Data Tips: How to Calculate Staff FTE

**How to calculate FTE:**

\[
\frac{(\text{Number of hours per day}) \times (\text{number of days worked})}{(\text{hours in school day}) \times (\text{total days in school year})}
\]

**How to calculate FTE for staff members who work at multiple schools:**

1. Determine the FTE for the staff member in the LEA.
2. Determine the percent of time spent at each school.
3. Multiple the total FTE in the LEA by the percent of total time in each school.

For example, if a full time teacher and spends 10% time in School A, 30% time in School B and 60% time in School C, the FTE reported at each school would be:

\[
\begin{align*}
\text{School A FTE} & = 0.10 \\
\text{School B FTE} & = 0.30 \\
\text{School C FTE} & = 0.60 \\
\text{Total FTE} & = 1.00
\end{align*}
\]

**Example: FTE for Staff working less than a full day**

If school year is defined as 180 days with each school day being 6 hours long, the FTE calculation for a teacher who works 3 hours for the entire 180 days would be:

\[
\frac{(3 \text{ hours per day}) \times (180 \text{ days worked})}{(6 \text{ hours school day}) \times (180 \text{ days in school year})} = 0.50 \text{ FTE}
\]
Example: FTE for staff who do not work a full school year
If a school year is defined as 180 days with each school day being 6 hours long, the FTE calculation for a teacher who works 6 hours per day for 135 days would be:

\[
\frac{(6 \text{ hours per day}) \times (135 \text{ days worked})}{(6 \text{ hours school day}) \times (180 \text{ days in school year})} = 0.75 \text{ FTE}
\]

Example: FTE for staff who work less than a full day for less than the full school year.
If a school year is defined as 180 days with each school day being 6 hours long, the FTE calculation for a school counselor working 3 hours a day for 90 days would be:

\[
\frac{(3 \text{ hours per day}) \times (90 \text{ days worked})}{(6 \text{ hour school day}) \times (180 \text{ days in school year})} = 0.25 \text{ FTE}
\]

Example: FTE for preschool staff with short hours
A preschool has a school day of 3 hours per day in a 180 day school year. The FTE calculation for a teacher working 3 hours a day for all 180 days would be:

\[
\frac{(3 \text{ hours per day}) \times (180 \text{ days worked})}{(3 \text{ hour school day}) \times (180 \text{ days in school year})} = 1.00 \text{ FTE}
\]