

USERS' MANUAL
FOR

**REPORT OF
CERTIFICATED STAFF STATUS**

ELECTRONIC DATA COLLECTION SOFTWARE

DISTRICT

CHARTER SCHOOL

PRIVATE SCHOOLS FOR THE HANDICAPPED

COLLECTED DATA WILL APPEAR IN THE 2009
NEW JERSEY SCHOOL REPORT CARD
TO BE RELEASED IN FEBRUARY 2010

NEW JERSEY STATE DEPARTMENT OF EDUCATION
Division of Deputy Commissioner
Fall Survey/School Report Card
October 2009

USE OF CERTIFICATED STAFF DATA IN THE NEW JERSEY SCHOOL REPORT CARD. The data collected via this 2009-2010 Certificated Staff Status data collection will appear in the 2010 New Jersey School Report Card that will be released in February 2011. *The importance of verifying the accuracy of these data before transmitting the final data files to the department cannot be overemphasized.* While the department employs global data edit checks to reduce any out-of-range errors, it is only through the consistent attention to detail resulting from a field-by-field verification of the data entered that will identify small or subtle errors, thereby ensuring complete accuracy. The print report option is indispensable to this process.

REPORTING TIMELINES. The deadline for submitting the data to the department via DOEnet is

ASSISTANCE AVAILABILITY. Districts should use the following telephone numbers to contact staff from the NJ Department of Education during normal working hours Monday through Friday:

- For data content questions and technical support (how to complete the Certificated Staff Status Report) call (609) 777-0653 or (609) 292-6037 or e-mail at reportcard@doe.state.nj.us

LETTER OF TRANSMITTAL. The transmittal letter produced by the software once the data has been successfully edited for transmission can be faxed to (609) 984-6756.

USE OF DOENET

The 2009 Certificated Staff data collection is again being conducted via Web-enabled DOEnet. To use Web-enabled DOEnet, you must have access to the Internet through at least one PC available in your district. The Web-enabled DOEnet download, the technical manual (User's Manual for Web-enabled DOEnet) and other important information are available at <http://www.state.nj.us/njded/data/collections>. Please refer to User's Manual for Web-enabled DOEnet for detailed instructions on downloading and installing the DOEnet software.

ELECTRONIC DATA COLLECTION SOFTWARE

1. DOWNLOAD AND INSTALLATION

To download either the WBDOEnet or the 2009 Certificated Staff, go to <http://www.state.nj.us/education/data/collections/wdoenet/> and click on program next to the desired download. You can either open or save the executable file and follow the prompts for installation.

2. TRANSFER DATA TO DOE

When all data have been entered, review the printed report that can be produced by the software to ensure that all of the data entered are accurate. The report will include "MISSING DATA WARNINGS" for those fields for which data has not been entered. Also, an

edit report will indicate those data fields where the values entered are flagged based on program resident edit criteria.

After all data changes have been made and the last edit has been performed successfully, you are ready to transfer the data to the DOE. To do this, go to the transfer data menu. Then follow the prompts to transmit data to DOE via the DOEnet. When transmission is complete, you should be able to confirm success by viewing the partial list of files actually received at DOE.

As part of the transfer process, a transmittal form must be completed and signed by the Chief School Administrator verifying the accuracy of the school's data. You will have an opportunity to print this form when you once the transmission is complete.

USING THE ELECTRONIC DATA COLLECTION SOFTWARE.

To navigate this program, you cannot use a mouse. You must use your Up/Down, Left/Right arrow keys and the enter button. Once the software application has been installed, the main menu of the Certificated Staff Status program appears. The main menu includes the following four (4) sections:

1. INFORMATION. Verify that the name of your school district appearing at the top of the screen and the date are accurate.

Date: Copied from your PC system date.

2. DATA ENTRY.

This section includes the following three (3) sub-sections of instructions:

District Data Collection and Entry Procedure
General Instructions
Data Entry

2.1 District Data Collection and Entry Procedure. For the 2009-10 Report of Certificated Staff Status, the only entry method allowed is the manual data entry format. Unfortunately the option of preparing a school installation diskette had to be disabled due to size.

