



Faculty and Staff Data Collection

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Faculty/Staff Collection for 2019-20

Each year, every District of Columbia local education agency (LEA) must complete the Faculty and Staff data collection. LEAs must report faculty and staff roster information for all instructional, administrative, and support staff in LEAs and schools filled by direct hire or by contracting. The data reported in this collection should represent the LEA's faculty and staff roster and vacancies as of the 2019-20 school year enrollment audit (Oct. 7, 2019). This collection will satisfy a number of federal, local, and Staffing Data Collaborative reporting requirements which include but are not limited to:

- EdFacts Reports
- Federal Teacher Shortage Areas Report
- Equitable Access to Excellent Educators Calculations under ESSA (Teacher Equity Calculations)
- DC School Report Card
- Staffing Data Collaborative





Purpose

During this presentation we will be reviewing the following:

- Faculty and Staff Technical Guide
- Faculty and Staff Data Collection Template
- Common Core of Data's (CCD) Definitions of Staff Categories document
- Federal Role Cross Walk

Goal: to ensure you have the resources and tools you need to complete the Faculty and Staff Collection Template in a timely manner.





Deadlines

Staffing Data Collaborative	Sept. 24, 2019	Oct. 25, 2019	TNTP FTP Site
Non- Staffing Data Collaborative	Sept. 24, 2019	Oct. 25, 2019	Faculty and Staff Application

- Every LEA will receive their prior year's data in the updated template on **Sept. 24, 2019** and every LEA must upload to the respective secure site **by Oct. 25, 2019**.





How Is the Data Collection Template Organized?

- The 2019-20 Faculty and Staff Data Collection Template is organized into the following sections:
 - Vacancy Information
 - Staff Member Identifiers and Demographic Information
 - LEA and School Information
 - Insight Survey Information
 - Returning Status
 - Role and FTE Percentage
 - Special Education: Percentage of Time and Ages
 - Limited English Proficiency (LEP) FTE
 - Certifications
 - Years of Teaching Experience
 - Education and Preparation
 - Performance Ratings





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	The Data Elements section serves as a data dictionary for all data elements in that section of the data collection template. The data dictionary is formatted into a table that describes the data fields, definition, permitted values, and use.
FAQ	The subsection answers common questions that may arise.





Other useful documents

1. Common Core of Data Definitions of Staff Categories

Common Core of Data's (CCD) Definitions of Staff Categories:
The definitions below align with the Common Core of Data's (CCD) definitions of staff categories.

Instructional Staff

Teacher, Adult: Teachers of an OSSE-approved adult education program, regardless of the age of the students.

Teacher, Elementary: Classify a teacher who teaches grades 1 through 6 as an elementary teacher. If a grade 6 teacher is in a middle school, they may be listed as a secondary teacher. However, a middle school that includes grades 4 or 5 must add additional rows to classify teachers of students in those grades as elementary teachers. Teachers who teach multiple grades in an elementary school that includes Kindergarten and Pre-K must also be separated out based upon the time spent teaching specific grade spans. All schools that serve students in grades 1-5 are required to report having elementary teachers.

EXCLUDE pre-kindergarten and kindergarten teachers from this count.

Teacher, Kindergarten: Teachers of a group or class that is part of a public school program and is taught during the year preceding first grade. All schools that serve kindergarten students are required to report having kindergarten teachers.

Teacher, Pre-kindergarten: Teachers of a group or class that is part of a public school program that is taught during the year or years preceding kindergarten. All schools that serve Pre-kindergarten students are required to report having Pre-kindergarten teachers.

INCLUDE teachers of Head Start students if Head Start is part of an authorized public education program of an LEA.

Teacher, Secondary: Classify a teacher who teaches grades 7 through 12 as a secondary teacher. If a sixth grade teacher is in a middle school, they may be listed as a secondary teacher. However, a middle school that includes grades 4 or 5 must add additional rows to classify teachers of students in those grades as elementary teachers.

Paraprofessionals - (General Education or Special Education): Staff members assigned to assist a teacher with routine activities associated with teaching i.e., activities requiring minor decisions regarding students, such as monitoring, conducting rote exercises, operating equipment and clerking.

