### 2022-23 School Year Faculty and Staff Collection Metrics

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<tr>
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<th>Field/Variable Name</th>
<th>Description</th>
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<th>Data Use*</th>
<th>Lists of allowable values for drop-down menus on the collection tab</th>
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</thead>
<tbody>
<tr>
<td>1</td>
<td>Unique Faculty and Staff Identifier (UFSI)</td>
<td>The staff member's unique identifier provided by OSSE.</td>
<td>&lt;OSSE Provided Number&gt;</td>
<td>● Teacher&lt;br&gt;● School Administrator/Related Service Provider/Special Education&lt;br&gt;● Paraprofessional&lt;br&gt;● All other staff</td>
<td>Data Quality</td>
<td>&lt;OSSE Provided Number&gt;</td>
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<td>2</td>
<td>Last Name</td>
<td>The legal last name of the faculty or staff member.</td>
<td>Yes</td>
<td>● Teacher&lt;br&gt;● School Administrator/Related Service Provider/Special Education&lt;br&gt;● Paraprofessional&lt;br&gt;● All other staff</td>
<td>Data Quality check and generation of UFSI</td>
<td>&lt;Open text&gt;</td>
</tr>
<tr>
<td>3</td>
<td>First Name</td>
<td>The legal first name of the faculty or staff member.</td>
<td>Yes</td>
<td>● Teacher&lt;br&gt;● School Administrator/Related Service Provider/Special Education&lt;br&gt;● Paraprofessional&lt;br&gt;● All other staff</td>
<td>Data Quality check and generation of UFSI</td>
<td>&lt;Open text&gt;</td>
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<td>4</td>
<td>Middle Name</td>
<td>The legal middle name of the faculty or staff member.</td>
<td>No</td>
<td>Education Paraprofessional</td>
<td>- Teacher &lt;br&gt; - School Administrator/Related Service Provider/Special Education Paraprofessional &lt;br&gt; - All other staff</td>
<td>Data Quality check and generation of UFSI &lt;br&gt; &lt;Open text&gt;</td>
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<tr>
<td>5</td>
<td>Alias or Maiden Name</td>
<td>Any 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.</td>
<td>No</td>
<td>Education Paraprofessional</td>
<td>- Teacher &lt;br&gt; - School Administrator/Related Service Provider/Special Education Paraprofessional &lt;br&gt; - All other staff</td>
<td>Data Quality check and generation of UFSI &lt;br&gt; &lt;Open text&gt;</td>
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<td>6</td>
<td>SSN</td>
<td>The last four digits of the staff member's Social Security Number or the last four digits of the staff member's Individual Taxpayer Identification Number (ITIN).</td>
<td>Yes</td>
<td>Education Paraprofessional</td>
<td>- Teacher &lt;br&gt; - School Administrator/Related Service Provider/Special Education Paraprofessional &lt;br&gt; - All other staff</td>
<td>Data Quality check and generation of UFSI &lt;br&gt; &lt;Numeric&gt;</td>
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<tr>
<td>7</td>
<td>Local Staff ID</td>
<td>The ID assigned to a staff member by your internal system.</td>
<td>No</td>
<td>• Teacher • School Administrator/Related Service Provider/Special Education Paraprofessional • All other staff</td>
<td>N/A</td>
<td>&lt;Open text&gt;</td>
</tr>
<tr>
<td>8</td>
<td>Date of Birth</td>
<td>The month, day, and year on which the faculty or staff member was born.</td>
<td>Yes</td>
<td>• Teacher • School Administrator/Related Service Provider/Special Education Paraprofessional • All other staff</td>
<td>Data quality check and generation of UFSI</td>
<td>MM/DD/YYYY</td>
</tr>
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<td>9</td>
<td>Gender</td>
<td>A coded value representing the staff member’s reported gender.</td>
<td>Yes</td>
<td>• Teacher • School Administrator/Related Service Provider/Special Education Paraprofessional • All other staff</td>
<td>Data Quality check and generation of UFSI and Statewide report</td>
<td>• Male • Female • Non-binary • Unknown</td>
</tr>
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<td>10</td>
<td>Race</td>
<td>The reported race/ethnicity of the faculty or staff member.</td>
<td>Yes</td>
<td>• Teacher • School Administrator/Related Service Provider/Special Education Paraprofessional</td>
<td>Data Quality check and generation of UFSI and Statewide report</td>
<td>• American Indian/Alaskan Native • Asian • Black/African American • Two or More Races • Pacific</td>
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| 11 | Ethnicity           | The reported ethnicity of the faculty or staff member. | Yes | • Teacher  
• School Administrator/Related Service Provider/Special Education Paraprofessional  
• All other staff | Data Quality check and generation of UFSI and Statewide report | • Islander/Native Hawaiian  
• White/Caucasian  
• Other  
• Unknown |
<p>| 12 | LEA Name            | The name of the local education agency (LEA) the staff member serves. | Yes | • Included in every template | All federal and local reports | &lt;Character&gt; Select LEA Name from the drop-down menu. |
| 13 | LEA Code            | The Unique OSSE-assigned identifier for the LEA. | N/A | • Included in every template | All federal and local reports | &lt;Numeric&gt; Select LEA Code from the drop-down menu. |
| 14 | School Name         | The name of the school the staff member serves. | Yes | • Included in every template | All federal and local reports | &lt;Character&gt; Select School Name from the drop-down menu. |
