



WORTHINGTON CITY SCHOOL DISTRICT
200 East Wilson Bridge Road
Worthington, Ohio 43085

Phone 614-450-6037

Fax 614-883-3119

Jeble@wscloud.org

MEMORANDUM

TO: File
FROM: Jeffrey J. Eble, Director, Business Services
SUBJ: Clerical staffing comparison considerations
DATE: December 15, 2015

We looked at peer districts to compare Clerical staffing (Hilliard, Upper Arlington, Dublin and Olentangy) and compared them both on a per 1000 student ratio and a FTE per site basis.

Clerical comparisons are difficult as they are not always apples to apples unless you compare down to line by line for job descriptions, they will be similar but not exact.

Elementary and middle secretaries often fill many roles from clerical to clinic, to counselor, to disciplinarian.

High school secretaries also fill many roles and may have varying duties between districts depending on administrative tasks and overall building operation.

The chart attached shows an overall staffing rate of 3.8 secretaries per 1,000 students at Worthington and a peer average of 3.64. The range is from 3.09 to 4.23.

The chart also compares individual Worthington buildings against the peer average and shows the difference, as well as the typical FTE at each site and the difference. The FTE for all districts was 2 per elementary and 3 per middle school, but at the high school varied from 4 to 11. Worthington's FTE is 1 at the elementary, 2 per middle and 9 at the high schools. In all instances there is some unquantified level of assistance from building aides and others during peak times.

Worthington is fairly uniform (overall only .2 variation from peer average) with the exception of smaller sites such as Phoenix and Linworth where there is a smaller population, but an FTE presence is needed all day.

Considerations

- On a peer FTE basis reduce 1-2 secretaries at the high schools and share with elementaries and middle schools to equalize deficits.
- On a peer FTE basis reduce 1-2 secretaries at the high schools and re assign one each to Evening Street, Slate Hill and Worthington Estates to equalize deficits.
- Any adjustment will require further examination of specific tasks, job duties and supporting staff at the adjusting sites.

	students	clerical	clerical/student		3.63/1000 average	Difference	peer fte/buiding	Difference
Bluffsview	459	1	459		1.666	-0.666	2	-1
Brookside	345	1	345		1.252	-0.252	2	-1
Colonial Hills	402	1	402		1.459	-0.459	2	-1
Evening Street	579	1	579		2.102	-1.102	2	-1
Granby	441	1	441		1.601	-0.601	2	-1
Liberty	513	1	513		1.862	-0.862	2	-1
Slate Hill	559	1	559		2.029	-1.029	2	-1
Sutter Park	178	1	178		0.646	0.354	2	-1
Wilson Hill	494	1	494		1.793	-0.793	2	-1
Wo. Estates	677	1	677		2.458	-1.458	2	-1
Wo. Hills	461	1	461		1.673	-0.673	2	-1
Wo. Park	447	1	447		1.623	-0.623	2	-1
McCord	503	2	252		1.826	0.174	2.75	-1
Phoenix	164	1	164		0.595	0.405	n/a	n/a
Worthingway	397	2	199		1.668	0.332	2.75	-1
Kilbourne	376	2	188		1.365	0.635	2.75	-1
Linworth	112	1	57		0.407	0.593	n/a	n/a
TWHS	1,733	9	871		6.291	2.709	7.25	2
WKHS	1242	9	626		4.508	4.492	7.25	2
Total Clerical	9,970	38 FTE			36.8 FTE		HS Range 6 - 11	-11