INCLUDE tutors if the position does not require teaching credentials; only paid staff, whether direct hire or contracted staff.

2. Allowable values and use of metrics guide

Faculty and Staff Collection: Allowable values and use of metrics guide

Metric	Description/Special Considerations/Variations	Required for 2019-20 School Year	Data Use	How is this metric reported?	Lists of allowable values for drop-down menus on the collection tab
Filled or Vacant	Indicate whether a position is filled or vacant (For each vacant position, fill in all information relevant to the position [School, Title, Subject, Federal Role, FTE])	Yes	<i>Federal Teacher Shortage Areas Report; Educator Preparation report; Statewide vacancy report</i>	SEA	<ul style="list-style-type: none"> Filled Vacant
If Vacant: Vacancy Reason	If the position is vacant, indicate the reason the position is vacant.	Yes	<i>Federal Teacher Shortage Areas Report; Educator Preparation report; Statewide vacancy report</i>	SEA	<ul style="list-style-type: none"> New hire did not show up Unexpected leave of absence Late summer retirement/resignation Late promotion of teacher Candidate failed background/license check No qualified candidates No candidates were a good fit Waiting for final enrollment numbers Late addition of new position Late opening of a new campus Other

3. Federal Role Cross Walk

Federal Role Cross walk

This document aims to help LEAs determine the federal role that corresponds with the staff title. OSSE has compiled a list of all staff roles previously submitted by LEAs and determined the federal role used most of the time.

How to use this tool: Search for the example staff titles and scroll to the right to determine federal role. The federal role can vary depending if the staff member works at the LEA, school, works exclusively with students with disabilities, or if the staff member is considered ancillary.

Staff Title-- Titles previously provided by LEAs	Federal Role for most instances of this staff title	Federal Role if staff is LEA-based	Federal Role if staff is school-based	Federal Role if staff that does not specifically serve students with disabilities
S04/ELL Coordinator	School Administrator			
ABA Assistant Teacher	Special Education Paraprofessional			
ABA Coordinator	School Administrator			
ABA Specialist	Student Support Staff			
Academic Advisor	Student Support Staff			
Academic Affairs Program Mgr		Instructional Coordinator and Supervisor	School Administrator	
Academic Coordinator	Instructional Coordinator and Supervisor			
Academic Counselor	Guidance Supervisor/Director			
Academic Dean	School Administrator			
Academic Success Coach	Student Support Staff			
Academic Support Resource/Teacher Aide				Paraprofessional





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. 7, 2019**.
- 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 should be excluded from the template?

- Short-term substitutes employed fewer than four weeks in the same position.
- Contract employees who provide a non-regular service. Examples include:
 - Carpenters
 - Electricians
 - Individuals working for a firm hired to refurbish the school
 - Cooks or drivers who prepare and deliver meals once a week to schools under a contract with a food-service firm





Important things to consider when completing this year's template

- OSSE is prepopulating staff roster templates for the 2019-20 school year using data from the 2018-19 school year.
- OSSE is adding a Unique Faculty and Staff Identifier (UFSI) to every staff member on your roster.
- OSSE needs staff full names, dates of birth, and last four digits of Social Security Numbers in order to create the USFI.
- Every LEA must provide data for teachers that work with every grade level served.
- Include staff with multiple roles, subjects, grade span, and/or multiple schools in different rows.
- For fields with drop-down menus, only use the values provided.
- LEAs are required to report the proportion of FTE for teachers who work with English learners and students with disabilities.





Metrics eliminated from template

- For Staffing Data Collaborative LEAs
 - If vacant, length of time
 - Position offer date
 - In-field, other subject area
 - Compensation
- Non-Staffing Data Collaborative LEAs:
 - License Expiration date
 - Emergency or Provisional Credential (Initial) Status
 - Year Conferred





Complete transparency

- This year's template and supplemental materials include how OSSE plans to use or report the data in the specific column.
 - SEA: Data will be reported in aggregate for DC.
 - LEA: Data will be reported in aggregate by LEA.
 - School: Data will be reported in aggregate by school.
 - N/A: Data will not be reported externally.