Manual Data Entry Format In order to facilitate the update process (e.g., adding staff that have been employed in the district since last year's report), a Manual Data Entry Format (similar to the mark-sense form used in prior years) appears on the download page under Mark Sense Form. The manual format is made available for district internal use. If used and completed, these forms are not to be returned to the department.

2.2 Special Conditions. The following instructions pertain to specific conditions that impact how staff members employed in a district are reported:

A. An operating school was closed during the last school year and did not open in 2009-10.

The staff records previously reported for this school appears under the district office listing. Any of these staff members who have been transferred to another school or

location in the same district or who left the district and/or are on a leave of absence may be so indicated.

B. A new school became operational in the district since the last report.

1. Individuals assigned to the school from other locations in the district.

Staff re-assigned to another location in the district can be moved by using the “C – Staff Change School” option. Once the person is highlighted hit C and a dropdown selection screen will come up with the list of schools. Choose the school that they will be moved to and hit enter. Confirm that the data are correct with a Y/N. The program will move this person to the new school.

2. Individuals new in the school and/or those who do not appear in the staff file but were employed in the school last year.

All staff members employed in the school as of October 15, 2009 regardless of their date of hire should be entered into the staff file using the Add New Staff in Full Screen Display function. To add a new staff, press the letter N key.

C. A district’s Chief School Administrator retires or is replaced by an individual employed on a per diem basis until a permanent appointment is made.

In cases where the Chief School Administrator of a district has retired or is no longer employed by the district since the last report, the appropriate “leaving code” should be entered for this individual. No report of a district superintendent should be made where the position was vacant on October 15, 2009.

1. For example, where a School Business Administrator is serving as the acting district superintendent due to the retirement of the board-appointed Chief School Administrator prior to October 15, 2009, the position is deemed to be vacant and no staff member is reported in this job code assignment.

2. However, where a temporary district superintendent is employed in a district on October 15, 2008, either with or without a contract and who may have been paid on a per diem or hourly basis, this individual should be reported in the Chief School Administrator job code assignment. His/her salary should be reported as an annualized rate. Do not report their compensation at a per diem or hourly wage rate.

D. Staff reported by Charter Schools and Private School for the Handicapped.

Charter schools and Private Schools for the Handicapped are to report via this data collection all staff employed by the school in positions where a certificate issued by the State Board of Examiners is required as a condition of such employment. As indicated elsewhere, all classroom teachers and professional support staff must hold appropriate New Jersey certification. Staff members employed in positions where such a certificate is

not required are to be reported on the “Non-Certificated Staff” portion of this report. In this manner, all staff members employed by either school may be represented.

- E. Staff that work in more than one school.

Staff that work in more than one school are to be placed in the district office.

2.3 Data Entry. This section includes the “Certificated Staff Information.” To navigate this program, you cannot use a mouse. You must use your Up/Down, Left/Right arrow keys and the enter button.

Certificated Staff Information.

Select School. Select a school (or district office). Once selected, the Staff Listing screen appears.

- A. **The Staff Listing Screen.** This is an alphabetical listing of the staff reported last year for the school or district office name appearing at the top of the screen. Staff records require an update in salary. Not Highly Qualified personnel require answers to additional questions. If a person is not required to be HQ please make sure to put in a 2. Grade level, classes taught, and some job codes for the current school year must be updated.
- B. **Update of salary field for staff continuing their employment.** This is the only field that may be changed in the Staff Listing screen using either of the following methods:
 - 1. **Manual data entry of salary as of October 15, 2009.** This field may be entered in the Staff Listing *or* Full Screen Display modes. Report the base salary which is the negotiated annual base salary for teaching duties in the current school year. This is the salary the person is entitled to without any extra responsibilities or sources of income. The base salary does NOT include bonuses or extra pay for extra duties or extra classes. If longevity is a one-time bonus, it is NOT included. If longevity is in the form of a permanent adjustment to a teacher's base, then it is part of the base salary.
- C. **Staff Listing Screen Special Features.** The following are special features that have been incorporated into the software to aid personnel updating of last year's staff file:

Special flags appearing in the Staff Listing. The following flags will appear in the "Upd Rec" (Updated Record) column for every record where any of the following operations are performed:

Staff record update (*). Indicates that a staff record has been updated at some point in the Full Screen Display. **Update of all staff records directly by the district central office.** The software contains the records of all district certificated staff reported last year. Districts that elect to do so may update these records in accordance with their staff assignments as of October 15, 2009 for the schools and administrative offices in the district. Once the entries for those staff members who have continued their employment have been updated, new staff added, and staff no longer employed is deleted, and output reports are produced, the data are submitted to the department.

