GLOSSARY

ADMINISTRATOR/SUPERVISOR:

A staff member with valid certification who has been assigned the responsibility to manage or direct the activities of a district or a portion of these activities.

ASSIGNMENT:

The specific group of activities for which a staff member has been given responsibility.

CERTIFICATE:

The legal document giving authorization, from the New Jersey State Board of Examiners, to perform the services to which the person is assigned.

CHARTER SCHOOL:

A charter school is a public school which operates independently of the district board of education under a charter granted by the Commissioner of Education. Once the charter is approved and established, the school is managed by a board of trustees. A charter school is a corporate entity with all powers necessary for carrying out its charter program. The Commissioner of Education grants a charter for a four-year initial period which may then be renewed for a five-year period.

CLASSROOM TEACHER:

A staff member with valid certification who instructs students.

CLERICAL/SECRETARIAL STAFF:

Staff members in positions requiring skills and training for all clerical work including such activities as preparing, transcribing, systematizing, or filing written communications and reports and operating such equipment as, calculating machines, word processors, and personal computers. Tables include bookkeepers, messengers, office machine operators, clerk-typists, stenographers, secretaries, hearing reporters, statistical clerks, dispatchers, payroll clerks, and data entry operators.

COLLEGES OR UNIVERSITIES:

Tables include post-secondary institutions offering a two-year or four-year curriculum and empowered to confer a degree, as well as armed services academies and other post-secondary degree-granting institutions.

CONSOLIDATED SCHOOL DISTRICT:

A legal entity established in accordance with N.J.S.A. 18A, Chapter 8-25. Such districts are formed through the merger of two or more existing municipalities into a single district.

DEGREE:

A title conferred by an approved college or university as official recognition for a completed course of study.

DROPOUT:

Any student who leaves school before completing the requirements of the board of education for graduation without legally transferring to a public school, nonpublic school, state institution, or to an equivalent educational program of parental instruction; or whose permanent record is in the custody of a school, but the student is no longer attending the school and his/her residence and school status is unknown.

EDUCATIONAL SERVICES COMMISSION:

A legal entity established in accordance with N. J. S. A. Title 18A, Chapter 6. Such agencies are established in one or more counties for the purpose of carrying on programs of educational research and development and providing to

public school districts such educational and administrative services as may be authorized pursuant to the rules of the State Board of Education.

EDUCATIONAL SUPPORT SERVICES PERSONNEL:

A staff member with valid certification who provides administrative, technical, and logistical support to achieve the objectives of a district's educational programs.

EMPLOYED, NOT CONTINUING EDUCATION:

Tables include individuals working full-time or those participating in an apprenticeship or on-the-job training program, as well as those in government service through enlistment in the armed services or other government-sponsored program.

EXPERIENCE:

A year of professional, educational employment (excluding current year) in a public school, college, or university.

FREE MEALS AND/OR FREE MILK PROGRAM:

The National School Lunch, School Breakfast and Special Milk Programs are federally assisted programs that provide balanced, low-cost or free meals and or free milk respectively each school day. Any child enrolled at a participating school can purchase a meal and/or milk through one of these programs. Children from families with incomes at or below an established percent of the poverty level are eligible for free meals or free milk.

FTE (FULL-TIME EQUIVALENCY):

FTE is the amount of time required to perform an assignment stated as a proportion of a full-time position. This proportion is usually represented by a decimal in tenths for each assignment.

FULL-TIME (STUDENT OR CERTIFICATED STAFF MEMBER):

For students who attend or for certificated staff employed, a full school day is four or more hours of actual class time (except for pre-kindergarten and half-day kindergarten). One continuous session of two and one-half hours for pre-kindergarten or for a half-day kindergarten class constitutes a full school day.

GRADUATION RATE:

The number of grade 12 graduates represented as a percent of the grade 9 enrollment four years earlier.

HALF-DAY (PRE-KINDERGARTEN OR KINDERGARTEN):

A required program of instruction of one continuous session of two and one-half hours for pre-kindergarten or a half-day kindergarten class.

HOME ECONOMICS:

A consumer and homemaking program of instructional and laboratory experiences taught by a home economics teacher and which (1) contributes to personality development; (2) teaches the child's role in school and home life; (3) develops appreciation of the family; and (4) enriches the child's skills in other areas such as foods and clothing.

NCLB (NO CHILD LEFT BEHIND ACT OF 2001)

NCLB is the federal education act that requires accountability for the academic performance of every child. .Funds allocated under this act are to enable schools to provide opportunities for children to acquire the knowledge and skills contained in the state's content standards and to meet the state's performance standards.

INDUSTRIAL ARTS:

A program of instructional and laboratory experiences which provides basic education related to the industrial and technological aspects of life through experiences with tools, materials, and processes.

LABORERS, UNSKILLED:

Staff members in full-time positions performing manual labor and not classified in another activity assignment area.

MOBILITY:

Includes the source from which a staff member new to a school or district was recruited (entering) and the relocation of a staff member from the site reported in the previous year (leaving). The criteria for "entering" includes out-of-district transfers; placement from a college or university, home duties, military service, non-teaching occupation, or other; and return from a leave of absence without pay. The criteria for "leaving" includes out-of-district transfers; continuing education; entering military service or non-teaching employment; leave of absence without pay, resignation, retirement, death, or other; and not offered re-employment.

NEW HIRES:

Refers to persons who were hired for the first time or after a break in service for full-time employment in the district. Personnel returning from official leaves of absence granted by the district are not counted as new hires.

