



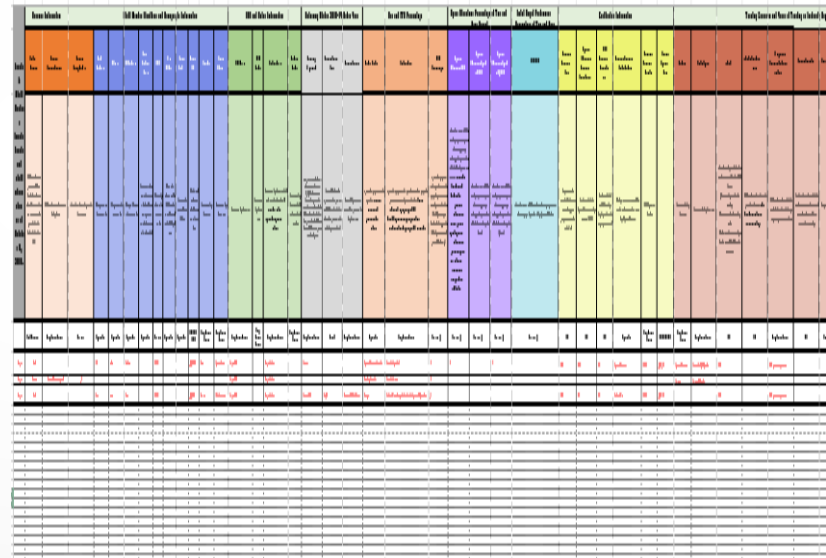
# Faculty and Staff Data Collection: Webinar

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- Faculty and Staff Technical Guide
- Faculty and Staff Data Collection Template

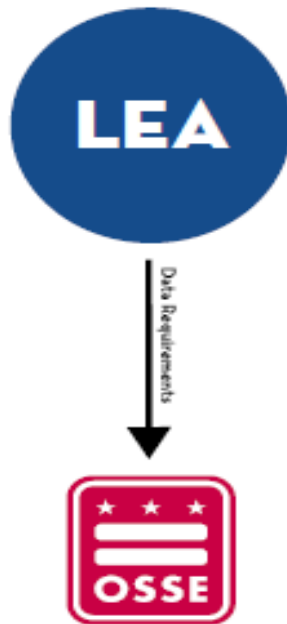


Goal: to ensure you have the resources and tools you need to complete the Faculty & Staff collection template in a timely manner.