Please note, the data will never be reported by staff member.





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, English learner, 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

Faculty & Staff as of October 7, 2019.	Vacancy Information	
Metric	Filled or Vacant	If Vacant: Vacancy Reason
Description/Special Considerations	Indicate whether a position is filled or vacant (For each vacant position, fill in all information relevant to the position [School, Title, Subject, Federal Role, FTE])	If the position is vacant, indicate the reason the position is vacant.
Required for 2019-20 School Year	Yes	Yes
Data Use	Federal Teacher Shortage Areas Report; Educator Preparation report; Statewide vacancy report	Federal Teacher Shortage Areas Report; Educator Preparation report; Statewide vacancy report
How is this metric reported?	SE4	SE4
Type	Option Set	Option Set
<i>Example</i>	<i>Filled</i>	
<i>Example</i>	<i>Vacant</i>	<i>No candidates were a good fit</i>
<i>Example</i>	<i>Filled</i>	

This section needs to be completed for all teaching positions





Vacancy Information: Frequently Asked Question (FAQ)

- ***What other columns should be completed if the position is vacant?***
 - Filled or Vacant
 - If Vacant: Vacancy Reason
 - 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									
Unique Faculty and Staff Identifier (UFSI)	Last Name	First Name	Middle Name	Alias or Maiden Name	SSN	Local Staff ID	Date of Birth	Gender	Race / Ethnicity
The staff member's unique identifier provided by OSSE. Staff employed during the 18-1951 will have a number. Please do not edit or modify this column. OSSE will create a number for your new staff members before data validation.	The legal last name of the faculty or staff member.	The legal first name of the faculty or staff member.	The legal middle name of the faculty or staff member.	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.	The last four digits of the staff member's social security number.	The ID assigned to your staff member by your internal system.	The day, month, and year on which the faculty or staff member was born.	A coded value representing the staff member's reported gender.	The reported race/ethnicity of the faculty or staff member. If the staff member did not report a race/ethnicity, please select "unknown." Only one race/ethnicity option may be selected per staff member.
<i>OSSE Provided/Number</i>	<i>Yes</i>	<i>Yes</i>	<i>Yes</i>	<i>No</i>	<i>Yes</i>	<i>No</i>	<i>Yes</i>	<i>Yes</i>	<i>Yes</i>
<i>Data Quality check</i>	<i>Data Quality check and generation of UFSI</i>	<i>Data Quality check and generation of UFSI</i>	<i>Data Quality check and generation of UFSI</i>	<i>Data Quality check and generation of UFSI</i>	<i>Data Quality check and generation of UFSI</i>	<i>Data Quality check and generation of UFSI</i>	<i>Data Quality check and generation of UFSI</i>	<i>Data Quality check and generation of UFSI</i>	<i>Data Quality check and generation of UFSI</i>
<i>NA</i>	<i>NA</i>	<i>NA</i>	<i>NA</i>	<i>NA</i>	<i>NA</i>	<i>NA</i>	<i>NA</i>	<i>SFA</i>	<i>SFA</i>

This section needs to be completed for all staff members





Staff Member Identifiers and Demographic Information: FAQ

- ***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. 7, 2019 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
This field should have the name of the LEA the staff member serves.	Unique OSSE-assigned identifier for local education agencies (LEAs), three to four digits.	This field should have the name of the school that the staff member serves. If the staff member works in multiple schools, use a different row for each school. All teachers must be assigned to a specific school.	Unique OSSE-assigned identifier for schools, three to four digits. This field should have the school code that the staff member serves.
<i>Yes</i>	<i>Yes</i>	<i>Yes</i>	<i>Yes</i>
<i>All federal and local reports</i>	<i>All federal and local reports</i>	<i>All federal and local reports</i>	<i>All federal and local reports</i>
<i>SEA, LEA, School</i>	<i>SEA, LEA,</i>	<i>SEA, LEA, School</i>	<i>SEA, LEA, School</i>

This section needs to be completed for all staff members





LEA and School Information: FAQ

- ***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.