Staff record delete (D). Indicates that a staff record has been deleted.

Staff record add (N). Indicates that a staff record has been added.

D. **Data Entry Functions**

Add New Staff. Press the letter **N** key while in the Staff Listing screen and a blank full screen display shell appears. Enter the data for the following fields: Social Security Number, Tracking Number, Last Name, First Name, Middle Initial, Status, Sex, Race, Degree, Educational Experience, Years in District, Years in N.J., Total Years, Salary, Employment Type, Exceptional Contract Salary Condition, Year of Birth, Mobility: Enter, Job Codes, Job Code Subcategory, FTE (Full-Time Equivalents), Teacher Preparation (TP), Type of certificate, Highly qualified status (how the teacher became highly qualified), Classes Taught (CT), Grade Level, National Board Certified (NBC).

Deleting Staff. When deleting staff, the Mobility Leave field is the only field requiring a response.

Undeleting Staff From the Staff Listing screen, press the letter **D** key. A full screen display for this staff record appears with the Mobility Leave responses also displayed. Press **ENTER** to accept the highlighted "Not Applicable" response for the Mobility Leave field and follow the screen directions.

Update (Change) Staff in Full Screen Display. Once a desired staff record is highlighted in the Staff Listing screen, press **ENTER** to convert this record into a full screen display. This operation is for those staff members who have continued their employment as of October 15, 2009 and have remained at the location (school or district office) they were assigned to last year. Once the data for a staff member have been updated (changed), an asterisk (*) appears in the "Upd Rec" column of the Staff Listing for this record.

Change School Assignment of Staff. Press the letter **C** key in the Staff Listing screen to "move" individual staff members between schools in the same district and follow the screen directions. Where errors or omissions have occurred in the school assignments of staff within a district, the central office personnel of a district can easily correct these mistakes using this function.

Search by Last Name. In the Staff Listing Screen, press the **F2** key to search for an individual staff member by last name employed at a school or district office. Once the last name is entered, press **ENTER**.

Error Warning Message in Full Screen Display. Use the **PgUp/PgDn** key in the Full Screen Display will activate an edit check of the reported data. If errors are detected, an error listing screen appears. You may press **ESC** to return to the Full Screen to correct these errors or press the letter **L** to return to the Staff Listing.

Non Certificated Staff Information

This section is for Non-Certificated Staff Only. Select a school to see the Staff Listing screen appear.

Add New Staff in Full Screen Display. Press the letter **A** key while in the Staff Listing screen and a blank full screen display shell appears. Enter the data for the following fields: Last Name, First Name, Middle Initial, Status, Sex, Race, Experience in District, Year of Birth, Salary, Job Codes, FTE (Full-Time Equivalents).

The following fields pertain to the **INSTRUCTIONAL PARAPROFESSIONALS** only:

Date of Hire, Title I Funded, NCLB Required, Primary Responsibility, Secondary Responsibility, Primary Assignment Classroom – School or District, Primary Assignment – Classroom

This information must be entered regardless of what type of funds are used to pay the individual.

3. FILE MAINTENANCE.

This section consists of the following system utilities:

Import ASCII Salary File Menu
Open New School
Recreate Index Files

In order to select a utility, use the **Up/Down Arrow** keys to highlight the desired item and press **ENTER** to select it. When a choice is selected, the appropriate screen will appear.