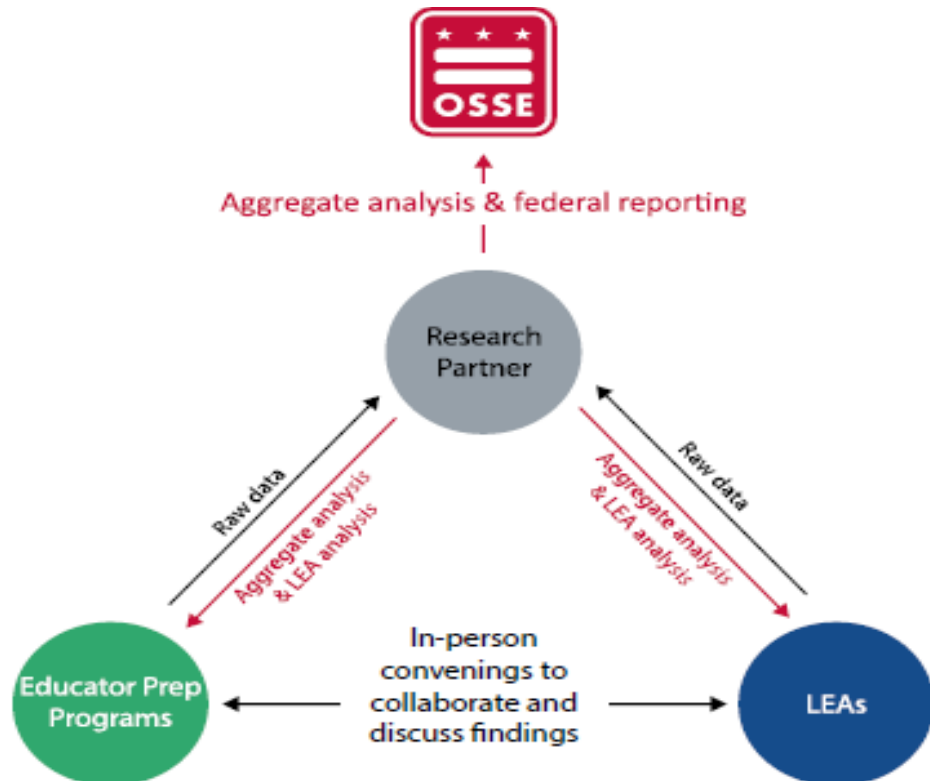


# General Overview: Two types of LEAs

## Non- Staffing Data Collaborative 19 LEAS



## Staffing Data Collaborative- 50 LEAS





# General Overview: Staffing Data Collaborative

- In July 2014, the U.S. Department of Education (ED) launched the Excellent Educators for All Initiative as part of its efforts to ensure that all students have equitable access to a quality education.
- As part of the Excellent Educators for All Initiative, ED required each state educational agency (SEA) to submit a plan describing the steps they will take to ensure that low income and minority children are not taught at higher rates than other children by inexperienced, unqualified, or out-of-field teachers.
- As a key strategy of the Equitable Access Plan, OSSE created the District of Columbia Staffing Data Collaborative in 2016 – a partnership among local education agencies (LEAs), OSSE, and a research organization.



# General Overview: Staffing Data Collaborative

- This strategy has enabled LEAs and OSSE to obtain necessary insights on how teachers choose to remain in, or leave schools and develop appropriate strategies.

For more information visit:

<https://osse.dc.gov/publication/dc-staffing-data-collaborative>



# Faculty/Staff Collection for 2018-19

This single collection will satisfy the following requirements:

- TNTP Insight Survey Roster (Staffing Data Collaborative only)
- Teacher Shortage Areas Report
- EDFacts Reporting
  - Full-time equivalent (FTE) faculty and staff
  - Teacher Qualifications (based on new ESSA requirements)
  - Certification and licensing information for:
    - Teachers of English learners;
    - Teachers of students with disabilities;
    - Paraprofessionals working with students with disabilities; and
    - Support staff working with students with disabilities.
- Teacher Equity Calculations – Title I, Part A of ESSA
- ESSA School Report Cards - ESSA
  - Teacher Experience (DCPS and DC Charter Schools)
  - Teacher Qualifications (DCPS only)





# Deadlines

Type of LEA	Receive 2017-18 Data	Due Date	Submission site
Staffing Data Collaborative	Sept. 24, 2018	Oct. 31, 2018	TNTP FTP Site
Non- Staffing Data Collaborative	Oct. 8, 2018	Nov. 16, 2018	Quick base



# How Is the Data Collection Template Organized?

- The 2018-19 Faculty and Staff Data Collection template is organized into the following sections:
  - Vacancy Information
  - Staff Member Identifiers and Demographic Information
  - LEA and School Information
  - Returning Status
  - Role and FTE Percentage
  - Special Education: Percentage of Time and Ages Served
  - Limited English Proficiency (LEP): Percentage of Time and Ages Served
  - Certification Information
  - Teaching Curriculum and Years of Teaching Experience
  - Education and Preparation
  - Performance Ratings
  - Compensation- *Staffing Data Collaborative only*





# How is the Technical Guide Organized?

Subsections	Description
Faculty and Staff Inclusion	The subsection describes which faculty and staff members must be reported on in the section.
Data Elements	<p>The subsection serves as a data dictionary for all data elements in that section of the data collection template. The table describes the data fields</p> <ul style="list-style-type: none"><li>- Definition</li><li>- Permitted values</li><li>- How these data elements will be used</li></ul>
Frequently Asked Questions	The subsection answers common questions that may arise.

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# Who should be included in this collection?

- All instructional, administrative, and support staff in LEAs and schools filled by direct hire or by contracting
- Long-term substitute teachers employed for four weeks or longer in the same position as of Oct. 5, 2018.
- Contract staff who contract directly with the LEA or school and are considered part of regular operations. Examples include:
  - Bus drivers
  - School nurses
  - Psychologists
  - Physical therapists
- Staff employed by another entity that is contracted to provide work that can be considered part of the district's regular operations. These staff work within the district but are employees of the entity with which the district contracts. Examples include:
  - School security personnel provided by a private firm
  - Charter school teachers who are employees of a charter school operator



# Who to exclude from the template?

- Short-term substitutes employed fewer than four weeks in the same position
- Contract employees who provide a non-regular service.
  - Examples may include carpenters, electricians, etc. working for a firm hired to refurbish a school building, or cooks and truck drivers who prepare and deliver meals once a week to schools under a contract with a food-service firm.



