Human Resources Recommendation for

Staffing Spring 2021

Staffing Personnel
to Support Student Success

- Technology

- Guidance and Counseling

- Academic (time and tutoring)

  - Saturday School

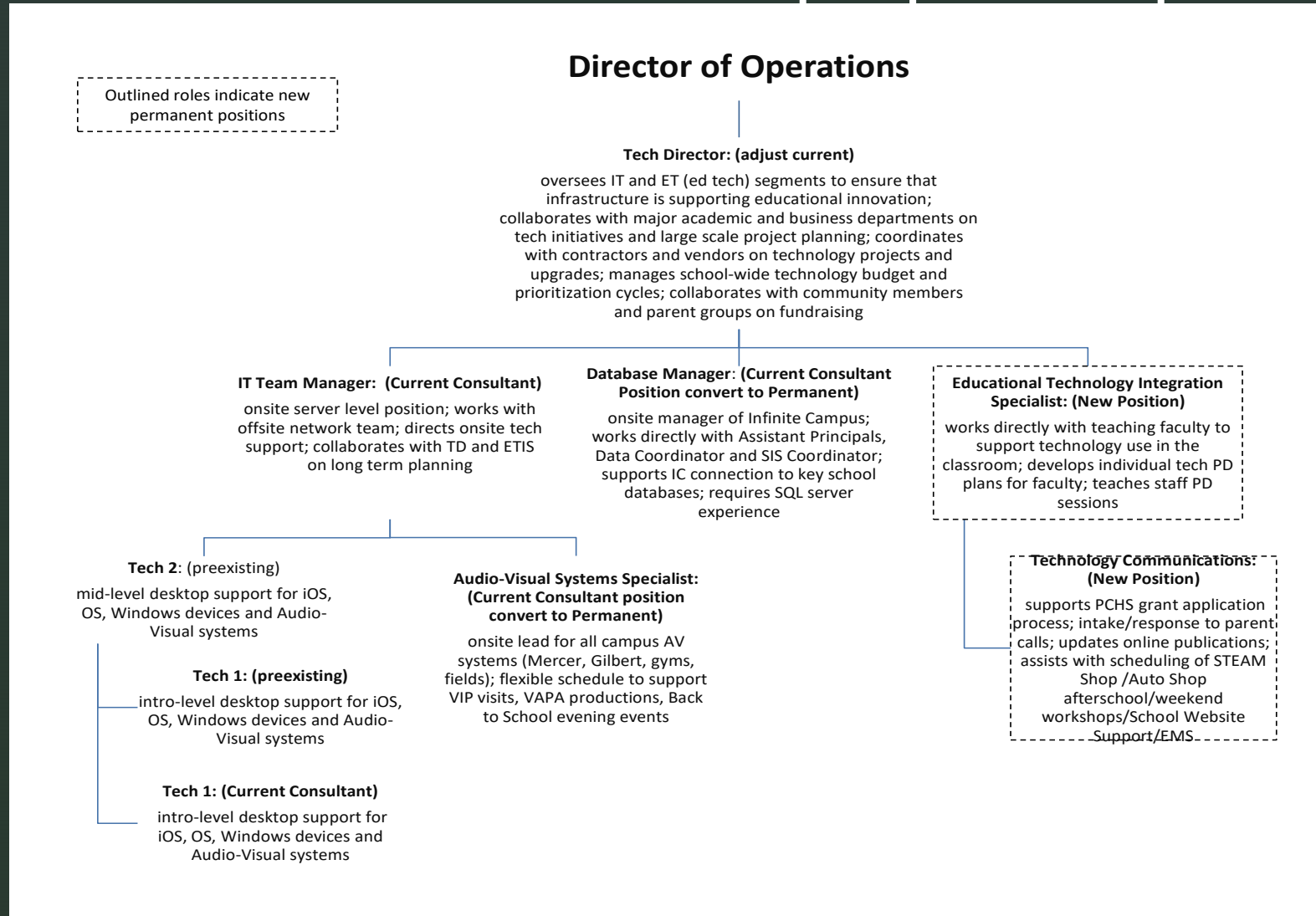   - Math & English

Part ONE

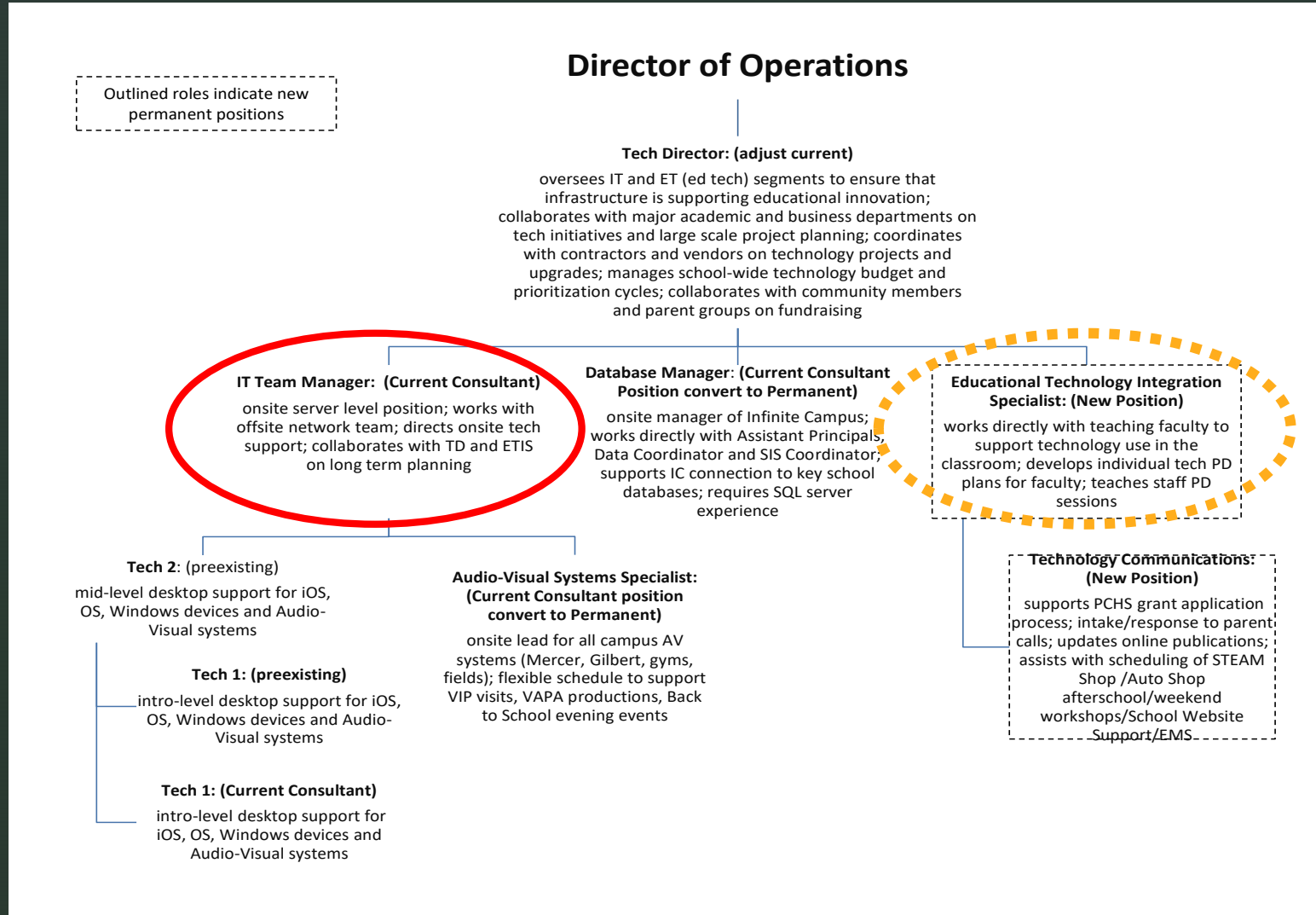- Technology Department

Technology Support

- History and Context

- Current Staffing Status

- Future Goals

  - Recommend to hire one new position

Historical Context - Tech proposal April 2014

Director of Operations

Outlined roles indicate new permanent positions

Tech Director: (adjust current)

oversees IT and ET (ed tech) segments to ensure that infrastructure is supporting educational innovation; collaborates with major academic and business departments on tech initiatives and large scale project planning; coordinates with contractors and vendors on technology projects and upgrades; manages school-wide technology budget and prioritization cycles; collaborates with community members and parent groups on fundraising

IT Team Manager: (Current Consultant)

onsite server level position; works with offsite network team; directs onsite tech support; collaborates with TD and ETIS on long term planning

Database Manager: (Current Consultant Position convert to Permanent)

onsite manager of Infinite Campus; works directly with Assistant Principals, Data Coordinator and SIS Coordinator; supports IC connection to key school databases; requires SQL server experience

Educational Technology Integration Specialist: (New Position)

works directly with teaching faculty to support technology use in the classroom; develops individual tech PD plans for faculty; teaches staff PD sessions

Tech 2: (preexisting)

mid-level desktop support for iOS, OS, Windows devices and Audio-Visual systems

Tech 1: (preexisting)

intro-level desktop support for iOS, OS, Windows devices and Audio-Visual systems

