



DISTRICT OF COLUMBIA
OFFICE OF THE STATE SUPERINTENDENT OF
EDUCATION

2020-21 School Year Faculty and Staff Collection metrics

For the 2020-21 school year, the Office of the State Superintendent of Education (OSSE) will no longer collect the Faculty and Staff data in one large file. OSSE will break down the collection template into specific role types.

The role types are:

1. Vacancy
2. Teachers
3. School Administrators/ Related Service Providers/ Special Education Paraprofessionals
4. All other staff

#	Field/Variable Name	Description	Is this metric required?	Collection Template	Data Use*	How is this metric reported?*	Lists of allowable values for drop-down menus on the collection tab
1	Unique Faculty and Staff Identifier (UFSI)	The staff member's unique identifier provided by OSSE.	<OSSE Provided Number>	Teacher School Administrator/ Related Service Provider/Special Education Paraprofessional All other staff	Data Quality	N/A	<OSSE Provided Number>
2	Last Name	The legal last name of the faculty or staff member.	Yes	Teacher School Administrator/ Related Service Provider/Special	Data Quality check and generation of UFSI	N/A	<Open text>

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				Education Paraprofessional All other staff			
3	First Name	The legal first name 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	N/A	<Open text>
4	Middle Name	The legal middle name of the faculty or staff member.	No	Teacher School Administrator/ Related Service Provider/Special Education Paraprofessional All other staff	Data Quality check and generation of UFSI	N/A	<Open text>
5	Alias or Maiden Name	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.	No	Teacher School Administrator/ Related Service Provider/Special Education Paraprofessional All other staff	Data Quality check and generation of UFSI	N/A	<Open text>

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6	SSN	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).	Yes	Teacher School Administrator/ Related Service Provider/Special Education Paraprofessional All other staff	Data Quality check and generation of UFSI	N/A	<Numeric>
7	Local Staff ID	The ID assigned to your staff member by your internal system.	No	Teacher School Administrator/ Related Service Provider/Special Education Paraprofessional All other staff	N/A	N/A	<Open text>
8	Date of Birth	The day, month, and year on which the faculty or staff member was born. (MM/DD/YYYY)	Yes	Teacher School Administrator/ Related Service Provider/Special Education Paraprofessional All other staff	Data quality check and generation of UFSI	N/A	MM/DD/YYYY
9	Gender	A coded value representing the	Yes	Teacher School	Data Quality check and	SEA	<ul style="list-style-type: none"> • Male • Female

#	Field/Variable Name	Description	Is this metric required?	Collection Template	Data Use*	How is this metric reported?*	Lists of allowable values for drop-down menus on the collection tab
		staff member's reported gender.		Administrator/ Related Service Provider/Special Education Paraprofessional All other staff	generation of UFSI and Statewide report		<ul style="list-style-type: none"> • Non-binary • Unknown
10	Race	The reported race/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	SEA	<ul style="list-style-type: none"> • American Indian/Alaskan Native • Asian • Black/African American • Two or More Races • Pacific Islander/Native Hawaiian • White/Caucasian • Other • Unknown
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	SEA	<ul style="list-style-type: none"> • Hispanic • Not Hispanic • Unknown
12	LEA Name	This field should have the name of the LEA the staff member serves.	Yes	All	All federal and local reports	SEA	<Character> Select LEA Name from the drop-down menu.

#	Field/Variable Name	Description	Is this metric required?	Collection Template	Data Use*	How is this metric reported?*	Lists of allowable values for drop-down menus on the collection tab
13	LEA Code	Unique OSSE-assigned identifier for local education agencies (LEAs), three to four digits.	N/A	All	All federal and local reports	SEA	<Numeric> Select LEA Code from the drop-down menu.
14	School Name	The name of the school that the staff member serves.	Yes	All	All federal and local reports	SEA	<Character> Select School Name from the drop-down menu.
15	School Code	The unique OSSE-assigned identifier for schools, three to four digits. This field should have the school code that the staff member serves.	N/A	All	All federal and local reports	SEA	<Numeric> Select School Code from the drop-down menu.
16	Returning Employee	The staff member's returning status.	Yes	Teacher School Administrator/ Related Service Provider/ Special Education Paraprofessional All other staff	Statewide retention analysis report	SEA	<ul style="list-style-type: none"> • Returner • Transfer- New School/ Federal Role/ Subject • Leaver- LEA • New Employee

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17	Leave Date	The employees' last day of employment at your LEA.	Only required for Leavers	Teacher School Administrator/ Related Service Provider/Special Education Paraprofessional All other staff	Statewide retention analysis report	SEA	<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	N/A	<Open text>
19	Federal Role	The employee's federal role as per the definitions in the Common Core of Data's (CCD) Definitions of Staff Categories document.	Yes	All	Data quality; Federal Teacher Shortage Areas Report; EdFacts; Statewide retention analysis report; DC School Report Card	SEA, LEA, School	<ul style="list-style-type: none"> • Teacher, Adult • Teacher, Elementary (grades 1-6) • Teacher, Kindergarten • Teacher, Pre-School and Pre-Kindergarten (grades PS and PK) • Teacher, Secondary (grades 7-12) • Paraprofessional – Special Education • Paraprofessional – General Education