# Tips & Reminders

Below are some tips and reminders when completing the template:

- If a staff member serves in multiple schools, in multiple roles, multiple grade spans → represent each role, school, or grade span role on a separate row.
- You must include the staff members' first name, last name.
- For fields with drop-down menus, only use the values provided.



# Basics: Who is a teacher?

A teacher is defined as a school-based employee who instructs any core or non-core academic subject.

**Includes:** general or special education teachers instructing students in the “core” subject areas of English language arts, math, science, and social studies, as well as noncore subjects such as arts, foreign language, and physical education.

**Does not include:** student teachers, teachers aides, paraprofessionals, student support professionals (e.g. speech therapists or social workers), counselors, librarians, coaches, principals, special education coordinators, program coordinators, deans, office staff, custodians or any other non-instructional personnel.



# Vacancy Information

New for all  
LEAs

Vacancy Information		
Filled or Vacant	If Vacant: Vacancy Reason	If Vacant: Length of Time
<i>NEW: For each vacant position at your LEA as of October 5, include a row labeled "Vacant" and fill in all information relevant to the position (School, Title, Subject, Federal Role, FTE)</i>	<i>NEW: Select the reason for this vacancy from the drop down.</i>	<i>Indicate the number of years the position has been vacant.</i>
Filled/Vacant	Drop-Down Menu	Numeric
Filled		
Vacant	No candidates were a good fit	1
Filled		

## Vacancy Information Section

The section allows for LEAs to report all vacant teaching positions as of Oct. 5 and eliminates the previous staff shortage report.

This section needs to be completed for all teaching positions



# Vacancy Information: Frequently Asked Question

- ***What other information about the vacancy should be included?*** The following columns should be completed for all vacant teaching positions:
  - Filled or Vacant
  - If Vacant: Vacancy Reason
  - If Vacant: Length of Time
  - LEA Name/LEA Code
  - School Name/School Code
  - Staff Member's Title
  - Federal Role
  - FTE Percentage
  - Subject
  - Grade Span





# Staff Member Identifiers and Demographic Information

Staff Member Identifiers and Demographic Information									
If Filled: Last Name	First Name	Middle Name	Alias or Maiden Name	SSN	Email Address	Local Staff ID	Date of Birth	Gender	Race / Ethnicity
<i>The legal last name of the faculty or staff member.</i>	<i>The legal first name of the faculty or staff member.</i>	<i>The legal middle name of the faculty or staff member.</i>	<i>An alternate or maiden name of the faculty or staff member. Any additional names or previous names that the faculty or staff member may have had.</i>	<i>The last four digits of the staff member's social security number.</i>	<i>The staff member's school email address. TNTP will use the email address to send out the TNTP Insight survey.</i>	<i>Please include any local ID that your LEA uses</i>	<i>The day, month, and year on which the faculty or staff member was born.</i>	<i>Please select from drop-down menu</i>	<i>Please select from drop-down menu</i>
Open Text	Open Text	Open Text	Open Text	Numeric	Open Text	Open Text	MM/DD/YYYY	Drop-Down Menu	Drop-Down Menu

## Staff Member Identifiers and Demographic Information

The section includes identifying and demographic information for each faculty or staff member.

**This section needs to be completed for all staff members**



# Staff Member Identifiers and Demographic Information: Frequently Asked Questions

- ***Who should be included in the Staff Member Identifiers and Demographic Information?*** All instructional, administrative, and support staff in LEAs and schools filled by direct hire or by contracting
- ***Should student teachers be included in this data collection?*** Student teachers should be excluded from this data collection unless they have been hired by the LEA or are contracted to fill a position that is part of the LEA's regular operation.
- ***Should substitute teachers be included in this data collection?*** Long-term substitute teachers serving four weeks or longer in the same position as of Oct. 5, 2018 should be included in this data collection with the federal role of Student Support Staff. Short-term substitutes should be excluded from this data collection.



# LEA and School Information

LEA and School Information			
LEA Name	LEA Code	School Name	School Code
Please select from drop-down menu	Please select from drop-down menu	Please select from drop-down menu. Use N/A for admin staff not based at a school. All teachers must be assigned to a specific school.	Please select from drop-down menu. Use N/A for admin staff not based at a school.
Drop-Down Menu	Drop-Down Menu	Drop-Down Menu	Drop-Down Menu
Sample LEA		Sample School	
Sample LEA		Sample School	
Sample LEA		Sample School	

## LEA and School Information

The section includes basic identifying information about the LEA and school in which the faculty or staff member serves.

