

Faculty and Staff Data Collection



Division of Data, Accountability and Research
November 2015

Before we get started...

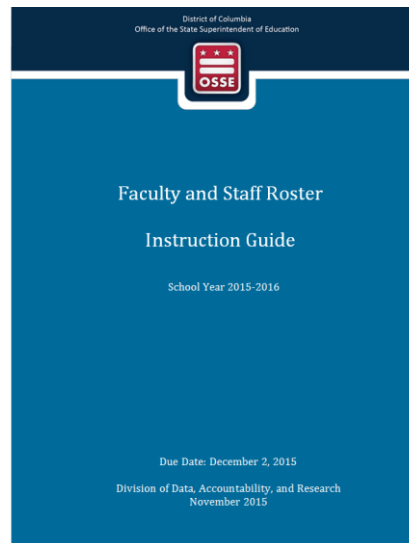
- During the webinar, participants are encouraged to ask questions by typing in the question box.
- A follow-up email will be sent to all participants that will include the link to the recording.

Introduction and Purpose

- The U.S. Department of Education requires the annual collection of faculty and staff data. The Department of Education uses this data primarily for the Non-Fiscal Surveys of the Common Core of Data. Other offices as well as local departments of education use this data for reporting requirements.
- This data collection pertains to school and LEA SY15-16 rosters of faculty and staff, their titles, and full-time equivalent percentages. This list of employees will become the basis for other reports on teachers, principals, teaching assistants, and support staff.

Instruction Guide and Template

LEA School Leaders and HR/Data Points of Contact will receive the Instruction Guide and Template on November 2, 2015.

The screenshot shows a Microsoft Excel spreadsheet titled 'template_faculty_and_staff_roster_sy2015_2016_CRT.xlsx'. The spreadsheet is organized into columns with headers: A, B, C, D, E, F, G, H, I, J, K, L, M, N, O, P, Q, R. Row 1 contains three main sections: 'School, Site, LEA, Provider Info' (columns A-C), 'Staff Member Information' (columns D-O), and 'Roles and FTE Percentages' (columns P-R). Row 2 contains the specific column headers for each section: LEA Code, LEA Name, School Code, School Name, Last Name, First Name, Middle Name, Suffix, Alias or Maiden Name, Local Staff ID, SSN, DOB, Ethnicity, Race, Gender, LEA's Employee's Title, Federal Role, and FTE Percentage. The spreadsheet is currently empty of data.

What's New This Year? Changes from Previous Data Collections

District of Columbia Staffing Collaborative

To assist LEAs with meeting the goal of attracting and retaining excellent teachers, OSSE is offering a voluntary collaborative of LEAs that will partner with a research organization to collect and analyze information on teacher pipelines and the retention of great teachers. To reduce the administrative burden, LEAs who will participate in this project will **only** report staffing data to the research partner, and will be released from other staffing reporting requirements

If you are interested in participating or hearing more, please contact Etai Mizrav, Manager of Education Policy and Compliance at 202-727-3666 or etai.mizrav@dc.gov.

What's New This Year? Changes from Previous Data Collections

Data Collection Template Formatting

The template provided to LEAs for inputting data will no longer permit the renaming, removing, or altering of the worksheets.

Changes to Staffing Definitions

The definitions for Paraprofessionals and Teachers, ungraded, were revised.

Faculty and Staff Data Collection Timeline

Phase I
11/2/2015

- Collection opens and webinar is presented and recorded

Phase II
12/2/2015

- LEAs complete and upload data to QuickBase

Phase III
(Ongoing as data is submitted.)

- OSSE reviews data. Reaches out to LEAs for clarification

Phase IV
(Ongoing as data is submitted.)

- OSSE returns data to LEAs via QuickBase

What is Collected from LEAs?

- LEA and School Information
- Staff Demographics
- LEAs' Employee Titles
- Federal Roles for Employees and Contractors
- FTE percentages for all Employees and Contractors

Determining Federal Faculty and Staff Roles

LEAs are asked to align the LEAs employee's title with the following federal categories

Administrative Personnel
Paraprofessional
Special Education Support Staff
Support Staff
Teacher

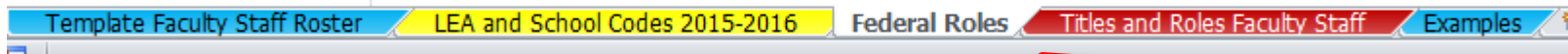
Which Employees to Exclude?

Volunteers
Short-term Substitute Teachers
Vacant Positions

Do not report an occasional role filled by administrative staff as a substitute. ***However***, if an administrative employee routinely teaches a class, they would have a secondary role as a teacher.

LEA's Titles and Roles

- The Federal categories and roles are located on a tab in the template



- Detailed definitions of each role may be found in the instruction guide for this data collection

Alignment of Roles

To assist LEAs with aligning titles used in their schools to the federal roles, the federal categories are provided.

The federal category is used as a reference and is not reported in this data collection.