#	Field/Variable Name	Description	Is this metric required?	Collection Template	Data Use*	How is this metric reported?*	Lists of allowable values for drop-down menus on the collection tab
							<ul style="list-style-type: none"> • 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 Leader (designate ONE per school) • School Administrator - Other

#	Field/Variable Name	Description	Is this metric required?	Collection Template	Data Use*	How is this metric reported?*	Lists of allowable values for drop-down menus on the collection tab
							<ul style="list-style-type: none"> • 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 • Special Education Support Staff, Recreation

#	Field/Variable Name	Description	Is this metric required?	Collection Template	Data Use*	How is this metric reported?*	Lists of allowable values for drop-down menus on the collection tab
							and Therapeutic Recreation Specialist <ul style="list-style-type: none"> • Special Education Support Staff, Social Worker • Special Education Support Staff, Speech Language Pathologist • Student Support Staff • Other Support Staff
20	Full-time employment (FTE) Percentage	The amount of time the staff member spends in performance of a role.	Yes	All	Federal Teacher Shortage Areas Report; EdFacts; Statewide retention analysis report; DC School Report Card; Teacher Equity Calculations	SEA, LEA, School	<Numeric value> An FTE Percentage of 1.0 represents a full- time employee.
21	Special Education Teacher	Indicate if the staff member is a Special Education Teacher.	Yes	Teacher	EdFacts	SEA, LEA	<ul style="list-style-type: none"> • Yes • No

#	Field/Variable Name	Description	Is this metric required?	Collection Template	Data Use*	How is this metric reported?*	Lists of allowable values for drop-down menus on the collection tab
22	Special Education FTE	The amount of time (FTE) the teacher, paraprofessional, or special education support staff (e.g., audiologist, psychologist) serves students with disabilities.	Yes	Teacher School Administrator/ Related Service Provider/Special Education Paraprofessional	EdFacts	SEA, LEA	<Numeric value> Between 0 and 1.0 (Should equal 1.0 for full-time employees and 0.5 for half-time employees)
23	Special Education Grades Pre-K3 to Pre-K4 FTE	The amount of time (FTE) the teacher, paraprofessional, or special education support staff (e.g., audiologist, psychologist) serves students with disabilities in grades Pre-K3 to Pre-K4.	Only required for SPED teachers/providers	Teacher School Administrator/ Related Service Provider/Special Education Paraprofessional	EdFacts	SEA, LEA	<Numeric value> Between 0 and 1.0
24	Special Education Grade K to Age 21 FTE	The amount of time (FTE) the teacher, paraprofessional, or special	Only required for SPED teachers/providers	Teacher School Administrator/ Related Service Provider/Special	EdFacts	SEA, LEA	<Numeric value> Between 0 and 1.0

#	Field/Variable Name	Description	Is this metric required?	Collection Template	Data Use*	How is this metric reported?*	Lists of allowable values for drop-down menus on the collection tab
		education support staff (e.g., audiologist, psychologist) serves students with disabilities between kindergarten to 21 years old.		Education Paraprofessional			
25	EL FTE	The amount of time (FTE) the teacher serves in a language instruction education program designed for English learners.	Only required for EL teachers	Teacher	EdFacts	SEA, LEA	<Numeric value> Between 0 and 1.0
26	DC License or Certification Status	Does the staff member hold an active license in DC for his/her current role?	Only required for teachers, related service providers, and paraprofessionals that work	Teacher School Administrator/ Related Service Provider/Special Education Paraprofessional	EdFacts; DC School Report Card for DCPS only	SEA, LEA	<ul style="list-style-type: none"> • Yes • No

#	Field/Variable Name	Description	Is this metric required?	Collection Template	Data Use*	How is this metric reported?*	Lists of allowable values for drop-down menus on the collection tab
			with special education students.				
27	DC Special Education Certification Status	Does the teacher hold a Special Education teaching certificate from OSSE?	Yes	Teacher	EdFacts	SEA, LEA	<ul style="list-style-type: none"> • Yes • No
28	DC EL Certification Status	Does the teacher hold an ESL/Teaching English to speakers of other languages certification or a bilingual certification from OSSE?	Yes	Teacher	EdFacts	SEA, LEA	<ul style="list-style-type: none"> • Yes • No
29	License or Certification Field or Subject	What is the primary license or certification field? 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	SEA	<Open Text>

#	Field/Variable Name	Description	Is this metric required?	Collection Template	Data Use*	How is this metric reported?*	Lists of allowable values for drop-down menus on the collection tab
30	License or Certification Provider	The name of the provider that issued the certification or license.	Only required for related service providers and paraprofessionals that work with special education students.	School Administrator/ Related Service Provider/Special Education Paraprofessional	EdFacts	N/A	<ul style="list-style-type: none"> • OSSE • DOH • OSSE and DOH • PRAXIS
31	Subject	The teacher's subject area.	Yes	Vacancy Teacher	Federal Teacher Shortage Areas Report; Statewide retention analysis report	SEA	<ul style="list-style-type: none"> • 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