This section needs to be completed for all staff members



## LEA and School Information: Frequently Asked Questions

- ***What if a staff member works at the LEA level in the main office?*** If a staff member works at the main office, report “N/A” for the School Code and School Name. If a staff member teaches an online class, report the school code associated with that online class. All teachers must be assigned to a specific school.
- ***What if a staff member works at more than one LEA?*** If a staff member works at more than one LEA, each LEA will report the staff member along with the portion of time the staff member serves that LEA in the FTE percentage tab.
- ***What if a staff member serves multiple schools?*** If a staff member serves multiple schools, report each school the staff member serves along with the portion of time the staff member serves each respective school. This should be denoted using separate rows for each school served.



# Returning Status 2018-19 School Year

**New for non-  
Collaborative  
DC LEAs**

Returning Status 2018-19 School Year		
Returning Employee?	Leave/Transfer Date	Leave Reason
<i>If an employee returned at the same school in any role for the current (2018-19) school year, select "Returner." For employees who transferred to a new school within the LEA, select "Transfer - New School." For employees that left the LEA, select "Leaver - LEA." For new employees, select "New Employee."</i>	<i>If "Leaver - LEA," what was the employee's last month of employment at your LEA? If "Transfer - New School," what was the employee's last month of work at their previous school?</i>	<i>If "Leaver - LEA," please select a reason why the employee left from the drop-down menu.</i>
Drop-Down Menu	Month	Drop-Down Menu
Returner		
Leaver - LEA	May-18	Left to teach NOT in DC area

## Returning Status Section

The section includes information on the retention or transfer of employees.

This section needs to be completed for all staff members



## Returning Status 2018-19 School Year: Frequently Asked Questions

- ***What if my LEA's first operating year is the 2018-19 school year?*** If your LEA just opened, report every employee as a "New Employee."
- ***What if an employee transferred to another school in the same LEA?*** If an employee transferred to a school inside the same LEA, report the employee as "Transferred."
- ***What if an employee works part-time at two different schools inside the LEA?*** If a staff member serves multiple schools, report each school the staff member serves along with the portion of time the staff member serves each respective school. This should be denoted using separate rows for each school served. If an employee transferred to work part-time at a school inside the same LEA, report the employee as "Transferred." If the employee reduced their hours at one school, report the employee as "Returned."



# Role and FTE Percentage

Role and FTE Percentage		
Staff Member's Title	Federal Role	FTE Percentage
<i>If employee has multiple positions or works in multiple schools, use one row for each position and/or school</i>	<i>If employee has multiple positions, works in multiple schools, or teaches in multiple grade spans, use one row for each position and/or school. For any school with multiple principals, LEAs should designate one principal/school leader, and all other principals "Administrator – other."</i>	<i>If employee has multiple positions, works in multiple schools, or teaches multiple grade spans use one row for each position and/or school. The FTE percentage should only be the applicable FTE for that specific role (each person's FTEs will likely sum to 1.0).</i>
Open Text	Drop-Down Menu	Numeric 0-1.0
<i>Special Education Teacher</i>	<i>Teacher, Ungraded</i>	<i>0.5</i>
<i>Reading Teacher</i>	<i>Teacher, Elementary</i>	<i>0.5</i>
<i>Principal</i>	<i>School Administrator - Principal/School Leader (designate ONE per school)</i>	<i>1</i>

## Role and FTE Percentage

The section includes information on the staff member's title, federal role, and FTE percentage.

LEAs should use the employee's title to determine which federal role is appropriate.