| 15 | School Code         | The unique OSSE-assigned identifier for the school the staff member serves. | N/A | • Included in every template | All federal and local reports | &lt;Numeric&gt; Select School Code from the drop-down menu. |</p>
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| 16 | Returning Employee  | The staff member's returning status. Only staff from the prior school year should be reported as returners or transfers. | Yes | ● Teacher  
● School Administrator/Related Service Provider/Special Education Paraprofessional  
● All other staff | Statewide report | • Returner  
• Transfer - New School/Federal Role/Subject  
• Leaver - LEA  
• New Employee |
| 17 | Leave Date          | The employee’s last day of employment at the LEA. | Only required for Leavers | ● Teacher  
● School Administrator/Related Service Provider/Special Education Paraprofessional  
● All other staff | Statewide report | <Date> |
| 18 | Staff Member’s Title| The employee's title, as per the LEA. | Yes | ● Teacher  
● School Administrator/Related Service Provider/Special Education Paraprofessional  
● All other staff | Data quality | <Open text> |
| 19 | Federal Role        | The employee's federal role as per the definitions in the Definitions of Federal Roles document. | Yes | ● Included in every template | Data quality; Federal Teacher Shortage Areas Report; EdFacts; Statewide report; DC | • Teacher, Adult  
• Teacher, Elementary (grades 1-6)  
• Teacher, Kindergarten  
• Teacher, Pre-School and Pre-Kindergarten (grades PS and PK) |
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|   |                     |             |                         |                                 | School Report Card | • Teacher, Secondary (grades 7-12)  
• Paraprofessional – Special Education  
• Paraprofessional – General Education  
• Librarian/Media Specialist  
• Library/Media Support Staff  
• LEA Administrator  
• Instructional Coordinator and Supervisor  
• LEA Administrative Support Staff  
• School Administrative Support Staff  
• School Counselors/Directors  
• School Counselors/Directors, Secondary (Grades 7-12)  
• School Counselors/Directors, Elementary (Grades PS-6)  
• School Administrator - Principal/School |
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<td></td>
<td>Leader (designate ONE per school)</td>
<td>• School Administrator - Other • Special Education Support Staff, Audiologist • Special Education Support Staff, Counselor/Rehabilitation Counselor • Special Education Support Staff, Interpreter • Special Education Support Staff, Medical/Nursing • Special Education Support Staff, Occupational Therapist • Special Education Support Staff, Orientation and Mobility Specialist • Special Education Support Staff, Physical Therapist • Special Education Support Staff, Psychologist</td>
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| 20 | Full-time equivalent (FTE) Percentage | The amount of time the staff member spends in performance of a role.          | Yes                      |                                 | • Included in every template                                               | • Special Education Support Staff, Recreation and Therapeutic Recreation Specialist  
• Special Education Support Staff, Social Worker  
• Special Education Support Staff, Speech Language Pathologist  
• Student Support Staff  
• Other Support Staff  
• School Social Workers, Not Special Education Specific  
• School Psychologists, Not Special Education Specific  
• School Nurses, Not Special Education Specific  
• Speech Language Pathologists, Not Special Education Specific  
<Numeric value>  
An FTE Percentage of 1.0 represents a full-time employee. |
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<td>School Report Card; Teacher Equity Calculations</td>
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<tr>
<td>21</td>
<td>Special Education Teacher</td>
<td>The designation for a staff member who is a Special Education Teacher.</td>
<td>Yes</td>
<td></td>
<td>EdFacts</td>
<td>• Yes • No</td>
</tr>
<tr>
<td>22</td>
<td>Special Education FTE</td>
<td>The amount of time the teacher, paraprofessional, or special education support staff serves students with disabilities.</td>
<td>Yes</td>
<td>Teacher</td>
<td>EdFacts</td>
<td>&lt;Numeric value&gt; Between 0 and 1.2 (Should equal 1.0 for full-time employees and 0.5 for half-time employees)</td>
</tr>
<tr>
<td>23</td>
<td>Special Education Grades Pre-K 3 to Pre-K 4 FTE</td>
<td>The amount of time the paraprofessional serves students with disabilities in grades Pre-K3 to Pre-K4.</td>
<td>Only required for SPED providers</td>
<td>School Administrator/Related Service Provider/Special Education Paraprofessional</td>
<td>EdFacts</td>
<td>&lt;Numeric value&gt; Between 0 and 1.2</td>
</tr>
<tr>
<td>24</td>
<td>Special Education Grade K to Age 21 FTE</td>
<td>The amount of time the paraprofessional serves students with disabilities in grades K to Age 21.</td>
<td>Only required for SPED providers</td>
<td>School Administrator/Related Service Provider/Special Education Paraprofessional</td>
<td>EdFacts</td>
<td>&lt;Numeric value&gt; Between 0 and 1.2</td>
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<tr>
<td>25</td>
<td>EL FTE</td>
<td>The amount of time the teacher serves in a language instruction education program designed for English learners.</td>