NON-CERTIFICATED STAFF:

Staff members in positions for which a certificate issued by the New Jersey State Board of Examiners is not required for the performance of professional services in the school or district. Table includes persons engaged in administration, such as accountants and attorneys; in health services, such as doctors, dentists, and psychiatrists; in facilities planning and operations, such as architects and engineers.

NOT CONTINUING EDUCATION:

Tables include high school graduates, who are unemployed, engaged in additional secondary schooling, homemaking, deceased, or where status is unknown.

NON-OPERATING DISTRICT:

A district that has been established legally having a board of education, but does not operate any schools.

NONPUBLIC SCHOOL:

Tables include agencies, also known as "private schools," that are established for the purposes of providing education to children in programs of study under college grade which do not derive support entirely or in part from public funds.

OTHER EDUCATION:

Tables include high school graduates attending other post-secondary institutions such as business or secretarial schools, cosmetology or barber schools, art schools, nursing schools, technical, trade, or vocational schools, industry-sponsored schools, or other post-secondary institutions not granting a degree.

OTHER TYPE COLLEGE:

Includes armed services academies, as well as any post-secondary degree granting institution.

PART-TIME:

A staff member whose total current assignments constitute less than full-time service. A part-time staff member may be employed full-time for a part of the school year, part-time for a part of the school year, or part-time for the entire school year.

POST-GRADUATE:

Students who, after graduating from high school (grade 12), re-enroll in the same or another secondary school for additional high school courses.

PRE-KINDERGARTEN:

A group or class organized to provide educational experiences for children during the year or years preceding kindergarten and are part of the elementary school program under the direction of a qualified teacher.

PROGRAM OF STUDIES:

A combination of related courses and/or self-contained classes organized for the attainment of specific education objectives, such as a program of special education for handicapped pupils or program of occupational (vocational) education.

REGIONAL SCHOOL DISTRICT:

A legal entity established in accordance with New Jersey Statutes Title 18A, Chapter 13. Such districts are formed when two or more school districts combine for a limited purpose as in establishing a grade K-12 or 9-12 district.

RACE/ETHNICITY:

The group to which an individual appears to belong, identifies with, or is regarded as belonging to in the community. The five categories, mandated by federal reporting requirements, are: White, not of Hispanic origin; Black, not of Hispanic origin; Hispanic; American Indian or Alaskan Native; and Asian or Pacific Islander.

SCHOOL DISTRICT:

A legal entity established in accordance with New Jersey Statutes Title 18A, Chapter 8. A Type I school district is the legal classification of a local school district in accordance with New Jersey Statutes Title 18A, Chapter 9-2. Such districts are formed where the board of education members are appointed by the mayor of the municipality and a board of school estimate establishes the annual school budget. A Type II school district is the legal classification of a local school district in accordance with New Jersey Statutes Title 18A, Chapter 9-3. Such districts are formed when

members of the board of education are elected and the annual school budget is submitted for voter approval in a school district election.

SCHOOL YEAR:

A calendar year which begins on July 1 and ends on June 30 of the following year.

SERVICE WORKERS:

Staff members in positions performing paraprofessional services in the areas of cafeteria operation, maintenance, security, transportation, etc. Tables include food service workers; custodial workers with the responsibility for cleanliness of buildings and operating such equipment as heating and ventilating systems; security workers with the responsibility for preserving the security of district property and keeping the buildings safe for occupancy; and transportation workers.

SHARED-TIME:

Students who attend two different schools in one day for a half school day each; for example, students who spend a half school day in an academic high school and a half school day in a county vocational school are enrolled in the high school register under the appropriate program type, grades 9-12, and also in the county vocational school register.

SKILLED CRAFTS:

Staff members in positions performing jobs which require special manual skills and a thorough and comprehensive knowledge of the processes involved in this work. Such skills may have been acquired through on-the-job training and experience, through apprenticeship, or other formal training programs. Tables include mechanics, carpenters, electricians, plumbers, heavy equipment operators, stationary engineers, skilled machinery operators, compositors, and typesetters.

SPECIAL EDUCATION:

Students on roll in self-contained special education classes. Special Education students who are mainstreamed are reported in their respective grade levels.

SPECIAL SERVICES SCHOOL DISTRICT:

A legal entity established in accordance with New Jersey Statutes Title 18A, Chapter 46-29. Such districts are established by a county board of chosen freeholders for the education and treatment of handicapped children.

TEACHER AIDES:

Staff members in positions performing assigned activities which assist certificated staff members perform professional educational teaching assignments. Tables include teacher aides, library aides, playground aides, guidance aides, etc.

TECHNICIANS:

Staff members in positions requiring a combination of knowledge and manual skill which has been obtained through approximately two years of post-high school education, such as is offered in many technical institutes and/or junior colleges, or through equivalent on-the-job training. Tables include computer programmers and operators, film inspectors, projectionists, and graphic artists, draftsmen, technicians (medical and dental) and similar occupations which cannot be properly classified in other activity area assignments.

UNEMPLOYED:

Not employed at any paid work.

VOCATIONAL EDUCATION:

Program offering education and training in such semi-skilled, skilled and/or technical occupations as agriculture, home economics, office occupations, distributive education, and technical education.

VOCATIONAL SCHOOL DISTRICT:

A legal entity established in accordance with New Jersey Statutes Title 18A, Chapter 54. Such districts may be established by the county board of chosen freeholders or referendum and are administered by a separate board of education.