Lowell Public Schools
Programmatic Requirements

Summary by Department:	
Office of the Superintendent	2,045
Office of the Deputy Superintendent: Finance & Operations	1,895
Finance & Operations Staff:	2,000
Personnel Office:	4,450
Information, Technology & Communication Services:	2,950
Student/Staff Data:	1,200
Office of the Assistant Superintendent: Curriculum & Instruction	3,175
Office of the Assistant Superintendent: Student Support Services	3,025
Special Education:	7,150
Early Childhood:	900
Family Resource Center:	4,500
Conference/Training Rooms (General)	3,000
Total Sq. Ft. Space Requirement:	36,290

Office of the Superintendent

	# of Individuals	# of Spaces	Sq. Ft.
Office	1	1	300
Closet	0	1	25
Bathroom	0	1	70
Secretary	2	2	300
Receptionist	0	0	-
Bargaining Counsel	1	1	150
Waiting Area	0	1	300
Adjoining Conference Room	0	1	400
File/Storage Area	0	1	500
			2,045

Office of the Deputy Superintendent: Finance & Operations

	# of Individuals	# of Spaces	Sq. Ft.
Office	1	1	300
Closet	0	1	25
Bathroom	0	1	70
Secretary	2	2	300
Receptionist	0	0	-
Waiting Area	0	1	300
Adjoining Conference Room	0	1	400
File/Storage Area	0	1	500
			1,895

	# of Individuals	# of Spaces	Sq. Ft.
Asst. Business Manager	1	1	150
Grants Manager	1	1	150
Budget Analyst	1	1	150
Accounts Payable Staff	5	1	500
Payroll Supervisor	1	1	150
Payroll Staff	3	1	300
File/Storage Area	0	1	200
Copy / Mail Room	0	1	400
			2,000

	# of Individuals	# of Spaces	Sq. Ft.
Personnel Office			
Director	1	1	300
Asst. Director	1	1	150
Secretary	2	2	300
Waiting Area	0	1	300
Adjoining Conference Room		1	400
File / Storage (New/Active Files)	0	1	1,000
File / Storage (Old/Dead Files)	0	1	2,000
			4,450

	# of Individuals	# of Spaces	Sq. Ft.
Information, Technology & Communication Services			
Director	1	1	300
Helpdesk	2	1	300
Webmaster	1	1	150
Network Managers	2	2	300
Computer Repair Technicians	4	1	600
Tech. Support Specialists	2	1	300
Repair / Service Area	0	1	500
Storage Room	0	1	500
			2,950

	# of Individuals	# of Spaces	Sq. Ft.
Student Database Administrator	1	1	150
Asst. Student Database Admin.	2	1	300
Staff Database Administrator	1	1	150
Asst. Staff Database Admin.	2	2	600
			1,200

Office of the Assistant Superintendent: Curriculum & Instruction

	# of Individuals	# of Spaces	Sq. Ft.
Office	1	1	300
Closet			25
Bathroom	0	0	-
Secretary	1	1	150
Receptionist	0	0	-
School Improvement Staff	2	1	300
Leadership Development Staff	2	1	300
Curriculum Coordinators	4	2	600
Clerical Staff	2	2	300
Waiting Area	0	1	300
Adjoining Conference Room	0	1	400
File/Storage Area			500
			3,175

Office of the Assistant Superintendent: Student Support Services

	# of Individuals	# of Spaces	Sq. Ft.
Office	1	1	300
Closet	0		25
Bathroom	0		-
Secretary	1	1	150
Receptionist	0	0	-
Extended Time Programs	2	1	300
Alternative Education Programs	1	1	150
Student Supt. Svcs. Counsel	2	2	300
Waiting Area	0	1	300
Student Support Specialists	4	1	600
Adjoining Conference Room	0	1	400
File/Storage Area	0	1	500
			3,025

	# of Individuals	# of Spaces	Sq. Ft.
Special Education			
Sped Administrator	1	1	300
Asst. Sped Administrator	2	2	300
Secretary	1	1	150
ETC	8	2	1,200
Secretaries	8	2	1,200
Testing & Assessment Room	0	2	300
Waiting Area	0	1	300
Adjoining Conference Room	0	1	400
File / Storage (New/Active Files)	1	1	1,000
File / Storage (Old/Dead Files)	0	1	2,000
			7,150

	# of Individuals	# of Spaces	Sq. Ft.
Early Childhood			
District Support Specialists	2	1	300
Social Worker	1	1	150
Parent Liaison/Home Visitors	5	3	450
			900

	# of Individuals	# of Spaces	Sq. Ft.
Family Resource Center			
Coordinator	1	1	150
Enrollment Staff	5	1	2,500
Attendance Office	2	1	300
Food Services	5	2	750
Parent Liaison	2	2	300
Transportation	0	1	150
Health Services / Nurse	1	1	150
Testing & Assessment Room	0	2	200
			4,500