

Adult Literacy Staffing Calculation Sheet

a) Please list the staffing costs for each instructional Staff position funded by ALL (e.g. Instructor, L

Position	Number	Instructional Hours/Week	Preparation Hours/Week	Hourly Wage	Total Weeks
<i>Examples:</i>					
Instructor	3	30	10	\$19.00	20
Learning Assistant	1	6	1	\$10.00	18

b) Please list the staffing costs for each Non-Instructional Staff position funded by ALL (e.g. Coordinator, Admin. Assistant)

Position	Number	Hours/Week	Hourly Wage	Total Weeks	Total Salary (insert figure to budget form)
<i>Examples:</i>					
Coordinator	1	14	\$22.00	23	\$7,084.00
Learning Assistant	1	10	\$9.00	23	\$2,070.00
					\$0.00
					\$0.00
					\$0.00
					\$0.00
					\$0.00

c) Please list the staffing costs for each Other Staff Positions NOT funded by ALL (e.g. Coordinator, Admin. Support) involved in the deliver of the literacy program. (Position may be volunteer or funded from other sources.)

Position	Number	Hours/Week	Hourly Wage	Total Weeks	Total Salary (insert figure to budget form)
<i>Examples:</i>					
Coordinator	1	14	\$22.00	23	\$7,084.00
Learning Assistant	1	10	\$9.00	23	\$2,070.00
					\$0.00
					\$0.00
					\$0.00
					\$0.00
					\$0.00

Learning Assistant)

Total Salary <i>(insert figure to budget form)</i>	
	\$45,600.00
	\$1,260.00
	\$0.00
	\$0.00
	\$0.00
	\$0.00
	\$0.00

SAMPLE ONLY
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