
DEFINE SCHOOL STAFFING ALLOCATIONS (HR-P004)

SAINT LOUIS PUBLIC SCHOOLS

1.0 SCOPE:

- 1.1 This procedure discusses the process that is used to define school staffing allocations for Saint Louis Public Schools.

The online version of this procedure is official. Therefore, all printed versions of this document are unofficial copies.

2.0 RESPONSIBILITY:

- 2.1 Human Resource Technician

3.0 APPROVAL AUTHORITY:

- 3.1 Human Resource Chief Officer

4.0 DEFINITIONS:

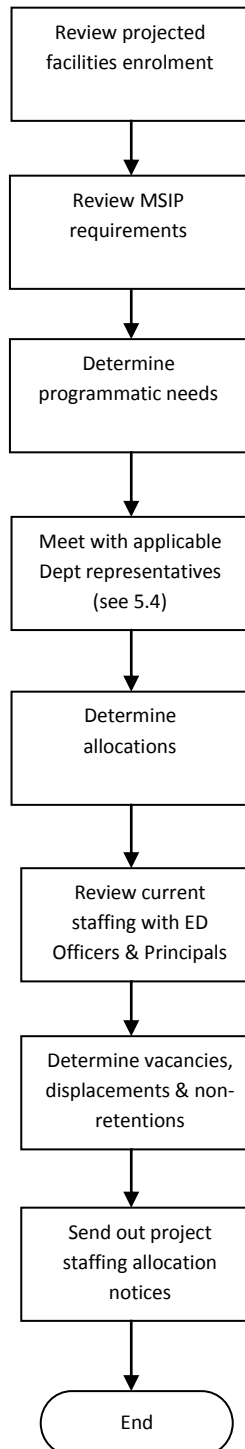
- 4.1 MSIP – Missouri School Improvement Plan

5.0 PROCEDURE:

- 5.1 Review projected facility enrollments
- 5.2 Review MSIP requirements
- 5.3 Determine the programmatic needs (i.e., Magnet, ESOL, Special Ed, etc.)
- 5.4 Meet with Education Officers, principals, HR Liaisons, representatives from Budget, Planning, Special Education, and Special Services.
- 5.5 Depending on the program needs, the meeting may also include representatives from Title I, ESOL, Early Childhood, and Curriculum.
- 5.6 Decide on any adjustments.
- 5.7 Review current staff with Education Officers and principals.
- 5.8 Determine vacancies, displacements, and non-retentions
- 5.9 Send notices regarding projected staffing allocations to Education Officers, principals, and appropriate departments as needed
- 5.10A flowchart detailing the Steps of this process can be found in Exhibit A.

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EXHIBIT A



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6.0 ASSOCIATED DOCUMENTS:

6.1 Projected Facility Enrollment

6.2 MSIP requirements

7.0 RECORD RETENTION TABLE:

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
Projected Staffing Allocations			Discard as desired	

8.0 REVISION HISTORY:

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
04/02/08		Initial Release

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