Insight Survey Information

Insight Survey Information Staffing data collaborative members only		
Email Address	Insight Survey Participant?	Insight School Campus
<p>The staff member's school email address. Staffing data collaborative members only-- TNTP will use the email address to send out the TNTP Insight survey.</p>	<p>Staffing data collaborative members only-- Should this staff member participate in the Insight Survey? Insight is intended for employees who spend 50% or more of their time delivering direct instruction to students in the classroom. For staff that are listed multiple times based on roles or campuses, please indicate "Yes" in only one row.</p>	<p>Staffing data collaborative members only--For staff participating in Insight, please select the Insight school or campus where this staff members survey responses should be directed for reporting. If the campus is not listed in the options, select other and your Insight contact will follow-up.</p>
<i>Yes (SDC only)</i>	<i>Yes (SDC only)</i>	<i>Yes (SDC only)</i>
<i>Used for TNTP survey</i>	<i>Used for TNTP survey</i>	<i>Used for TNTP survey</i>
<i>N/A</i>	<i>N/A</i>	<i>N/A</i>

This section needs to be completed for all staff that takes the Insight Survey





Insight Survey Information: FAQ

- ***What if my LEA does not participate in the staffing data collaborative?*** If your LEA does not participate in the Staffing Data Collaborative, you should not complete this section.
- ***Why does OSSE ask for staff email addresses?*** LEAs that are not part of the staffing data collaborative do not need to provide their staff emails. For LEAs that are part of the staffing data collaborative, emails will be used by TNTP to send out the TNTP Insight survey.
- ***What if a staff member does not participate in the Insight Survey?*** If the staff member does not participate in the Insight survey, the Insight Participant column should say “No.”





Returning Status 2018-19 School Year

Returning Employee?	Leave/Transfer Date	Leave Reason
<p>Indicate the staff member's returning status. If an employee returned at the same school in any role for the current (2019-20) 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."</p>	<p>If "Leaver - LEA," what was the employees last month of employment at your LEA? If "Transfer - New School," what was the employee's last month of work at their previous school?</p>	<p>Staffing data collaborative members only—If "Leaver - LEA," please select a reason why the employee left from the drop-down menu.</p>
<i>Yes</i>	<i>Yes</i>	<i>Yes</i>
<i>Statewide retention analysis report</i>	<i>Statewide retention analysis report</i>	<i>Statewide retention analysis report</i>
<i>SEA</i>	<i>SEA</i>	<i>SEA</i>
Option Set	Month	Option Set

This section needs to be completed for all staff members





Returning Status 2018-19 School Year: FAQ

- ***What if my LEA's first operating year is the 2019-20 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 additional columns need to be completed if the employee left the LEA?*** If the employee left the LEA, designate the staff member as a leaver, you must complete the following sections:
 - Vacancy Information
 - Staff Member Identifiers and Demographic Information
 - LEA and School Information
 - Returning Status 2019-20 School Year
 - Role and FTE Percentage
 - Special Education (if relevant with role)
 - Limited English Proficiency (if relevant with role)
 - Performance Ratings (if vacant teacher or administrator position)





Role and FTE Percentage

Staff Member's Title	Federal Role	FTE Percentage
If employee has multiple positions or works in multiple schools, use one row for each position and/or school	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."	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>Yes</i>	<i>Yes</i>	<i>Yes</i>
<i>Data quality</i>	<i>Federal Teacher Shortage Areas Report; EdFacts; Statewide retention analysis report; DC School Report Card; Teacher Equity Calculations</i>	<i>Federal Teacher Shortage Areas Report; EdFacts; Statewide retention analysis report; DC School Report Card; Teacher Equity Calculations</i>
<i>N/A</i>	<i>SEA, LEA, School</i>	<i>SEA, LEA, School</i>
Open Text	Option Set	Numeric 0-1.0

This section needs to be completed for all staff members

Use the Common Core of Data's (CCD) Definitions of Staff Categories document and/ or the Federal Role cross walk document as a reference





Role and FTE Percentage: FAQ

- ***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.
- ***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 school counselor who serves students grades 1 through 6 as an elementary school counselor. Classify a school counselor who serves students grades 7 through 12 as a secondary school counselor. Report school counseling supervisors or directors using the “School Counselors/Directors” role.