This section needs to be completed for all staff members





# Role and FTE Percentage: Frequently Asked Questions

- ***What if a staff member serves multiple roles?*** Report each role the staff member serves using a separate row. The FTE percentage in each row should represent the percentage of time the staff member spends in performance of that unique role.
- ***How should the LEA determine the elementary versus secondary teacher classification?*** Classify a teacher who teaches grades 1 through 6 as an elementary teacher. Classify a teacher who teaches grades 7 through 12 as a secondary teacher. If a middle school teacher has a secondary teacher role, such as teaching science in grades 6-8, you can include that teacher as a secondary teacher. However, if the teacher also works with fifth graders, you should divide that teacher's time across the two grade spans. For example, if a teacher equally spends time with fifth, sixth, seventh, and eighth graders, include the teacher on two lines, with 0.5 FTEs for "Teacher, Elementary" based on the time spent with fifth and sixth graders and 0.5 FTEs for "Teacher, Secondary" based on the time spent with seventh and eighth graders. If a school serves students in a particular grade band, you must report having teachers for that particular grade band in that school. For example, if you are a Pre-K – grades 5 school, you must report having staff with the federal roles of "Teacher, Pre-Kindergarten," "Teacher, Kindergarten," and "Teacher, Elementary."
- ***How should the LEA report a special education teacher?*** Report a special education teacher based on the grade level served (e.g., elementary teacher, secondary teacher). Designate "Special Education" as the curriculum in the *Teaching Curriculum and Years of Teaching Experience* section of the data collection template and complete the "Special Education: Percentage of Time and Ages Served" section.
- ***How should the LEA report school counselors?*** Classify a counselor who serves students grades 1 through 6 as an elementary school counselor. Classify a guidance counselor who serves students grades 7 through 12 as a secondary school counselor. Report guidance supervisors or directors using the "Guidance Supervisor/Director" role.



# Role and FTE Percentage: Frequently Asked Questions

- ***How should administrators and administrative support staff be reported in an LEA that consists of a single school?*** If your LEA consists of a single school and the LEA administrator is also the school administrator, report that staff member's FTE at the school-level. In this case, select the "School Administrator" role. The same is true for an LEA administrative support staff member who is also a school administrative support staff member. Report that staff member's FTE at the school-level.
- ***How is the FTE percentage reported?*** The FTE percentage is reported as a number. Report a staff member who works full-time as 1.0. Report a staff member who works half-time as 0.5. The majority of staff will be reported between 0 and 1.0. If a staff member regularly works overtime, that staff member's FTE percentage will exceed 1.0.
- ***How should the LEA divide an employee's time between two different roles?*** Divide an employee's time based on the contact time spent in each role. For example, suppose a teacher works 3 hours out of a 6-hour work day as a Pre-Kindergarten teacher and 3 hours out of a 6-hour work day as a grade 1 teacher. Report the teacher's role as (a) "Teacher, Pre-Kindergarten" with an FTE percentage of 0.5; and (b) "Teacher, Elementary" with an FTE percentage of 0.5.
- ***How should I report Physical Education (PE) Teachers?*** PE Teachers should be reported as Teachers in their corresponding grade spans and "Health and Physical Education" should be selected in the curriculum column.



# Special Education: Percentage of Time and Ages Served

Special Education: Percentage of Time and Ages Served		
Special Education FTE	Special Education Ages 3 to 5 FTE	Special Education Ages 6 to 21 FTE
<p><i>Indicate the amount of time (FTE) the teacher, paraprofessional, or special education support staff (e.g., audiologist, psychologist) serves students with disabilities. (Should equal sum of next two columns). If a teacher has students with disabilities in their general education classroom, please report their special education percentage of time as 0, as they are not exclusively serving students with disabilities</i></p>	<p><i>Indicate the amount of time (FTE) the teacher, paraprofessional, or special education support staff (e.g., audiologist, psychologist) serves students with disabilities between the ages 3 to 5 years old</i></p>	<p><i>Indicate the amount of time (FTE) the teacher, paraprofessional, or special education support staff (e.g., audiologist, psychologist) serves students with disabilities between the ages 6 to 21 years old.</i></p>
<b>Numeric 0-1.0</b>	<b>Numeric 0-1.0</b>	<b>Numeric 0-1.0</b>
0.5	0	0.5
0	0	0
0	0	0

## Special Education: Percentage of Time and Ages Served

The section includes information about the portion of time a staff member serves students with disabilities and the ages of those students served.

**This section needs to be completed for teachers, paraprofessionals, and support staff who work with students ages 3 to 21 with disabilities on a full-time or part-time basis.**



## Special Education: Percentage of Time and Ages Served: Frequently Asked Questions

- ***What if a staff member serves students with disabilities exclusively?*** If a staff member serves students with disabilities exclusively, report the special education percentage of time as 1.0.
- ***What if a teacher has students with disabilities in their general education classroom?*** You would report their special education percentage of time as 0, as they are not exclusively serving students with disabilities.
- ***How should the LEA report a staff member who serves both special education and general education students?*** If a staff member serves both special education and general education students, report the percentage of time the staff member serves students with disabilities under “Special Education Percentage of Time.” For example, if a staff member works 4 hours out of a 6-hour work day with students with disabilities and 2 hours out of a 6-hour work day with general education students, report the “Special Education Percentage of Time” as 0.66 (4 hours/6 hours).