Tech 1: (Current Consultant)

intro-level desktop support for iOS, OS, Windows devices and Audio-Visual systems

Audio-Visual Systems Specialist: (Current Consultant position convert to Permanent)

onsite lead for all campus AV systems (Mercer, Gilbert, gyms, fields); flexible schedule to support VIP visits, VAPA productions, Back to School evening events

Technology Communications: (New Position)

supports PCHS grant application process; intake/response to parent calls; updates online publications; assists with scheduling of STEAM Shop /Auto Shop afterschool/weekend workshops/School Website Support/EMS

Tech Department – current January 2021

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Tech across all areas

Information Technology

- IT Director
- Tech Team Lead
- Tech I & II *day to day support*

Educational Technology

- Ed Tech Coordinator
- Tech Coaches
- A/V Specialist

Information Databases

- Database Manager - Infinite Campus
- SIS Coordinator CalPADS

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- Under Staffed

  - 2014 recommended staff of 9+ people

  - 2020 currently have a staff of 7 people across all areas, only 4 in IT

    - Unfilled Ed Tech Coordinator – Open position

    - Missing Tech Team Lead – Proposed position

- Under Staffing resulting in 80-100+ hour weeks for the Dir. of Technology

  - Currently Tech Dir. is only one able to respond to server or system wide disruptions

  - Does not allow for Tech Dir. to take personal time off – always on call

  - This must be remedied

Across School Comparison

Name of School	Student Population	Technology Department Personnel (IT Tech Specific Department Noted)
Four Largest Conversion Charters		
Palisades Charter High School	3,000	4 in IT tech support, includes 1 Dir. and 3 Tech Assts. 1 open Ed Tech and 2 SIS/CALPADS data
Birmingham Charter High School	3,165	3 in IT tech support, 3 in Ed Tech including coaching & 2 CALPADS/data
El Camino Charter High School	3,523	2 Dir./Mgrs. + 6 in IT tech support The Chief Information Officer fills the role of teacher/leader for Ed Tech
Granada Hills Charter High School	4,739	5 in IT tech support that includes 2 Mgrs. & 3 Assts. 3 in SIS/CalPADS data + one programmer
Other School Districts		
Santa Monica High School	2,857	Tech Dir. + 14 IT tech support personnel CalPADS and data support separate
Beverly Hills High School	1,384	2 IT Tech Assts. provide tech support and 2 Specialist
Mira Costa High School	2513	10 : 9 IT tech help alone for the district wide 6,300

Tech Team Lead

- Would reduce turnaround time on support calls

- Skilled individual that the Tech I & II can turn to for difficult support scenarios

- Knowledgeable of physical and virtual server environments, networking, firewalls, web filters, PBX phone systems, end point management, as well as Azure and Gsuite cloud productivity applications

Part TWO

- Guidance Counseling Department

Guidance and Counseling Support

- Current Workload Status in Context

- Similar School Comparison

- Effective Staffing

  - Recommend to hire one additional position

Caseload Comparison

- American School Counselor Association recommends a School Counselor to student ratio of 1:250

- Comparison chart on next slide shows

  - Palisades counselor caseload is 1:428

  - Birmingham counselor caseload 1:351

- Hiring one additional School Counselor would reduce the student caseload to 1:375 allowing for increased interaction with each student and their parents

Similar School Caseload Comparison

Name of School	Student Population	Number of School Guidance Counselors	Counselor Caseload
Four Largest Conversion Charters			
Palisades Charter High School	3,000	7 Academic Counselors at Pali (+ 1 at Pali Academy = total 8)	1:428
Birmingham Charter High School	3,165	9 Academic Counselors	1:351
El Camino Charter High School	3,523	9 Academic Counselors	1:391
Granada Hills Charter High School	4,739	12 Academic Counselors	1:394
Other School Districts			
Santa Monica High School	2,857	10 Academic Advisors	1:285
Beverly Hills High School	1,384	7 Academic Counselors	1:197

Part THREE

- Staffing for Student Academic Success

Staffing for Student Success in eLearning

- Fall 2020 support had positive results

- Spring 2021 supporting student success

  - Saturday School

    - Math & English

Staffing for Student Success in eLearning

- Saturday School

  - Begins again February 2021

  - Hours: 8:30 am to 1:00pm

  - Personnel: total of 12 staff including teachers and tutor support for English, Math and Social Sciences

- Math and English support

  - PCHS LCAP defines a need for math paraprofessionals

Conclusion

- Thank you for your time and support of appropriate staffing levels to empower student success!