Role and FTE Percentage: FAQ

- ***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 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 Teacher	Special Education FTE	Special Education Ages 3 to 5 FTE	Special Education Ages 6 to 21 FTE
Indicate if the staff member is a Special Education Teacher.	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	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	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>Yes</i>	<i>Yes</i>	<i>Yes</i>	<i>Yes</i>
<i>EdFacts</i>	<i>EdFacts</i>	<i>EdFacts</i>	<i>EdFacts</i>
<i>SEA, LEA</i>	<i>SEA, LEA</i>	<i>SEA, LEA</i>	<i>SEA, LEA</i>
Option Set	Numeric 0-1.0	Numeric 0-1.0	Numeric 0-1.0

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: FAQ

- ***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.
- ***What if a teacher has students with disabilities in the general education classroom?*** You would report the general education teacher's special education percentage of time as 0, as they are not exclusively serving students with disabilities. Please keep in mind the FTE should be based on the purpose of the position. If the teacher is hired to be the special education inclusion teacher, and focus on students with disabilities, then their Sped FTE would be 1. If they're hired to be a general education teacher, and focus on all students, their Sped FTE would be 0.
- ***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.





Special Education: Percentage of Time and Ages Served: FAQ

- ***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

LEP FTE
Indicate the amount of time (FTE) the teacher serves in a language instruction education program designed for English learners.
<i>Yes</i>
<i>EdFacts</i>
<i>SEA, LEA</i>
Numeric 0-1.0

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: FAQ

- **How should the LEA report a staff member who serves both English learners (ELs) and non-English learners (non-ELs)?** 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 should the LEA report teachers in bilingual programs?** If the teacher works in a bilingual program with ELs 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

License or Certification Status	Special Education Certification (Teachers only)	ESL Certification (Teachers only)	License or Certification Field or Subject	License or Certification Provider
Does the staff member hold an active license in DC for his/her current role (e.g., support staff, paraprofessionals, teachers, admin)?	Does the teacher hold a Special Education teaching certificate from OSSE?	Does the teacher hold an ESL/Teaching English to speakers of other languages certification?	What is the primary license or certification field? May include more than one on the same line (i.e., English/Special Education)	Name of the provider that issued the certification or license.
<i>Yes</i>	<i>Yes</i>	<i>Yes</i>	<i>Yes</i>	<i>Yes</i>
<i>EdFacts</i>	<i>EdFacts</i>	<i>EdFacts</i>	<i>EdFacts</i>	<i>EdFacts</i>
<i>SEA, LEA</i>	<i>SEA, LEA</i>	<i>SEA, LEA</i>	<i>SEA</i>	<i>N/A</i>
Option Set	Option Set	Option Set	Open Text	Option Set

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 EIs on a full-time or part-time basis





Certification Information: FAQ

- **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 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 three different licenses include the multiple licenses as Special Education/Administrative/Biology.





Years of Teaching or Leadership Experience

Subject	Grade Span	In-Field	Novice Teacher	Principal Experience	Teacher Years of Teaching Experience	Years of School Administrator Experience	LEA Start Date
Indicate the teacher's subject area.	Indicate the grade span the teacher teaches. If the teacher teaches multiple grade spans, add a separate row for each.	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.	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 as a principal	Teachers Only: Include the 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 2019-20 school year as of Oct. 7, 2019.	Include years as a full-time school administrator for anyone listed with a federal role of "School Administrator". Do not include this year. If this person is not a school administrator, 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 2019-2020 school year as of Oct. 7, 2019.	What date did the employee start at the LEA? Enter September 1st of the correct year if you only have the year.
<i>Yes</i>	<i>Yes</i>	<i>Yes</i>	<i>Yes</i>	<i>Yes</i>	<i>Yes</i>	<i>Yes</i>	<i>Yes</i>
<i>Federal Teacher Shortage Areas Report; EdFacts</i>	<i>Federal Teacher Shortage Areas Report; EdFacts</i>	<i>Teacher Equity calculations; DC School Report Card</i>	<i>Teacher Equity Calculations</i>	<i>DC School Report Card</i>	<i>DC School Report Card</i>	<i>DC School Report Card</i>	<i>Data Quality</i>
<i>SEA</i>	<i>SEA</i>	<i>SEA, LEA, School</i>	<i>SEA, LEA, School</i>	<i>SEA</i>	<i>SEA, LEA, School</i>	<i>SEA, LEA, School</i>	<i>N/A</i>
Option Set	Option Set	Option Set	Y/N	Option Set	Numeric	Numeric	MM/DD/YYYY

