

MIDDLE SCHOOL ADMINISTRATION

New Construction

I. PROGRAM PHILOSOPHY

The Pinellas County Middle Schools are organized on an administrative team concept. The Middle School is organized in the "house" concept with an Assistant Principal in charge of each house. Each grade is considered to be a team or "house." An important aspect of the house concept is the decentralization of the administrative team in an effort to place the house administrator nearer the teachers.

Each house consists of a 3-member team: The administrator in charge, a guidance counselor, and a clerk. These three people work closely together and need to be located near each other.

II. PROGRAM GOALS

The goal of the house concept is to place the instructional support personnel close to the people they assist. The goal of the administrator is to assist the teachers in the carrying out of the goals and objectives of the school system.

The grade level counselor is responsible for assisting students as they adjust to school and society. They help students acquire study skills and prepare them for high school.

III. PROGRAM ACTIVITIES

The grade level administrator provides direct supervision to the teachers at each grade. They assist the teachers in implementing the system's academic and social program. They handle the discipline problems for the grade level and serve as a liaison between the grade level and other grades within the school.

The grade level counselor is the student services coordinator for the grade. They assist the administrator and teachers in carrying out the goals and objectives of the school system. Their primary emphasis is the emotional and social adjustment of the students. They provide individual and group counseling, referral to other health and student service workers, and career and personal adjustment assistance.

The grade level clerk provides clerical support for the grade level administrator and counselor.

IV. ORGANIZATIONAL NOMENCLATURE

Teacher - Student Ratio:	NA
Student Capacity per Period:	NA
Total Number of Teachers:	NA
Total Number of Aides:	NA (If applicable)
Grade Levels or Age Levels for Which Program is intended:	6, 7, and 8
Hours per Day Space Will Be Used:	8

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V. INNOVATIONS, EXPERIMENTAL IDEAS, OTHER PLANNED USES

NA

VI. SQUARE FOOTAGE CHANGES EXPLANATION THAT VARIES FROM APPROVED FACILITIES LIST

The decentralization of the office functions through the implementation of the "house" concept requires additional space for each grade level.

Adult toilets taken from general allocation.

Minimum square footages used for core spaces.

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VIII. PROGRAM FURNITURE AND EQUIPMENT REQUEST FORM

*Shown on drawings

purchased and installed by contractor

<u>Space or Area</u>	<u>Number of Items</u>	<u>Description of Furniture/Equipment Needed</u>
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PRINCIPAL'S OFFICE

4	Occasional Chairs
*1	Executive Desk
1	Swivel Arm Chair
2	48" Bookcases
1	Four-Drawer Filing Cabinet with Lock
1	P. C. Computer Station

ASSISTANT PRINCIPAL'S OFFICES (Three Assistant Principals)

3	P. C. Computer Stations
*3	Executive Desks
3	Swivel Arm Chairs
9	48" Bookcases
9	Four-Drawer File Cabinets
6	Occasional Chairs
3	Floor Pads for Rolling Chairs

RECEPTION ROOMS

*4	Tables 2' x 4'6"
*4	Couches
16	Cushioned Chairs

WORKROOM AND CONFERENCE ROOM

*1	3' x 6' Work Table
*1	3' x 8' Conference Table
16	Captain Chairs
1	48" Bookcase

WAITING AREAS AND CLERICAL AREAS (Three Areas)

*3	Secretarial Desks with Return
3	Secretary's Chairs
9	Two-Drawer File Cabinets with Locks
9	Four-Drawer File Cabinets with Locks
12	60" Bookcases
12	18" Chairs
3	P. C. Computer Stations

RECORDS ROOM/VAULT

*#1	Safe (Built-in) 3' x 3' x 2'
6	Four-Drawer File Cabinets with Locks
*#1	Wall Mounted Key Storage File with Lock

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Space or Area Number of Items Description of Furniture/Equipment Needed

CLINIC/NURSE'S STATION

1	Litter Basket
*4	Steel Folding Cots with Mattress
2	Collapsible Wheelchairs
2	Toilets
*#1	Refrigerator with Icemaker
1	Teacher's Desk
1	Teacher's Chair
1	Four-Drawer File Cabinet with Lock

DATA PROCESSING ROOM

*1	Secretarial Desk with Return
1	Secretary Chair
1	Calculator
1	Computer (as specified by district) and Station
2	18" Chairs

BOOKKEEPER'S OFFICE

1	Secretarial Desk with Return
1	Calculator
1	Secretarial Chair
1	60" Bookcase
2	18" Secretarial Chairs
1	P. C. Computer Station
1	Floor Pad for Rolling Chair

MAIN OFFICE (PRINCIPAL'S SECRETARY)

*1	Secretarial Desk with Return
1	Secretarial Chair
1	Electronic Typewriter w/17" Carriage/Word Processor
2	Two-Drawer File Cabinets with Locks
1	Four-Drawer Letter Size File Cabinets
1	Bookcases 48"
1	Floor Pad for Rolling Chair
1	P.C. Computer Station

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IX. SPECIAL CONSIDERATIONS

- Heating/Cooling/Ventilation

Administrative suite should have separate control for use when remainder of school is shut down.

