

Introduction to the Staffing and Scheduling Tool

This tool is designed to help schools determine the total # and types of teachers needed based on their school's bell schedule, course offerings, and projected enrollment for each course. The tool also allows schools to draft teacher assignments based on the courses and sections needed.

The dataviews below are only illustrative; please input your school's in the tab, "Step 1 & 2- Inputs"

STEP 1: INPUT BASELINE INFORMATION

1a Enter your school's name

| | |
|-------------|-----------|
| School Name | Sample HS |
|-------------|-----------|

1b How many students are in each grade level?
Note: this tool should include ELU/SWO students not including in general education enrollment

| Enter Grades in School | Total Students by grade |
|------------------------|-------------------------|
| 9th | 150 |
| 10th | 120 |
| 11th | 100 |
| 12th | 130 |
| Total | 500 |

1c How many periods do students have, and do teachers teach?
Note: For alternating day schedules, indicate the total number of courses in the rotation

| Enter Bell Schedule Period Structures | |
|---------------------------------------|---|
| #Periods in Student Day | 7 |
| #Periods Teachers Teach | 5 |

1d What is the course taking of a "typical" student in each grade level? How many periods of each major content area do they take?
Note: the total # should match the # Periods in Student Day from 1c.

| Grade Level | ELA | Math | Science | Social Studies | World Language | PE | Other | Total |
|-------------|-----|------|---------|----------------|----------------|----|-------|-------|
| 9th | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 7 |
| 10th | 1 | 1 | 1 | 1 | 1 | 1 | 2 | 7 |
| 11th | 1 | 1 | 1 | 1 | 1 | 1 | 3 | 7 |
| 12th | 1 | 1 | 1 | 1 | 1 | 1 | 3 | 7 |

The inputs here will pre-populate seats needed per courses in 2a. For students who deviate from the "typical" course schedule, make the appropriate changes in 2a.

STEP 2: DETERMINE TOTAL COURSES, CLASS SIZE, AND SEATS NEEDED FOR ALL STUDENTS

2a Enter course name, # of seats and class size maxes for each course

| Indicate Courses, #Seats Needed for Each Course & Class Size Maxes | | | | |
|--|------------------|---------------------|----------------|----------------------------|
| Note: Baseline #seats is derived from grade level enrollment assuming typical course sequence as outlined in 1c. Override as needed to identify accurate enrollment counts per course. | | | | |
| Content Area | Course Name | Typical Grade Level | Class Size Max | Total Student Seats Needed |
| ELA | ELA.1 | 9th | 25 | 150 |
| | ELA.2 | 10th | 25 | 120 |
| | ELA.3 | 11th | 30 | 100 |
| | ELA.4 | 12th | 30 | 100 |
| | AP English | 12th | 30 | 30 |
| Math | Algebra | 9th | 25 | 150 |
| | Geometry | 10th | 25 | 120 |
| | Algebra 2 | 11th | 30 | 100 |
| | Pre-Calculus | 12th | 30 | 90 |
| | Calculus | 12th | 30 | 40 |
| | Statistics | | 30 | 50 |
| Social Studies | World History | 9th | 25 | 150 |
| | US History | 10th | 25 | 120 |
| | European History | 11th | 30 | 100 |
| | Ethnic Studies | 12th | 30 | 130 |
| | Women's Studies | | 35 | 100 |
| Science | Biology | 9th | 25 | 150 |
| | Chemistry | 10th | 25 | 120 |
| | Physics | 11th | 30 | 100 |
| | Environmental | 12th | 30 | 80 |
| | AP Biology | 12th | 30 | 50 |
| World Languages | Spanish 1 | 9th | 30 | 75 |
| | Spanish 2 | 10th | 30 | 60 |
| | Spanish 3 | 11th | 30 | 50 |
| | French 1 | 9th | 30 | 75 |
| | French 2 | 10th | 30 | 60 |
| PE | AP Spanish | 11th | 30 | 50 |
| | PE | 9th | 35 | 150 |
| Other | Health | 10th | 35 | 120 |
| | Fine Arts | | 35 | 230 |
| | Theatre | | 30 | 110 |
| | Music | | 30 | 110 |
| | Computer Science | | 25 | 130 |
| Marketing | | 35 | 130 | |