<td>Only required for EL teachers</td>
<td>Teacher</td>
<td>EdFacts</td>
<td>&lt;Numeric value&gt; Between 0 and 1.2</td>
</tr>
</tbody>
</table>
| 26 | Dual Language Program Teacher | The designation for a teacher who teaches in a dual language program. By definition, a teacher in a dual language program provides academic content in a partner language or in English. | Only required for teachers | Teacher                        | Statewide report | • Yes  
• No |
| 27 | Dual Language of Instruction | The language used to teach course curriculum to students.                    | Only required for dual language teachers | Teacher                        | Statewide report | • English  
• Spanish  
• French  
• Mandarin  
• Arabic  
• Hebrew |
| 28 | DC License or Certification Status | The indication for whether the staff member holds an active educator credential in DC for | Only required for teachers, related service providers, and paraprofessionals that work | Teacher  
• School Administrator/Related Service Provider/Special | EdFacts; DC School Report Card for DCPS only | • Yes  
• No |
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</table>
| 29 | DC Special Education Certification Status | The indication for whether the teacher holds a Special Education teaching credential from OSSE. | Yes                      | Teacher                          | EdFacts      | • Yes  
• No                                                      |
| 30 | DC EL Certification Status               | The indication for whether the teacher holds an ESL/Teaching English to speakers of other languages credential or a bilingual credential from OSSE. | Yes                      | Teacher                          | EdFacts      | • Yes  
• No                                                      |
| 31 | License or Certification Field or Subject | Indicates the primary educator credential or certification field. It may include more than one on the same line (i.e., English/Special Education) | Yes                      | Teacher  
• School Administrator/Related Service Provider/Special Education Paraprofessional | EdFacts      | <Open Text>                                                   |
| 32 | License or Certification Provider        | The name of the provider that issued the                                   | Only required for related service providers. | School Administrator/Related Service Provider/Special | EdFacts      | • OSSE  
• DOH  
• OSSE and DOH                                               |
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</table>
| 33 | Passed PRAXIS Exam  | The indication as to whether the special education paraprofessional has passed the ETS PRAXIS ParaPro Assessment on or before Oct. 5, 2022. | Only required for Paraprofessional - Special Education | Education Paraprofessional | EdFacts                                      | • Yes  
• No  
• Not Attempted |
| 34 | Subject             | The teacher's subject area.                                                  | Yes                      | Vacancy                        | Teacher                                                               | Federal Teacher Shortage Areas Report; Statewide retention analysis report |

- Art: General Art
- Art: Dance
- Art: Music: Instrumental/Vocal
- Art: Performing Arts
- Art: Visual Arts
- Bilingual Education
- Business Education
- CTE: Agriculture, Food, and Natural Resources
- CTE: Architecture and Construction
- CTE: Arts, A/V Technology, and Communications
- CTE: Business Management & Administration
- CTE: Education & Training
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<td>• CTE: Finance</td>
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<td>• CTE: Government and Public Administration</td>
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<td>• CTE: Health Science</td>
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<td>• CTE: Hospitality and Tourism</td>
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<td>• CTE: Human Services</td>
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<td>• CTE: Information Technology</td>
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<td>• CTE: Law, Public Safety, Corrections &amp; Security</td>
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<td>• CTE: Manufacturing</td>
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<td>• CTE: Marketing</td>
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<td>• CTE: Science, Technology, Engineering &amp; Mathematics</td>
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<td>• CTE: Transportation and Logistics</td>
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<td>• Early Childhood</td>
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<td>• Elementary</td>
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<td>• English Language Arts</td>
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<td>• Literature</td>
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<td>• Speech</td>
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<td>• English as a Second Language</td>
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<td>• Foreign Languages: Spanish</td>
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<td></td>
<td>• Foreign Languages: French</td>
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<td>• Foreign Languages: Latin</td>
