elementary Staffing Plan* helped administrators at Young Scholars' Academy for Discovery and Exploration understand the staffing needs of their newly restructured school. This plan allowed the administrators to better visualize the core programs they were looking to support, the students served, and the number and types of teachers needed to support instructional goals.

Administrators of new or restructured schools can use this example to guide the development of their own staffing plan for both core and ancillary staff. It can also be useful as a model for setting instructional priorities and assessing an existing staffing plan.

*NSI F Pre-Service 2008: Session 5: Staffing Plans and Hiring  
March 12, 2008*

**NEW SCHOOL INTENSIVE 2008  
ELEMENTARY STAFFING PLAN**

School: Young Scholars' Academy for Discovery and Exploration  
Leader: Danika LaCroix

**Priorities for Staffing Plan:**

*Beyond the core areas, what is driving your staffing plan? List your wish list for hiring staff.*

1. Reading Recovery
2. Social Worker
3. Literacy and Math Coach (upper and lower grades)

**Current Staffing Plan:**

*Based on your priorities above, write the number of licensed teachers in each area that you plan to hire:*

\_\_\_\_\_ pre-K    \_\_1\_\_ K    \_\_\_\_\_ multi – age ( e.g. K-1 team teaching )

\_\_1\_\_ gr 1    \_\_1\_\_ gr 2    \_\_2\_\_ gr 3    \_\_2\_\_ gr 4    \_\_2\_\_ gr 5    \_\_\_\_\_ gr 6

\_\_4\_\_ special ed    \_\_1\_\_ ESL

\_\_1\_\_ Science    \_\_\_\_\_ Music    \_\_\_\_\_ Art    \_\_1\_\_ Librarian    \_\_\_\_\_ Drama/ storyteller

\_\_1\_\_ Dance    \_\_\_\_\_ Other ( e.g. literacy coach, math coach) \_\_\_\_\_

\_\_\_\_\_ Other \_\_\_\_\_

\_\_1\_\_ Guidance    \_\_1\_\_ Social Worker

**Priorities for scheduling:** *For example, longer blocks, extended day, etc – choose 3 only*

1. 90 minute block for literacy and mathematics
2. One day per week double prep for PD
3. School-wide enrichment program