# Special Education: Percentage of Time and Ages Served: Frequently Asked Questions

- ***Why does the LEA need to report the ages of students with disabilities served?***  
Federal reporting requires that OSSE reports the portion of time an educator serves each of these age groups.
- ***Will the sum of percentage of time serving ages 3 to 5 and ages 6 to 21 equal 1.0?*** If a staff member serves students with disabilities exclusively and is a full-time staff member, the percentage of time serving students with disabilities ages 3 to 5 and ages 6 to 21 will likely sum to 1.0. However, if a staff member serves students younger than age 3 old or students older than age 21, the sum of the percentage of time serving students with disabilities ages 3 to 5 and ages 6 to 21 will not sum to 1.0.
- ***How do I calculate a staff member's total time spent serving students with disabilities between age groups 3 to 5 and 6 to 21?*** Suppose that out of 4 hours the staff member spends 1 hour with students' ages 3 to 5 and 3 hours with students ages 6 to 21. This means that the percentage reported in the "Special Education Age 3 to 5 Percentage" would be 0.17 (1 hour/6 hours), and the percentage reported in the "Special Education Age 6 to 21 Percentage" would be 0.50 (3 hours/6 hours).



# Limited English Proficiency: Percentage of Time and Ages Served

Limited English Proficiency: Percentage of Time and Ages Served
LEP FTE
<i>Indicate the amount of time (FTE) the teacher teaches in language instruction education programs designed for limited English proficient (LEP) students</i>
Numeric 0-1.0
<input type="text"/>
<input type="text"/>
<input type="text"/>

## Limited English Proficiency: Percentage of Time and Ages Served

The section includes information about the portion of time a teacher teaches in language instruction educational programs designed for limited English proficient (LEP) students.

This section needs to be completed for teachers who work with students ages 3 to 21 with Limited English Proficiency on a full-time or part-time basis.



## Limited English Proficiency: Percentage of Time and Ages Served: Frequently Asked Questions

- ***How should the LEA report a staff member who serves both English learners and non-English learners?*** If a teacher serves both EL and non-EL students, report the percentage of time the staff member serves ELs in a specific language instruction program under “LEP FTE.” For example, if a staff member works 4 hours out of a 6-hour work day teaching ESL to English learners, and 2 hours out of a 6 hour work day teaching math to all students in a program not designed for English learners, report the “LEP FTE” as 0.66 (4 hours/6 hours).
- ***How do I report teachers in bilingual programs?*** If the teacher works in a bilingual program with English learners and is specifically teaching language, their time should be included. For example, if a teacher is teaching English through a Math class (content-based instruction or bilingual instruction), they should still be included with a 1.0 LEP FTE.





# Certification Information

Certification Information					
License or Certification Status	Special Education Certification (Teachers only)	ESL Certification (Teachers only)	License or Certification Field or Subject	License or Certification Provider	License Expiration Date
<i>Is the staff person certified or licensed in DC for their current role (include support staff, paraprofessionals, teachers, and admin)?</i>	<i>Does the teacher hold a Special Education teaching certificate from OSSE?</i>	<i>Does the teacher hold an ESL/Teaching English to speakers of other languages certification?</i>	<i>What is the primary license or certification field? May include more than one on the same line (i.e. English/Special Education)</i>	<i>OSSE, Department of Health, etc.</i>	
Y/N	Y/N	Y/N	Open Text	Drop-Down Menu	MM/DD/YYYY
YES	YES	NO	Special Education	OSSE	1/1/2019
YES	NO	NO	School Admin	OSSE	1/1/2025

## Certification Information

The section includes information about a staff member's qualification status and certifications.