3.1. Import ASCII Salary File Menu. This utility may be used by those districts that have existing electronic files containing current personnel records with the technical capability of extracting individual data fields to update the salary field for all district certificated staff. In order to use this data entry utility, follow the instructions appearing below:

- A. Main menu. At the Certificated Staff Status main menu, highlight the Import ASCII Salary File Menu utility under the FILE MAINTENANCE section and hit enter. Once selected, the "Import ASCII Salary File" menu appears which consists of the following two choices:
 1. **Print File Layout Sheet.** This selection prints a "File Layout Sheet" including the specifications for the fields (Social Security Number and Salary). Once you have the file complete, continue to the next step.
- B. Name ASCII File: **SALARY.DAT**.
- C. Using the printed file layout specifications, a file named SALARY.DAT is prepared for all certificated staff in the district.
- D. Once the file is prepared, at the hard drive DOS prompt, copy SALARY.DAT into the current working directory (CS9). When copied, access the Certificated Staff Status Report EDC-PC application.
- E. **Import ASCII Salary File option.** At the main menu, highlight this selection and press **ENTER**. A screen for this option appears with a message stating that use of this option

will **OVERWRITE** any existing information contained in the salary field of the staff file. As instructed on the screen, press **ENTER** to begin or **ESC** to discontinue this operation.

- F. The salary data for all certificated staff included in the salary data ASCII file will be imported into the salary field for each matching staff record included in the program software residing on the PC's hard drive, usually designated by the letter "C."

3.2. Open New School. This password-protected utility is used when a new school opens in a district. In order to add this school to the existing roster of operating schools, you must contact the department's Office of Fall Survey/School Report Card at (609) 777-0653 or (609)292-6037. The password you will be given is only valid for that day.

- A. Highlight the Open New School utility appearing under the FILE MAINTENANCE section of the main menu. Once highlighted, press **ENTER** to select it. The Open New School screen appears.
- B. At the prompt for entry of the password, enter the previously obtained password. Once accepted, a school identification screen appears.
- C. Confirm your county and district name appearing on the screen. At the School Code prompt, enter the three-digit code you received. Next, enter the school name as you previously reported it to the DOE. Once keyed, press **ENTER**. Input a **Y** for "Yes" or an **N** for "No" to indicate if the information displayed is correct. If no, the school code prompt will return for you to re-enter the information. If yes, the main menu appears. You may wish to use the Staff Information Entry selection under the DATA ENTRY section to view the list of schools in the district to verify that the new school appears.

3.5. Recreate Index Files. This utility is used to recreate index files that have become corrupted. This utility is used when instructed to do so by staff from the Bureau of Information Resources Management. To select this utility, highlight the item and press **ENTER** to select it.

ADDITIONAL INFORMATION

VACANCIES – This is a count of vacancies in your school district by Job Code, JCS and Grade Type

LANGUAGES – The number of teachers that are fluent in specific World Languages

GENERAL QUESTIONS –

Was your teacher salary contract in place by October 15? You must answer Yes or No

What is the lowest starting teacher contract base salary? Enter what is your lowest starting full-time salary.

Was there a buyout to stimulate retirements in your district last year? You must answer Yes or No

How many of your teachers left for the following reasons? Please enter the number of teachers that left for the reasons listed.

Retired Administrators. Do you have any previously retired administrators working in your district? Answer Yes or No. If Yes, please provide the following information: SSN, Last Name, First Name, Job Code, FTE, Date of Retirement, Type of System retired from, Critical Need (Yes or No), Resolution Number, Date of Employment.

4. REPORTS/EDITS.

The following reports can be generated from the Report Menu (Please be reminded that these reports produce printer output only):

Final Staff Listing by School
Certificated Staff Statistical Report

The following are descriptions of the available report formats:

- 4.1 Final Staff Listing by School.** This choice prints a listing of each certificated staff member reported as employed as of October 15, 2009. The report includes all the fields. This listing may be used to manually verify the accuracy of the reported data. Please note that where the Perform Edit function has not been performed prior to the printing of this report, the message "Edits were not performed since last changing data" appears at the top of each page. The edit must be executed prior to transmission of the district updated staff file.
- 4.2. Certificated Staff Statistical Report.** A summary report that includes aggregate data of reported certificated staff by major assignment category (administrators/supervisors, classroom teachers, and educational support services personnel). The data for each category includes staff counts in FTE, headcounts by status, sex, race, degree held, average experience, average age, and salaries. Also included are ratios of classroom teachers to administrators/supervisors, educational support services personnel to administrators/supervisors, instructional and support staff to administrators/supervisors, and classroom teachers to educational support services personnel.