2b Fore Review: Based on the inputs in 2a, are all students scheduled in every content area? Look at "Seats Left" to see how many more seats needed to be scheduled. Once there are "0" seats left, proceed to the next tab.

| # Seats Scheduled into Each Content Area | | | | For Reference |
|--|----------------------------|----------------------|--|----------------------------|
| Course | Total Student Seats Needed | % Students Scheduled | % Time in Content Area for Typical Student | Total Projected Enrollment |
| ELA | 500 | 100% | 14% | 500 |
| Math | 550 | 110% | 16% | |
| Social Studies | 600 | 120% | 17% | |
| Science | 500 | 100% | 14% | |
| World Languages | 370 | 74% | 11% | |
| PE | 270 | 54% | 8% | |
| Other | 710 | 142% | 20% | |
| Total Seats Allocated | 3,500 | 100% | 100% | |
| Total Seats Needed | 3,500 | | | |
| # of Seats Left | 0 | | | |

Tab 2a will pre-populate enrollment per course based on the inputs from 1d. You can override them based on your specific enrollment.

This helps identify how many seats are needed, based on the enrollment and period structure identified in Step 1. When Seats Left=0, there are enough seats for every student to take a full schedule.

2c For Review: Based on the inputs in 2a, are all students in a grade level scheduled for the right number of classes? This calculates the average # of classes per grade level and helps to identify which grade levels are under-scheduled. (Note: # will be off if there are blank/overridden enrollment in 2a) If all grade levels have the correct # of courses, or seats left in 2b is "0", proceed to next tab.

| Grade Level | # Classes |
|-------------|-----------|
| 9th | 5.0 |
| 10th | 5.0 |
| 11th | 6.0 |
| 12th | 3.0 |

Note, 2c is only accurate if there have been no manual overrides of the enrollment numbers that were pre-populated, and if all courses in 2a are listed by grade level.

STEP 2: REVIEW CALCULATION TABLES (OPTIONAL)

How do we calculate? We divide total seats needed for each course by the class size max to get a rounded-up total of sections (Col E). Then we divide total sections for each course by the number of teaching periods to get the estimated FTE by course and content area (Col G & H). Actual class size is determined by FTE need and total students. (Col F)

| Data from Inputs in Step 1 & 2 | | # SECTIONS NEEDED | ACTUAL AVERAGE CLASS SIZE | # FTE NEEDED | |
|--------------------------------|--------------|-------------------------|---------------------------|--------------|---------------------|
| Content Area | Course | Total # Sections Needed | Actual Class Size | FTE Needed | FTE by content area |
| ELA | ELA.1 | 6 | 25 | 1.2 | 4.0 |
| | ELA.2 | 5 | 24 | 1.0 | |
| | ELA.3 | 4 | 25 | 0.8 | |
| | ELA.4 | 4 | 25 | 0.8 | |
| | AP English | 1 | 30 | 0.2 | |
| Math | Algebra | 6 | 25 | 1.2 | |
| | Geometry | 5 | 24 | 1.0 | |
| | Algebra 2 | 4 | 25 | 0.8 | |
| | Pre-Calculus | 3 | 30 | 0.6 | |

This table displays the outputs of the inputs you entered in Step 1 and Step 2. There is no action item for this, but can be a helpful resource for identifying total number of staff needed, and sections needed per course. These outputs will be used in Step 3.