The section needs to be completed for:

- Teachers regardless of the ages of students served and the curriculum taught
- Paraprofessionals, and support staff who work with students with disabilities and limited English learners on a full-time or part-time basis



# Certification Information: Frequently Asked Questions

- ***Why does OSSE request credential information for all teachers?*** Under the Every Student Succeeds Act (ESSA) and the District of Columbia's state plan, OSSE must calculate the percentage of out-of-field teachers.
- ***Should a charter LEA report certification or license information?*** Charter LEAs should report certification/license information for all teachers; paraprofessionals who work with students with disabilities; and support staff who work with students with disabilities.
- ***How should the LEA report that a paraprofessional passed the Praxis exam?*** If a paraprofessional passed the Praxis exam, record the staff member's status as follows:
  - Report the License or Certification Status as "YES"
  - Enter the Praxis subject area
  - List the License or Certification Provider as "Praxis"



## Certification Information: Frequently Asked Questions

- ***How should the LEA report information for a staff member who has multiple current licenses or certifications?*** If a staff member has multiple current licenses or certifications, report information for each license or certification, separated by a forward slash. For example, suppose a staff member has passed the Praxis and holds a certification from OSSE. Report information for the staff member as follows:
  - Report the License or Certification Status as “YES”
  - Report the License or Certification Field or Subject data field as “Praxis subject area/OSSE Certification Field or Subject”
  - List the License or Certification Provider as “Praxis/OSSE”
  - Report the License Expiration Date as “Expiration Date 1 / Expiration Date 2”



# Teaching Curriculum and Years of Teaching or Leadership Experience

Teaching Curriculum and Years of Teaching or Leadership Experience										
Subject	Grade Span	In-Field	In-Field, other subject area	Emergency or Provisional Credential (Initial) Status	Novice Teacher	Principal Experience	Years of Teaching Experience	Years of School Leader Experience	LEA Start Date	Position Offer Date
Please select from the drop-down menu.	Please select from the drop-down menu.	Indicate if the teacher is qualified in the subject area they currently teach, based on OSSE's definition: 1. Has a university degree in their field of teaching; 2. Has a certification in their field of teaching; and/or 3. Has demonstrated effective teaching in their field as measured by the LEA's teacher evaluation system.	NEV: Teachers only indicate if the teacher is qualified in a subject area <b>other than the one they are currently teaching.</b>	NEV: Teachers only. Indicate whether the teacher has been identified as having emergency or provisional (initial) credentials.	Nov Teachers only. Indicate whether the teacher is currently a first year teacher or is a second year teacher and was found below effective in their first year of teaching.	Principal Only. Indicate the principal's level of experience.	Include years as a full-time teacher of record, not including this year. If this person is not a teacher, please select "N/A". Note: For pre-populated data we have already adjusted the values. LEAs should review any pre-populated data and update it so that it reflects the 2016-2018 school year as of October 5th, 2018.	Include years as a full-time school leader, not including this year. If this person is not a school leader, please select "N/A". Note: For pre-populated data we have already adjusted the values. LEAs should review any pre-populated data and update it so that it reflects the 2016-2018 school year as of October 5th, 2018.	What date did the employee start at the LEA? Enter September 1st of the current year if you only have the year.	What date did the employee accept their offer of employment for their current position at their school? Be as precise as your records allow.
Drop-Down Menu	Drop-Down Menu	Y/N	Y/N	Drop-Down Menu	Y/N	Drop-Down Menu	Numeric	Numeric	MM/DD/YYYY	MM/DD/YYYY
Special Education	Secondary (9th - 12th grade)	YES		NEV - Emergency or provisional			10		9/12/2018	7/12/2018
Elementary	Elementary (1st - 5th grade)	YES		NEV - Emergency or provisional			5	5	9/12/2018	4/12/2018

## Teaching Curriculum and Years of Teaching and Leadership Experience

The section includes information about the teachers or leaders' experience, student's grade span, and the curriculum taught.

This section needs to be completed for all teachers and leaders regardless of the ages of students served and the curriculum taught.



## Teaching Curriculum and Years of Teaching or Leadership Experience: Frequently Asked Questions

- ***What if a teacher teaches in more than one subject area?*** If a teacher serves in more than one curricular area, report each curricular area along with the corresponding FTE percentage on a separate row.
- ***Which subject should the LEA select for a special education inclusion teacher?*** Select the “Special Education” curriculum for all special education teachers—both inclusion and self-contained.
- ***How should the LEA record the years of teaching experience?*** Record the years of teaching experience as a whole number, excluding the current year. If a teacher taught four and a half years prior to the start of the 2018-19 school year, report four years of teaching experience. Please note, for pre-populated data we have already adjusted the values.
- ***How should the LEA record less than one full year of teaching experience?*** Report 0 years of teaching experience for a teacher who has taught less than one full year. For example, if a teacher started teaching in Dec. 2017, report 0 years of teaching experience for that teacher because they have not yet taught a full year as of Oct. 5, 2018.