To generate a report:

- A. Highlight "Report Menu" from the **REPORTS/EDITS** section of the main menu and press **ENTER** to select it.
- B. From the "Report Menu" screen, Highlight the desired report and press **ENTER** to select it.
- C. For either report option, when prompted, use the **Up/Down Arrow** keys to select the location(s) for which you would like to print a report. The location options are as follows:

An individual school.
District office.
All schools (including the district central office).

In addition to the above locations, the Certificated Staff Statistical Report includes an option for printing a district-wide summary report.

When the desired location is highlighted, press **ENTER** to select it. Once the location is selected, a "**Printer Specification Menu**" will appear.

- D. **Printer Specification Menu.** Use the **Up/Down Arrow** keys to choose the Windows printer option. This will print to your network printer.
- E. Once the printer type has been selected, press any key to continue. A screen with the message "**Press any key to Print or ESC to abort**" appears. Before printing, be certain to check your printer (e.g., power on, paper loaded, etc.). When ready, press any key to print the forms or reports.

4.3 Perform Edit. The edit process performs a variety of checks to determine the relationship among various categories for which data may or may not have been entered. The edit can be performed at any time, but must be made just prior to transferring the data to DOEnet or the DOE transfer diskette.

To perform an edit, highlight the **Perform Edit** heading under the **REPORTS/MAINTENANCE** section of the main menu and press **ENTER**.

- **If no errors are found**, a message will appear that you may continue to enter new data or, if finished, proceed to transfer data to the DOE menu.
- **If errors are found**, an **Edit Report** screen appears.
 - **Edit Report Screen.** Errors are listed by location (school or district office) and staff member's name in alphabetical order. A brief description of the error(s) appears beneath these names. You may use the **PgUp/PgDn** and **Up/Down Arrow** keys to view the edits or enter the letter **P** to print a report of the errors. In order to correct the errors, press **ESC** to exit the **Edit Report Screen** and return to the main menu.
 - **Error Listing Report.** The printed report lists by location (school or district office) and staff member name in alphabetical order, the errors detected for each staff member.

See the definitions that follow for descriptions of each field of information for all staff.

Definitions

Educational Experience. Experience in years of a staff member in public school education. For **full-time staff** reported last year, the number appearing in each of the following fields has been automatically adjusted to include employment for the previous (2007-08) school year. The number of years appearing for part-time staff reported last year excludes any experience for the preceding school year. Districts may apply different policies for crediting part-time employees

with years of experience. Part-time staff experience may be increased at the discretion of the individual school district. If incorrect, these fields may be changed by simply overwriting the existing entry.

Years in District. The number of years that the staff member has been employed in the local school district of present employment. For staff employed during the previous school year after October 15, 2009, enter a "0" or "1" depending upon the policy of the district regarding how employees are credited with years of service in the district.

Years in N.J. (New Jersey). The number of years that the staff member has been employed in the public schools of New Jersey. Years in N.J. (New Jersey) must be equal to or greater than **Years in District.**

Total Years. The number of years that the staff member has been engaged in public school education. Includes in-state and out-of-state employment. Does not include nonpublic, private, or parochial school employment. Total Years must be equal to or greater than **Years in N.J. (New Jersey).**

Salary. Report the base salary which is the negotiated annual base salary for teaching duties in the current school year. This is the salary the person is entitled to without any extra responsibilities or sources of income. The base salary does NOT include bonuses or extra pay for extra duties or extra classes. If longevity is a one-time bonus, it is NOT included. If longevity is in the form of a permanent adjustment to a teacher's base, then it is part of the base salary.

Employment Type. This field identifies each certificated staff member as a 10-, 11-, or 12-month employee. This field can be entered in the Staff Listing or Full Screen Display.

Exceptional Contract Salary Condition. If not applicable, highlight "Not Applicable." If applicable, highlight the appropriate response. Once a response is highlighted, press **ENTER**. Such a condition exists when the actual contracted salary is other than the salary which is being paid to an equivalent full-time certificated staff member on the district's contracted salary guide or where a current annual salary of less than \$18,500 is reported for a full-time employee.