| | | | | | | |
|-----------------|------------------|----|----|-----|-----|-----|
| | Calculus | 30 | 2 | 20 | 0.4 | |
| | Statistics | 30 | 2 | 25 | 0.4 | |
| Social Studies | World History | 25 | 6 | 25 | 1.2 | 4.6 |
| | US History | 25 | 5 | 24 | 1.0 | |
| | European History | 30 | 4 | 25 | 0.8 | |
| | Ethnic Studies | 30 | 5 | 26 | 1.0 | |
| | Women's Studies | 35 | 3 | 33 | 0.6 | |
| Science | Biology | 25 | 6 | 25 | 1.2 | 4.6 |
| | Chemistry | 25 | 5 | 24 | 1.0 | |
| | Physics | 30 | 4 | 25 | 0.8 | |
| | Environmental | 30 | 3 | 27 | 0.6 | |
| | AP Biology | 30 | 2 | 25 | 0.4 | |
| World Languages | Spanish 1 | 30 | 3 | 25 | 0.6 | 2.8 |
| | Spanish 2 | 30 | 2 | 30 | 0.4 | |
| | Spanish 3 | 30 | 2 | 25 | 0.4 | |
| | French 1 | 30 | 3 | 25 | 0.6 | |
| | French 2 | 30 | 2 | 30 | 0.4 | |
| PE | AP Spanish | 30 | 2 | 25 | 0.4 | 1.8 |
| | PE | 35 | 5 | 30 | 1.0 | |
| Other | Health | 35 | 4 | 30 | 0.8 | 5.0 |
| | Fine Arts | 35 | 7 | 33 | 1.4 | |
| | Theatre | 30 | 4 | 28 | 0.8 | |
| | Music | 30 | 4 | 28 | 0.8 | |
| | Computer Science | 25 | 6 | 22 | 1.2 | |
| Marketing | 35 | 4 | 33 | 0.8 | | |

Inputs will be used in step 3 to draft teacher assignments.

STEP 3: UNDERSTAND TOTAL TEACHERS NEEDED & DRAFT INDIVIDUAL TEACHER ASSIGNMENTS

3a Review (No Action): How many teachers will this schedule require?
We divide total seats needed for each course by the class size max to get a rounded-up total of

| | |
|--|------|
| Total Teachers to Schedule | 27.2 |
| Running Total FTE in Schedule on Right | 4.0 |
| Remaining | 23.2 |

3b Enter teacher assignment scenarios for each teacher. Course titles need to match the course title on the left. This table calculates the number of sections left to schedule based on the # needed from the input tab.

| Key | |
|----------------------------------|--|
| Input Cells | |
| Calculation Cells - Do NOT Write | |

This indicates the # of teachers needed for this schedule, and subtracts from the number of teachers listed in 3a. When all teachers have been assigned courses, it will indicate "0" remaining.

This table is a repeat of the information from the output tab.

Use this table to enter staffing assignments. As you enter staff and course assignments, the table in 3a will update to reflect the remaining sections of each course left to schedule. When all sections are "0", you have assigned all of your sections to your teachers.

