



HAMILTON COUNTY DEPARTMENT OF EDUCATION

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Jim Scales, Ph.D.
Superintendent

MEMORANDUM

TO: Principals
Assistant Principals

FROM: Jim Scales, Ph.D. *[Signature]*
Superintendent

DATE: January 26, 2009

RE: Assistant Principals

The Hamilton County Department of Education is facing financial hurdles as we prepare our 2009-2010 operating budget. One of the areas where we are overstaffed and need to make reductions is the position of assistant principal. We realize the BEP is a funding formula and not a staffing formula, but we have 63.50 assistant principals for which we do not receive funding. Assistant principals are critical to the day-to-day operations of our schools, and the position serves as a potential pool for future principals.

We have developed a staffing ratio for assistant principals starting with the 2009-2010 budget. The ratio is based on student enrollment in each school. The student enrollment will dictate the number of assistant principals per school as follows:

Middle/High Schools (This formula includes all configurations.)

0-650	1
651-1,150	2
1,151-1,650	3
1,651 +	4

Elementary Schools – Earn An Assistant Principal

Six (6) Highest Poverty Schools	1
Title Schools - 500+	1
Regular Elementary - 600+	1
Title Schools - 350+	.5

“Investing In Our Future”

Elementary Schools – Sharing An Assistant Principal

Barger Academy/McBrien Elementary	1 (.5/.5)
Brown Academy/Battle Academy	1 (.5/.5)
Rivermont Elementary/Hixson Elementary	1 (.5/.5)
Lakeside Academy/Harrison Elementary	1 (.5/.5)

All current assistant principals shall be placed in an assistant principal pool, and principals will be given the opportunity to select their assistant principal along with the assistance of the Area Superintendents and Area Directors. Principals will have the opportunity to select their current assistant principal(s) or other assistants from the pool. Title I funds will not be used to hire assistant principals. Assistant principals that are not selected will be placed in a teaching position that matches their certification.

We shall start this process after February 11, 2009, once we determine who takes the Retirement Incentive. Assistant principals have seniority/tenure as teachers but not as assistant principals.

c: Executive Leadership Team
Hamilton County Board of Education