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							Management & Administration <ul style="list-style-type: none"> • CTE: Education & Training • CTE: Finance • CTE: Government and Public Administration • CTE: Health Science • CTE: Hospitality and Tourism • CTE: Human Services • CTE: Information Technology • CTE: Law, Public Safety, Corrections & Security • CTE: Manufacturing • CTE: Marketing • CTE: Science, Technology, Engineering & Mathematics • CTE: Transportation and Logistics • Early Childhood • Elementary • English Language Arts • Literature • Speech • English as a Second

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							Language <ul style="list-style-type: none"> • Foreign Languages: Spanish • Foreign Languages: French • Foreign Languages: Latin • Foreign Languages: American Sign Language • Foreign Languages: Mandarin Chinese • Foreign Languages: Japanese • Foreign Languages: Other (not noted above) • Health and Physical Education • Home Economics • Humanities • Library Science • General Mathematics • Mathematics: Algebra 2/Trigonometry • Mathematics: Calculus/Pre-Calculus • Mathematics: Geometry • Mathematics: Algebra 1 and 2

#	Field/Variable Name	Description	Is this metric required?	Collection Template	Data Use*	How is this metric reported?*	Lists of allowable values for drop-down menus on the collection tab
							<ul style="list-style-type: none"> • Mathematics: Statistics • Psychology • Reading • ROTC • Science: General Science • Science: Biology • Science: Chemistry • Science: Environmental Science • Science: Earth and Space • Science: Life Science • Science: Physics • Social Studies • Geography • Government • Economics • History (U.S. or World) • Political Science • Special Education • Technology Education
32	In-Field	Indicate if the teacher is qualified in the subject area they currently teach, based on OSSE's	Yes	Teacher	Teacher Equity calculations; DC School Report Card	SEA, LEA, School	<ul style="list-style-type: none"> • Yes • No

#	Field/Variable Name	Description	Is this metric required?	Collection Template	Data Use*	How is this metric reported?*	Lists of allowable values for drop-down menus on the collection tab
		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.					
33	Novice Teacher	Indicate whether the teacher has 0 years of experience, or one year of experience and was found below effective in their first year of teaching.	Yes	Teacher	Teacher Equity calculations	SEA, LEA, School	<ul style="list-style-type: none"> • Yes • No
34	Principal Experience	Indicate the principal's level	Only required if	School Administrator/	Statewide retention	SEA	<ul style="list-style-type: none"> • The current principal was in the same role last

#	Field/Variable Name	Description	Is this metric required?	Collection Template	Data Use*	How is this metric reported?*	Lists of allowable values for drop-down menus on the collection tab
		of experience as a principal.	federal role is "principal"	Related Service Provider/Special Education Paraprofessional	analysis report;		<p>year</p> <ul style="list-style-type: none"> • 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 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
35	Teacher Years of Teaching Experience	The years as a full-time teacher of record, not including this year.	Only required if federal role is Teacher	Teacher	DC School Report Card ; EdFacts	SEA, LEA, School	<Numeric (whole number)>
36	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/ Related Service Provider/Special Education Paraprofessional	DC School Report Card ; EdFacts	SEA, LEA, School	<Numeric (whole number)>

#	Field/Variable Name	Description	Is this metric required?	Collection Template	Data Use*	How is this metric reported?*	Lists of allowable values for drop-down menus on the collection tab
			School Administrator - Principal				
37	LEA Start Date	The date the employee started at the LEA. If the LEA only has the year, record the LEA Start Date as 09/01 of the specified year.	Only required for new employees	Teacher School Administrator/ Related Service Provider/Special Education Paraprofessional All other staff	Data Quality	N/A	MM/DD/YYYY
38	Highest Education Attained	The type of degree the staff member received.	Yes	Teacher School Administrator/ Related Service Provider/Special Education Paraprofessional	Educator Preparation report	SEA, LEA	<ul style="list-style-type: none"> • 48 Hours of college credit • Associate's • Bachelor's • Master's • Doctorate • Other

#	Field/Variable Name	Description	Is this metric required?	Collection Template	Data Use*	How is this metric reported?*	Lists of allowable values for drop-down menus on the collection tab
39	Highest Degree Field/Major	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).	Yes	Teacher School Administrator/ Related Service Provider/Special Education Paraprofessional	Educator Preparation report	SEA, LEA	<Open Text>
40	Previous School Year Below Effective Evaluation Rating	Indicate whether the teacher was rated on any evaluation tier lower than "effective" on the LEA's evaluation system for the previous school year. For example, mark Yes if the person was rated partially effective, minimally effective, not effective, or any	Yes	Teacher Leavers	Teacher Equity Calculations; Educator Preparation report	SEA, LEA, School	<ul style="list-style-type: none"> • Yes • No • Not Rated

#	Field/Variable Name	Description	Is this metric required?	Collection Template	Data Use*	How is this metric reported?*	Lists of allowable values for drop-down menus on the collection tab
		other rating below effective.					

* The list is not exhaustive