| Content Area | Course | Total Teachers needed by course | # Sections Left to Schedule | Tch # | Primary Content Area (Optional) | Course 1 | # Sections | Course 2 | # Sections | Course 3 | # Sections | # Courses Taught | Total # Sections | FTE (Sections/Tchng pds) | Other Notes |
|-----------------|------------------|---------------------------------|-----------------------------|-------|---------------------------------|----------|------------|------------|------------|----------|------------|------------------|------------------|--------------------------|-------------|
| ELA | ELA 1 | 1.2 | 0 | 1 | ELA | ELA1 | 5 | | | | | 1 | 5 | 1.0 | |
| | ELA 2 | 1.0 | 0 | 2 | ELA | ELA1 | 1 | ELA2 | 4 | | | 2 | 5 | 1.0 | |
| | ELA 3 | 0.8 | 0 | 3 | ELA | ELA2 | 1 | ELA3 | 4 | | | 2 | 5 | 1.0 | |
| | ELA 4 | 0.8 | 0 | 4 | ELA | ELA4 | 4 | AP English | 1 | | | 2 | 5 | 1.0 | |
| | AP English | 0.2 | 0 | 5 | | | | | | | | 0 | 0 | 0.0 | |
| | | | | 6 | | | | | | | 0 | 0 | 0.0 | | |
| | | | | 7 | | | | | | | 0 | 0 | 0.0 | | |
| | | | | 8 | | | | | | | 0 | 0 | 0.0 | | |
| | | | | 9 | | | | | | | 0 | 0 | 0.0 | | |
| Math | Algebra | 1.2 | 6 | 10 | | | | | | | | 0 | 0 | 0.0 | |
| | Geometry | 1.0 | 5 | | | | | | | | | 0 | 0 | 0.0 | |
| | Algebra 2 | 0.8 | 4 | | | | | | | | | 0 | 0 | 0.0 | |
| | Pre-Calculus | 0.6 | 3 | | | | | | | | | 0 | 0 | 0.0 | |
| | Calculus | 0.4 | 2 | | | | | | | | | 0 | 0 | 0.0 | |
| | Statistics | 0.4 | 2 | | | | | | | | 0 | 0 | 0.0 | | |
| | | | | 19 | | | | | | | 0 | 0 | 0.0 | | |
| | | | | 20 | | | | | | | 0 | 0 | 0.0 | | |
| | | | | 21 | | | | | | | 0 | 0 | 0.0 | | |
| | | | | 22 | | | | | | | 0 | 0 | 0.0 | | |
| Science | Biology | 1.2 | 6 | | | | | | | | | 0 | 0 | 0.0 | |
| | Chemistry | 1.0 | 5 | | | | | | | | | 0 | 0 | 0.0 | |
| | Physics | 0.8 | 4 | | | | | | | | | 0 | 0 | 0.0 | |
| | Environmental | 0.6 | 3 | | | | | | | | | 0 | 0 | 0.0 | |
| | AP Biology | 0.4 | 2 | | | | | | | | | 0 | 0 | 0.0 | |
| | | | | 25 | | | | | | | 0 | 0 | 0.0 | | |
| | | | | 26 | | | | | | | 0 | 0 | 0.0 | | |
| | | | | 27 | | | | | | | 0 | 0 | 0.0 | | |
| | | | | 28 | | | | | | | 0 | 0 | 0.0 | | |
| | | | | 29 | | | | | | | 0 | 0 | 0.0 | | |
| World Languages | Spanish 1 | 0.6 | 3 | | | | | | | | | 0 | 0 | 0.0 | |
| | Spanish 2 | 0.4 | 2 | | | | | | | | | 0 | 0 | 0.0 | |
| | Spanish 3 | 0.4 | 2 | | | | | | | | | 0 | 0 | 0.0 | |
| | French 1 | 0.6 | 3 | | | | | | | | | 0 | 0 | 0.0 | |
| | French 2 | 0.4 | 2 | | | | | | | | | 0 | 0 | 0.0 | |
| | AP Spanish | 0.4 | 2 | | | | | | | | 0 | 0 | 0.0 | | |
| | PE | 1.0 | 5 | | | | | | | | 0 | 0 | 0.0 | | |
| PE | Health | 0.8 | 4 | | | | | | | | | 0 | 0 | 0.0 | |
| | | | | 37 | | | | | | | | 0 | 0 | 0.0 | |
| | | | | 38 | | | | | | | 0 | 0 | 0.0 | | |
| Other | Fine Arts | 1.4 | 7 | | | | | | | | | 0 | 0 | 0.0 | |
| | Theatre | 0.8 | 4 | | | | | | | | | 0 | 0 | 0.0 | |
| | Music | 0.8 | 4 | | | | | | | | | 0 | 0 | 0.0 | |
| | Computer Science | 1.2 | 6 | | | | | | | | | 0 | 0 | 0.0 | |
| | Marketing | 0.8 | 4 | | | | | | | | | 0 | 0 | 0.0 | |
| | | | | 43 | | | | | | | 0 | 0 | 0.0 | | |
| | | | | 44 | | | | | | | 0 | 0 | 0.0 | | |
| | | | | 45 | | | | | | | 0 | 0 | 0.0 | | |

STEP 1: INPUT BASELINE INFORMATION

1a Enter your school's name
School Name

| Key |
|---------------------------------|
| Input Cells |
| Calculation Cells- Do NOT Write |

1b How many students are in each grade level?
Note: this tool should exclude EL/2WD students not including in general education enrollment

| Enter Grades in School | Total Students by grade |
|------------------------|-------------------------|
| 9th | |
| 10th | |
| 11th | |
| 12th | |
| Total | 0 |

1c How many periods do students have, and do teachers teach?
Note: For alternating day schedules, indicate the total number of courses in the rotation

| Enter Bell Schedule Period Structures | |
|---------------------------------------|--|
| #Periods in Student Day | |
| #Periods Teachers Teach | |

1d What is the course taking of a "typical" student in each grade level? How many periods of each major content area do they take?
Note: the total # should match the #Periods in Student Day from 1c.

| Grade Level | ELA | Math | Science | Social Studies | World Language | PE | Other | Total |
|-------------|-----|------|---------|----------------|----------------|----|-------|-------|
| 9th | | | | | | | | 0 |
| 10th | | | | | | | | 0 |
| 11th | | | | | | | | 0 |
| 12th | | | | | | | | 0 |