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<td>• Foreign Languages: American Sign Language</td>
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<td>• Foreign Languages: Mandarin Chinese</td>
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<td>• Foreign Languages: Japanese</td>
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<td>• Foreign Languages: Other (not noted above)</td>
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<td>• Health and Physical Education</td>
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<td>• Home Economics</td>
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<td>• Humanities</td>
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<td>• Library Science</td>
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<td>• General Mathematics</td>
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<td>• Mathematics: Algebra 2/Trigonometry</td>
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<td>• Mathematics: Calculus/Pre-Calculus</td>
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<td>• Mathematics: Geometry</td>
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<td>• Mathematics: Algebra 1 and 2</td>
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<td>• Mathematics: Statistics</td>
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<td>• Psychology</td>
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<td>• Reading</td>
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<td>• ROTC</td>
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| 35 | In-Field            | The indication for whether 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 | Yes                      | • Teacher                       | Teacher Equity calculations; DC School Report Card | • Yes  
• No |
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</table>
|    |                     | 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. | Yes | Teacher | Teacher Equity calculations | • Yes  
• No |
| 36 | Novice Teacher      | The indication for whether the teacher has zero (0) years of experience, or one year of experience and was found below effective in their first year of teaching. | Only required if federal role is "principal" | School Administrator/Related Service Provider/Special Education Paraprofessional | Statewide report | • The current principal was in the same role last year  
• The current principal is new to the role this year, new to the school, and new to the LEA  
• The current principal is new to the principal role, but not new to the school (e.g., was... |
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<th>Data Use*</th>
<th>Lists of allowable values for drop-down menus on the collection tab</th>
</tr>
</thead>
</table>
| 38 | Teacher Years of Teaching Experience | The years as a full-time teacher of record, not including the 2022-23 school year. | Only required if federal role is Teacher | ● Teacher                     | DC School Report Card; EdFacts | assistant principal or an instructional coach last year  
• The current principal is new to the role, and worked in a different school in the LEA last year |
| 39 | Years of School Administrator Experience | The years as a full-time school administrator for anyone listed with a federal role of School Administrator. | Only required if federal role is School Administrator or School Administrator – Principal | ● School Administrator/Related Service Provider/Special Education Paraprofessional | DC School Report Card; EdFacts | <Numeric (whole number)> |
| 40 | LEA Start Date                      | The month, day, and year the employee started at the LEA.                   | Only required for new employees | ● Teacher  
● School Administrator/Related Service Provider/Special Education Paraprofessional  
● All other staff | Data Quality | MM/DD/YYYY |
| 41 | Highest Education Attained           | The type of degree the staff member received.                             | Yes                       | ● Teacher  
● School Administrator/ Related Service Provider/Special Education Paraprofessional  
● All other staff | EdFacts Statewide report | ● 48 Hours of college credit  
● Associate's |
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</thead>
<tbody>
<tr>
<td>42</td>
<td>Highest Degree Field/Major</td>
<td>The field/major in which the staff member received this degree.</td>
<td>Yes</td>
<td>Related Service Provider/Special Education Paraprofessional</td>
<td>Statewide report</td>
<td>• Bachelor's</td>
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<td>• Master's</td>
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<td>• Doctorate</td>
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<td>• Other</td>
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<td>43</td>
<td>Previous School Year Below Effective Evaluation Rating</td>
<td>The indication for whether the teacher earned an evaluation rating below “effective” on the LEA's evaluation system for the previous school year.</td>
<td>Yes</td>
<td>Teacher, School Administrator/Related Service Provider/Special Education Paraprofessional</td>
<td>Teacher Equity Calculations; Statewide report</td>
<td>• Yes</td>
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<td>• No</td>
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<td>• Not Rated</td>
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</tbody>
</table>

* The list is not exhaustive