Year of Birth. Enter two-digit birth year.

Mobility: Enter. Highlight the most appropriate response. Once highlighted, press **ENTER** to select it.

Job Codes. Job codes and their associated assignment titles may be entered by moving the cursor to the first blank job code position. Press the **F1** key, and highlight both the major assignment category and job code assignment. Once highlighted, press **ENTER** for each (See 2009-10 Certificated Staff Status Coding Manual).

Job Code Subcategory. Assign whether the job code is for General Education (G), Special Education (S), Hearing Impaired (H), Visual Impaired (V), Bilingual (B) or Administrator (A).

FTE (Full-Time Equivalents). FTE is the amount of time required to perform an assignment stated as a proportion of a full-time position. For reporting purposes, time expended for activities

other than those appearing in this manual are to be allocated across those assignments that are valid for the current school year.

Full-time employees:

- With a single job code assignment. Enter the letter **F** to indicate "full-time."
- With multiple job code assignments. Enter the number from 1 to 9 (the decimal point is implied) for each job code assignment that represents the percentage of time expended in an assignment to the total number of hours for full-time status in the district. The sum of FTE's for all job code assignments must equal 10.

Part-time employees:

- With a single or multiple job code assignments. Enter the number from 1 to 9 (the decimal point is implied) for each job code assignment that represents the percentage of time expended in an assignment to the total number of part-time hours employed. The sum of FTE's for all job code assignments must be less than 10.

Teacher Preparation (TP) – Record whether a teacher has gone through the alternate route to certification or through the traditional college route to certification.

Type of certificate held by teacher: Enter the type of certificate held by employee.

Highly qualified. Enter whether the employee is not highly qualified, does not need to be highly qualified or is highly qualified and how he/she became highly qualified.

Classes Taught (CT) – Record the number of classes taught for each teaching assignment during this academic year. A class is defined as an individual group of students. In a self-contained classroom setting, an elementary generalist teacher provides instruction to one class of the same students throughout a semester or year. In a departmentalized classroom setting, a social studies middle school or high school teacher, for example, may teach as many as five different social studies classes or sections throughout a semester or year. Even though the social studies teacher may teach each of the five classes as often as five times a week, the teacher still only teaches five social studies classes.

Grade Level - The grade configuration that includes the grade-level of each staff person's assignment.

National Board Certified (NBC) – Record "Y" for teachers who are National Board Certified and "N" for those who are not. National Board Certification is in addition to the certification granted by the state. This certification is awarded to those teachers who go through the National Board Certification program and have met the rigorous requirements.

Description of Non-certificated Staff for the 2008-09 Report

Support (Non-certificated Staff) by Race and Sex. Enter the number of individuals in FTE (Full-time Equivalents) who are employed as of October 15, 2009 in positions for which there are no requirements from the New Jersey Department of Education to hold a certificate issued by the State Board of Examiners. Separate reports are required for each school and district's central office.

Professional staff: These are individuals employed to perform professional services in a school or district. Includes persons engaged in administration such as accountants and attorneys; in health services, such as doctors, dentists, and psychiatrists; in facilities planning and operation, such as architects and engineers.

Instructional Paraprofessionals: Staff members providing one-on-one tutoring or instructional assistance to a group of students under the direct supervision of a teacher, assisting with classroom management, such as organizing instructional materials, providing instructional assistance in a computer laboratory, providing instructional support in a library or media center, or acting as a translator.

Non-Instructional Paraprofessionals: Staff members whose *full-time* duties involve interaction with students and staff in a non-academic capacity. This involves providing playground supervision, personal care services to students with physical disabilities (e.g., changing feeding tubes), translation services or conducting parental involvement activities.

Technicians: Staff members in positions requiring a combination of knowledge and manual skill that can be obtained through approximately two years of post-high school education (e.g., two-year college, technical institutes, etc.). This list also includes computer programmers and operators, film inspectors, projectionists, graphic artists, draftsmen, medical and dental technicians, etc.