STEP 2: DETERMINE TOTAL COURSES, CLASS SIZE, AND SEATS NEEDED FOR ALL STUDENTS

2a Enter course name, # of seats and class size maxes for each course

Indicate Courses, # Seats Needed for Each Course & Class Size Maxes
Note: Baseline #seats is derived from grade level enrollment assuming typical course sequence as outlined in 1c.
Override as needed to identify accurate enrollment counts per course.

| Content Area | Course Name | Typical Grade Level | Class Size Max | Total Student Seats Needed |
|-----------------|-------------|---------------------|----------------|----------------------------|
| ELA | | | | |
| | | | | |
| | | | | |
| | | | | |
| Math | | | | |
| | | | | |
| | | | | |
| | | | | |
| Social Studies | | | | |
| | | | | |
| | | | | |
| | | | | |
| Science | | | | |
| | | | | |
| | | | | |
| | | | | |
| World Languages | | | | |
| | | | | |
| | | | | |
| | | | | |
| PE | | | | |
| | | | | |
| | | | | |
| | | | | |
| Other | | | | |
| | | | | |
| | | | | |
| | | | | |

2b For Review: Based on the inputs in 2A, are all students scheduled in every content area?
Look at "Seats Left" to see how many more seats needed to be scheduled. 2c provides additional information on the types of seats needed.
Once there are "0" seats left, proceed to the next tab

| # Seats Scheduled into Each Content Area | | | | For Reference |
|--|----------------------------|----------------------|--|----------------------------|
| Course | Total Student Seats Needed | % Students Scheduled | % Time in Content Area for Typical Student | Total Projected Enrollment |
| ELA | 0 | #DIV/0! | #DIV/0! | 0 |
| Math | 0 | #DIV/0! | #DIV/0! | |
| Social Studies | 0 | #DIV/0! | #DIV/0! | |
| Science | 0 | #DIV/0! | #DIV/0! | |
| World Languages | 0 | #DIV/0! | #DIV/0! | |
| PE | 0 | #DIV/0! | #DIV/0! | |
| Other | 0 | #DIV/0! | #DIV/0! | |
| Total Seats Allocated | 0 | #DIV/0! | #DIV/0! | |
| Total Seats Needed | 0 | #DIV/0! | #DIV/0! | |
| # of Seats Left | 0 | #DIV/0! | #DIV/0! | |

2c For Review: Based on the inputs in 2A, are all students in a grade level scheduled for the right number of classes?
This calculates the average # of classes per grade level and helps to identify which grade levels are under-scheduled. (Note: # will be off if there are blank/overridden enrollment in 2a)
If all grade levels have the correct # of courses, or seats left in 2b is "0", proceed to next tab.

| Grade Level | # Classes |
|-------------|-----------|
| 9th | 0.0 |
| 10th | 0.0 |
| 11th | 0.0 |
| 12th | 0.0 |

STEP 3: UNDERSTAND TOTAL TEACHERS NEEDED & DRAFT INDIVIDUAL TEACHER ASSIGNMENTS

3a

Review (No Action): How many teachers will this schedule require? We divide total seats needed for each course by the class size max to get a rounded-up total of sections (Col E). Then we divide total sections for each course by the number of teaching periods to get the estimated FTE by course and content area (Col G & H).

| | |
|--|-----|
| Total Teachers to Schedule | 0.0 |
| Running Total FTE in Schedule on Right | 0.0 |
| Remaining | 0.0 |

| Content Area | Course | Total Teachers needed by course | #Sections Left to Schedule |
|-----------------|--------|---------------------------------|----------------------------|
| ELA | | | - |
| | | | - |
| | | | - |
| | | | - |
| | | | - |
| Math | | | - |
| | | | - |
| | | | - |
| | | | - |
| | | | - |
| Social Studies | | | - |
| | | | - |
| | | | - |
| | | | - |
| | | | - |
| Science | | | - |
| | | | - |
| | | | - |
| | | | - |
| | | | - |
| World Languages | | | - |
| | | | - |
| PE | PE | | - |
| | | | - |
| Other | | | - |
| | | | - |
| | | | - |
| | | | - |
| | | | - |
| | | | - |
| | | | - |
| | | | - |
| | | | - |
| | | | - |
| | | | - |
| | | | - |
| | | | - |
| | | | - |
| | | | - |