## Teaching Curriculum and Years of Teaching or Leadership Experience: Frequently Asked Questions

- ***How do I determine if a teacher is “In-Field”?*** To determine if a teacher is “In-field,” check if they meet ANY ONE of these three criteria:
  - They were rated as “Effective” or “Highly Effective” in the same subject they are currently teaching in any previous school year (you can check their rating from last year in the data pre-populated in your template).
  - They have a degree in a field related to the subject they are teaching. For example, if a high school social studies teacher has a B.A. in History, they would be considered “In-Field.”
  - They have a license or certification in the subject that they are teaching.



# Education and Preparation

Education and Preparation				
Teacher Preparation Program Provider	Highest Education Attained	Highest Degree - Awarding Institution	Highest Degree Field/Major	Year Conferred
<i>Please select from the drop-down menu. If a teacher attended multiple prep programs, select the one where the teacher received the majority of their training</i>			<i>If staff has multiple fields, include both on same line (i.e. Math/Science)</i>	<i>Year of degree completion</i>
Drop-Down Menu	Drop-Down Menu	Open Text	Open Text	YYYY
American University	Bachelors	Sample University	Elementary Education	1999
Catholic University of America	Masters	Sample University	Education Policy	2000

## Education and Preparation

The section includes information about a staff member's educational history.

This section needs to be completed for:

- All teachers, regardless of the ages of students served and the curriculum taught
- Paraprofessionals who work with students with disabilities
- Support staff who work with students with disabilities





# Education and Preparation: Frequently Asked Questions

- ***Should the LEA include information for each degree earned or just the highest degree earned?*** The LEA should report education information on the highest level of education attained.
- ***How should the LEA report education information for a staff member who has multiple degrees at the same level?*** If a staff member has multiple degrees at the same level, report information for each degree, separated by a forward slash. For example, suppose a staff member has earned two bachelor's degrees from different institutions. Report information for the staff member as follows (see "Sample" for an example):
  - Report the Bachelor's Degree Year Conferred data field as "Degree 1 Year/Degree 2 Year."
  - Report the Bachelor's Degree Field/Major data field as "Major 1/Major 2."



# Performance Ratings

New for non-collaborative LEAs

Performance Ratings	
2017-18 Below Effective Evaluation Rating	2017-18 school year Evaluation Overall Rating
Indicate whether the teacher or school leader was rated on any evaluation tier lower than "effective" on the LEA's evaluation system for the 2017-18 school year. For example, mark Yes if the person was rated partially effective, minimally effective, not effective, or any other rating below effective.	<i>Include the overall rating for the 2017-18 school year. For data consistency, convert ratings to the 4 point scale indicated in the drop down menu. Include ratings for school leaders. (For TINTP only)</i>
Drop-Downs	Drop-Down Menu
	Effective
YES	Minimally Effective

## Performance Ratings

The section includes information about the teachers or school leader' performance rating from the previous school year.

The section needs to be completed for All Teacher and School Administrators/Principals who were employed during the 2017-18 SY.



# Performance Ratings: Frequently Asked Questions

***Does OSSE view my individual teacher and school leader evaluation scores?***

*For Staffing Data Collaborative- OSSE will receive aggregate ratings noting the percentage of staff members who are rated “below effective”*

*For Non-Staffing Data Collaborative- OSSE receives ratings for staff members who are rated “below effective” to comply with the Teacher Equity Calculations.*



# Compensation

Only for  
Collaborative  
LEAs

Compensation	
Current Year Base Compensation	Previous Year Bonus/ Performance Compensation
<i>Include the teacher's <u>2018-19 (current school year)</u> base salary, not including benefits or bonuses. (For TNTP only.)</i>	<i>Include the total bonus or performance compensation above the base salary for 2017-18 (previous school year). Enter "new teacher" for new teachers. (For TNTP only.)</i>
Dollar Amount	Dollar Amount
55,000	0
71,000	0

## Compensation

The section includes information about teachers' compensation, benefits, and bonuses.

The section needs to be completed for Teachers and School Administrators/Principals



# Compensation: Frequently Asked Question

- ***Does OSSE view my individual teacher salary?*** No, OSSE does not receive any LEA or school compensation information from TNTP.



# Other Tools & Contact Information

- In person office hours

**Oct. 11, 2018 9:00am to 3:00pm**

**OSSE room 523**

- Phone/email

**Staffing Data Collaborative**

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| Thank you!