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





Years of Teaching or Leadership Experience: FAQ

- ***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.





Years of Teaching or Leadership Experience: FAQ

- ***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

Teacher Preparation Program Provider	Highest Education Attained	Highest Degree - Awarding Institution	Highest Degree Field/Major
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	Indicate the type of degree the staff member received.	Indicate the name of the degree granting institution.	Indicate the field/major in which the staff member received this degree. If staff has multiple fields, include both on same line (i.e., Math/Science).
<i>Yes</i>	<i>Yes</i>	<i>Yes</i>	<i>Yes</i>
<i>Educator Preparation report</i>	<i>Educator Preparation report; EdFacts</i>	<i>Educator Preparation report</i>	<i>Educator Preparation report</i>
<i>SEA, LEA</i>	<i>SEA, LEA</i>	<i>SEA, LEA</i>	<i>SEA, LEA</i>
Option Set	Option Set	Open Text	Open Text

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: FAQ

- ***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 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

2018-19 Below Effective Evaluation Rating	2018-19 school year Evaluation Overall Rating (For TNTP Only)
<p>Indicate whether the teacher or school leader was rated on any evaluation tier lower than “effective” on the LEA’s evaluation system for the 2018-19 school year. For example, mark Yes if the person was rated partially effective, minimally effective, not effective, or any other rating below effective.</p>	<p>Staffing data collaborative members only-- Include the overall rating for the 2018-19 school year. For data consistency, convert ratings to the 4 point scale indicated in the drop down menu. Include ratings for school leaders. (For TNTP only)</p>
<p>Yes</p>	<p>No (SDC Only)</p>
<p><i>DC School Report Card; Teacher Equity Calculations</i></p>	<p><i>Used for LEA reports produced by TNTP</i></p>
<p>SEA, LEA, School</p>	<p>All</p>
<p>Drop-Down</p>	<p>Option Set</p>

The section needs to be completed for All Teacher and School Administrators/Principals who were employed during the 2018-19 school year.





Performance Ratings: FAQ

- **What if my LEA uses a rating scale that does not match the drop down options?** Translate the values in your LEAs scale to the drop-down options.
 - Ineffective: Teachers who do not show effectiveness in any areas. This is the lowest rating for teachers. Other common terms are “Unsatisfactory” or “Not Proficient.”
 - Minimally Effective: Teachers who are not quite effective, but demonstrate some effective traits, or could be developed to be effective. Other common terms are “Developing,” “Not Quite Effective,” or “Somewhat Effective.”
 - Effective: Teachers who meet the bar for effective teaching at your LEA. Other common terms are “Satisfactory” or “Proficient.”
 - Highly Effective: The strongest teachers at your LEA.
- **Does OSSE view my individual teacher and school leader evaluation scores?** OSSE receives aggregated ratings by staff members indicating if the staff member receives a rating lower than effective (yes/no) to comply with the Teacher Equity Calculations.





Other Tools & Contact Information

- **Faculty and Staff Collection website:**

<https://osse.dc.gov/page/faculty-and-staff-data-collections>

- **In person office hours and Virtual Office Hours:**

Oct. 24, 2019, OSSE, Room 523, 1-4p.m.

- **Submit all questions through the OSSE Support Tool**

<https://octo.quickbase.com/db/main?a=SignIn>





Thank you!