3b

For Action: Draft teacher assignments of course/content areas. Enter teacher assignment scenarios for each teacher. Course titles need to match the course title on the left. Table 3a calculates the number of sections left to schedule based on the #needed from the inputs tab.

| |
|---------------------------------|
| Key |
| Input Cells |
| Calculation Cells- Do NOT Write |

| Tch # | Primary Content Area (Optional) | Course 1 | # Sections | Course 2 | # Sections | Course 3 | # Sections | # Courses Taught | Total # Sections | FTE (Sections/Teaching pds) | Other Notes |
|-------|---------------------------------|----------|------------|----------|------------|----------|------------|------------------|------------------|-----------------------------|-------------|
| 1 | | | | | | | | 0 | 0 | | |
| 2 | | | | | | | | 0 | 0 | | |
| 3 | | | | | | | | 0 | 0 | | |
| 4 | | | | | | | | 0 | 0 | | |
| 5 | | | | | | | | 0 | 0 | | |
| 6 | | | | | | | | 0 | 0 | | |
| 7 | | | | | | | | 0 | 0 | | |
| 8 | | | | | | | | 0 | 0 | | |
| 9 | | | | | | | | 0 | 0 | | |
| 10 | | | | | | | | 0 | 0 | | |
| 11 | | | | | | | | 0 | 0 | | |
| 12 | | | | | | | | 0 | 0 | | |
| 13 | | | | | | | | 0 | 0 | | |
| 14 | | | | | | | | 0 | 0 | | |
| 15 | | | | | | | | 0 | 0 | | |
| 16 | | | | | | | | 0 | 0 | | |
| 17 | | | | | | | | 0 | 0 | | |
| 18 | | | | | | | | 0 | 0 | | |
| 19 | | | | | | | | 0 | 0 | | |
| 20 | | | | | | | | 0 | 0 | | |
| 21 | | | | | | | | 0 | 0 | | |
| 22 | | | | | | | | 0 | 0 | | |
| 23 | | | | | | | | 0 | 0 | | |
| 24 | | | | | | | | 0 | 0 | | |
| 25 | | | | | | | | 0 | 0 | | |
| 26 | | | | | | | | 0 | 0 | | |
| 27 | | | | | | | | 0 | 0 | | |
| 28 | | | | | | | | 0 | 0 | | |
| 29 | | | | | | | | 0 | 0 | | |
| 30 | | | | | | | | 0 | 0 | | |
| 31 | | | | | | | | 0 | 0 | | |
| 32 | | | | | | | | 0 | 0 | | |
| 33 | | | | | | | | 0 | 0 | | |
| 34 | | | | | | | | 0 | 0 | | |
| 35 | | | | | | | | 0 | 0 | | |
| 36 | | | | | | | | 0 | 0 | | |
| 37 | | | | | | | | 0 | 0 | | |
| 38 | | | | | | | | 0 | 0 | | |
| 39 | | | | | | | | 0 | 0 | | |
| 40 | | | | | | | | 0 | 0 | | |
| 41 | | | | | | | | 0 | 0 | | |
| 42 | | | | | | | | 0 | 0 | | |
| 43 | | | | | | | | 0 | 0 | | |
| 44 | | | | | | | | 0 | 0 | | |
| 45 | | | | | | | | 0 | 0 | | |
| 46 | | | | | | | | 0 | 0 | | |
| 47 | | | | | | | | 0 | 0 | | |
| 48 | | | | | | | | 0 | 0 | | |
| 49 | | | | | | | | 0 | 0 | | |
| 50 | | | | | | | | 0 | 0 | | |
| 51 | | | | | | | | 0 | 0 | | |
| 52 | | | | | | | | 0 | 0 | | |
| 53 | | | | | | | | 0 | 0 | | |
| 54 | | | | | | | | 0 | 0 | | |
| 55 | | | | | | | | 0 | 0 | | |
| 56 | | | | | | | | 0 | 0 | | |
| 57 | | | | | | | | 0 | 0 | | |
| 58 | | | | | | | | 0 | 0 | | |
| 59 | | | | | | | | 0 | 0 | | |
| 60 | | | | | | | | 0 | 0 | | |