Clerical/secretarial: Staff members in positions requiring skills and training in all clerical-type work, including typing, filing, and operating equipment such as electric typewriters, calculators, word processors, personal computers and dictation. Includes bookkeepers, messengers, office equipment operators, clerk-typists, stenographers, secretaries, hearing reports, statistical clerks, dispatchers, payroll clerks, etc.

Service workers: Staff members who perform non-instructional services in cafeteria, maintenance, transportation, etc. This list also includes, supervisory, as well as non-supervisory personnel, in cafeteria and transportation services, custodial workers who maintain the physical plant, operate equipment such as heating and ventilating systems or are responsible for the security of school property and safety.

Skilled Craftsperson: Staff members who perform services that require special manual skill and abilities that may be acquired through on-the-job training and experience or through apprenticeship or other formal training programs. Includes mechanics, carpenters, electricians, plumbers, heavy equipment operators, stationary engineers, skilled machinery operators, compositors, typesetters, etc.

Laborers Unskilled: Staff members who perform manual labor.

Press the **F3** key, and highlight both the major assignment category and job code assignment using the PgUp/PgDn and/or **Up/Down Arrow** keys.

The following fields only pertain to the INSTRUCTIONAL PARAPROFESSIONALS:

Date of Hire

1. Hired before January 8, 2002
2. Hired after January 8, 2002

Title I Funded

- Y – Yes
N – No

NCLB Required

1. Yes has an Associates Degree
2. Yes has a Bachelors Degree or Higher
3. Yes completed 48 credits
4. Yes passed the ETS ParaPro Assessment
5. Yes completed the performance/portfolio assessment
6. Yes passed a commercial assessment other than the ETS ParaPro
7. Yes passed locally developed assessment
8. Exempt from meeting the NCLB Requirements
9. Does not meet the NCLB Requirements

Primary Responsibility

1. Providing one-on-one or small-group tutoring for students
2. Assisting with classroom management
3. Providing instructional assistance in a computer lab
4. Conducting parental involvement activities
5. Providing instructional support in library or media centers
6. Acting as a translator
7. Providing instructional support to a student under the direct supervision of a teacher
8. Providing personal care services
9. Serving as a cafeteria or bus aide
10. Serving in a clerical capacity

Secondary Responsibility

1. Providing one-on-one or small group tutoring for students
2. Assisting with classroom management
3. Providing instructional assistance in a computer lab
4. Conducting parental involvement activities
5. Providing instructional support in library or media centers
6. Acting as a translator
7. Providing instructional support to a student under the direct supervision of a teacher
8. Providing personal care services
9. Serving as a cafeteria or bus aide
10. Serving in a clerical capacity
11. None

Primary assignment School or District

1. District
2. Elementary

3. Middle
4. Secondary
5. N/A no instructional assistance responsibility

Primary assignment Classroom

1. General Education
2. Special Ed Special Class Program
3. Special Ed Pull-out Replacement Resource Program
4. Special Ed In-class Resource Program
5. Special Ed Pull-out Support Resource Program
6. Bilingual/ESL
7. No Instructional assistance responsibilities

Anyone who enters a 1 under highly qualified must answer additional questions.

Question A) Reason not highly qualified:

Enter a Y under each that apply:

- QA1. Not certified in subject being taught.
- QA2. Has not demonstrated content expertise in the subject being taught.
- QA3. Middle school teacher with N-8 certification and no content state licensing test or content major.
- QA4. Special education teacher with teacher of the handicapped certification and no content state licensing test or content major
- QA5. P-3 teacher with no Praxis test or demonstration of content expertise.
- QA6. Other reasons:

Question B) How district will support teacher to become Highly Qualified

Enter a Y under each that apply:

- QB1. Reassign to position in which the teacher is highly qualified.
- QB2. Increase professional learning opportunities in the content.
- QB3. Create collaborative professional learning teams within/between schools.
- QB4. Provide review sessions in required test (e.g., Praxis)
- QB5. Reimburse for required test (e.g., Praxis) fees.
- QB6. Provide tuition reimbursement for courses in content.
- QB7. Support National Board Certification (e.g., mentoring, study groups, release time for portfolio development)
- QB8. Other