

Windham High School - Board of Education

Preliminary Programming

Program Space	#	Area	Total	Total Area	Comments
Central Office					
Administration					
Superintendent	1	225	225		
Deputy Superintendent	1	180	180		
Dir. of Parent/Comm. Partnerships	1	175	175		
Director of Pupil Services	1	175	175		
Exec. Secretary - Superintendent	1	150	150		
Administrative Assistant	2	120	240		
Administration- Total				1,145	
Buildings & Grounds					
Director	1	200	200		
Oper/Maint of Plant	5	150	750		
Administrative Assistant	1	150	150		
General Office Support Areas	1	200	200		
Plan Storage	1	150	150		
Kitchenette/Lounge	1	150	150		
Meeting Room	1	100	100		
Custodial Supply Storage	1	750	750		
Buildings & Grounds - Total				2,450	
Business Office					
Accounting Budget Manager	1	175	175		
Accountant	3	150	450		
Business/Operations Associate	1	150	150		
Business Office - Total				775	
Data & Technology					
Director of Data & Technology	1	175	175		
Administrative Assistant	1	120	120		
Data & Technology - Total				295	
Education					
Dir. of ESOL/BIL/World Language	1	175	175		
Director of Math & Science	1	175	175		
Director of Reading	1	175	175		
Special Ed F/T Paraprofessional	1	150	150		
Special Ed Adm Asst II/SPEC-12MO	1	120	120		
Special Ed Secretary II-12 MON	1	120	120		
Speech Pathologist	1	150	150		
Education - Total				1,065	
Finance					
C.O. Director	1	175	175		
C.O. Staff	3	150	450		
C.O. Support Staff	5	120	600		
Town Director	1	175	175		
Town Asst. Director	1	150	150		
Town Support Staff	6	120	720		
Finance - Total				2,270	
Food Services					
Cafeteria Director	1	175	175		
Secretary Bookkeeper 10 MON	1	120	120		
Food Services - Total				295	
Personnel					
Personnel Director	1	175	175		
Talent Development Director	1	150	150		
Administrative Assistant	1	120	120		
Admin. Asst.-PER/ADM SVC	1	120	120		
Personnel - Total				565	
Support Staff					
Communications Officer	1	175	175		
Tech. Mgr./Network Admin.	1	150	150		
Cent Support Info Systems Tech - A	1	150	150		
Cent Support Info Systems Tech - C	1	150	150		
Other Support Info Systems Tech - A	1	150	150		
Other Support Info Systems Tech - C	1	150	150		
Grants PR/Bookkeeper 12-MON	1	150	150		
Payroll Services Accountant	1	150	150		
Other Support Admin. Assistant	1	120	120		
Clerical Admin. Asst. II/SPEC-12MO	1	120	120		
Clerical Secretary II-12 MON	1	120	120		
Clerical Secretary III-12 MON	1	120	120		
Support Staff - Total				1,705	
Transportation					
Bus Monitor	1	120	120		
Secretary II-12 MON	1	120	120		
Transportation - Total				240	

Support Spaces					
Reception/ Waiting	1	375	375		
Meeting Room for 15	2	250	500		
Meeting Room for 30	1	600	600		
Kitchenette/Lounge	1	400	400		
General Office Support Areas	1	2,000	2,000		
Storage	1	2,000	2,000		
Support Spaces - Total				5,875	
Square Footage Subtotal				16,680	
Building Support Space			0%		
Total Net Program Space				16,680	
Net Circulation Factor			35%	5,838	
SF Total (All Building Program)				22,518	