- Floor

Carpet in all areas except:

Workroom - VCT
Restrooms – Ceramic Tiles
Records Vault - tile
Clinic – VCT
Entry – Vinyl Planks/Ceramic Tile

Sheet vinyl around sink areas, under drinking fountain areas, and in single toilet rooms.

- Lighting

All halls to have keyed switches

Lighting shall be controlled from all entrances to a space.

Lighting shall be designed to allow for the lowering of light levels to allow for AV presentations in the Conference Rooms and the Clinic.

- Windows

View windows between Secretary and Bookkeeper/Data Prep into Reception area.

- Doors

Double doors at Reception entrance

1/2 light in door to clinic

Dutch door in Bookkeeper's Office

- Plumbing

Double sink in the work areas.

All sinks should have hot and cold water.

Electric Water Cooler is needed in each student waiting room.

Provide hose bib and floor drain in all group restrooms.

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IX. SPECIAL CONSIDERATIONS (continued)

- Electrical

The following electrical outlets should be included in the Administrative area:

Main office - Eight 110 duplex-wall outlets, as well as two 110 outlets flush on the floor near the clerks' desks.

Principal's Office and the Assistant Principals' offices - Three 110 duplex-wall outlets and one 110 strip above countertop.

Reception Room - Eight 110 duplex-wall outlets are needed.

Workroom - Four duplex-wall outlets.

Record Vault Area - Four 110 duplex-wall outlets above file cabinets' level.

Each of the Assistant Principal's offices - Four 110 duplex-wall outlets (one on each wall).

Student Waiting Room - Four 110 duplex-wall outlets (strategically placed).

Clinic - Four 110 double duplex outlets.

Data Management Tech Room - Four 110 double duplex outlets in the walls and should be wired for main frame communication.

Bookkeeper's office - Four 110 duplex-wall outlets and one double duplex outlet (110) floor-flush near desk.

Each House office should be connected to Data Management Tech's office in main office.

Provide 220 Volt/30 Amp outlet for copier.

- Service Drives

There should be a service drive to the main entrance with traffic sign designated parking for visitors and principal with curbing on both sides. Handicapped parking and accessibility should be provided.

- Parking

Parking should be based on staff size and site constraints. Handicapped parking and accessibility should be provided.

- Built-in Cabinetry

- A. Built-in work counter

The reception counter of the main office should be 40" high and 24" wide, 14' front and 20' side. The counter should include three shelves underneath adjustable with doors. Top should be durable plastic. It should have one knee space for reception workstation with phone and computer hookup.

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IX. SPECIAL CONSIDERATIONS (continued)

- Built-in Cabinetry (continued)

- A. Built-in work counter (continued)

Administration Offices and Assistant Principals: Wall behind principal's desk should have a cabinet with counter minimum 12' long x 30" high x 24" deep with three adjustable shelves and plastic top. Should have a knee space for working at computer. Remainder to be closed. Open adjustable shelves above 12" Deep.

Main Office: Counter 24" x 36 high with storage below.

- B. Built-in cabinets/shelving

The administrative storage area should have built-in shelves 16' long x 6' high x 24" deep and 40' long x 6' high x 18" deep, open, adjustable.

Teacher Mail Boxes: 150 mailboxes sized to hold 9" x 12" interoffice pony envelopes and 10 double-sized mailboxes.

- C. Built-in Instructional Aids

The conference room should have one 4' x 8' Markerboard and one 4' x 8' Tackboard

There should also be two Tackboards in the main office, one near the front and one near the teachers' mailboxes.

There should be a Tackboard in the "student waiting room" and the size of these would be determined by wall space.

Magnetic scheduling board with capacity of 96 teachers in conference room.

60" x 80" NTSC format pull-down A. V. Screen.

- Other Considerations

Textbook storage area should be located near Library Information Center.

Central commons area can be secured.

Air conditioning units, gas tanks, and electrical control panels should be protected.

Security on main water supply valves.

Bike compound to be sized for school and located for safety.

Male and female restrooms located in each house.

Multipurpose and Gymnasium to have public restrooms.

Each administrator should be able to make all calls from their office.

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IX. SPECIAL CONSIDERATIONS (continued)

- Other Considerations (continued)

All outside speakers and fire horns should be covered to prevent theft.

All intercom call buttons should be located high enough to clear file cabinets and not located in high traffic areas.

Air conditioning drain lines should be concealed.

Provide student restrooms adjacent to dining.

Security gates, which allow access to Administration, while closed.

Male and female student restrooms located in each house.