Title	Category	Federal Role
Teacher mentors	Admin	Instructional Coordinators and Supervisors
Title I coordinators	Admin	Instructional Coordinators and Supervisors
Accountants	Admin	LEA Administrators
Assistant Superintendents	Admin	LEA Administrators
Auditors	Admin	LEA Administrators
Business Managers	Admin	LEA Administrators
Chief Executive Officers	Admin	LEA Administrators
Deputies	Admin	LEA Administrators
Facilities Managers	Admin	LEA Administrators
Superintendents	Admin	LEA Administrators
Supervisors of transportation, food services, or security	Admin	LEA Administrators
Technology or IT system administrators	Admin	LEA Administrators
Assistant Principals	Admin	School Administrators
Department Chair	Admin	School Administrators
Persons who supervise school operations	Admin	School Administrators
Principals	Admin	School Administrators
School-based department chairpersons	Admin	School Administrators
Assistant teacher who performs routine activities associated with teaching general education students	Paraprofessional	Instructional Parapro, General Ed
Assistant teacher who performs routine activities associated with teaching students with disabilities	Paraprofessional	Instructional Parapro, SpEd
Assistant teacher who assists students and does not perform routine activities associated with teaching	Paraprofessional	Non-Instructional Parapro

Calculating Full Time Equivalent Percentages

- LEAs are to report employees in terms of FTE percentages for each role at each school.
 - If an employee has only one role, then the FTE percentage will be 100% if they are employed full-time. The FTE percentage will be less than 100% for part-time staff. The FTE is based on the amount of hours out of a given work day that a teacher spends in a given role.
- The FTE percentage *may* go over 100% if the employee routinely works overtime or if a LEA uses 100% for a 9-month schedule and the employee works a summer schedule.

Examples:

If a teacher works 3 hours out of an 6 hour work day her FTE percent is = 50%

If a teacher works 2 hours out of an 6 hour work day his FTE percent is = 33%

Splitting the FTE into Various Roles

When do you split FTE percentages?

When an employee:

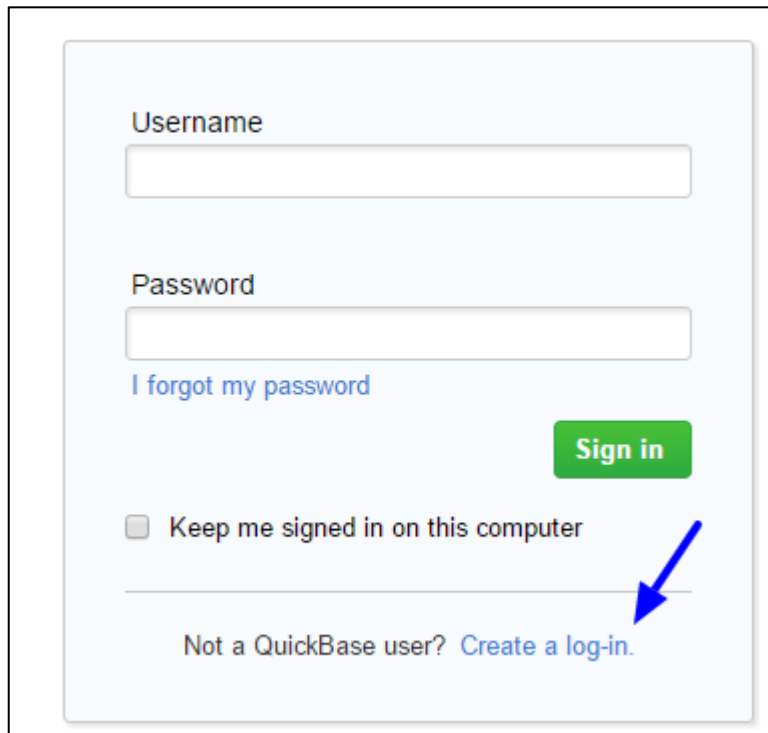
- Has multiple roles
- Is located at more than one campus
- Supports both general education and special education

See the example below

School, Site, LEA, Provider Info				Staff Member Information											Roles and FTE Percentages		
LEA Code	LEA Name	School Code	School Name	Last Name	First Name	Middle Name	Suffix	Alias or Maiden Name	Local Staff ID	SSN	DOB	Ethnicity	Race	Gender	Employee's Title	Federal Role	FTE Percentage
9473	OSSE Sample LEA 947321	OSSE Sample School	Christian	Doreen	R				OSSE12345	22222222	12/29/1943	Not Hispanic	White	F	Teacher	Teacher, Secondary	100%
9473	OSSE Sample LEA NONE	Central Office	Lara	Clem	P				OSSE43778	44444444	1/5/1956	Not Hispanic	American Indian	M	IT and Data analyst	LEA Administrators	100%
9473	OSSE Sample LEA 947321	OSSE Sample School	Smith	Jane	Q			Benson	OSSE23476	55555555	12/12/1960	Hispanic	Multiracial	F	Special Ed Teacher	Teacher, Special Edu	100%
9473	OSSE Sample LEA 947321	OSSE Sample School	Doe	John					OSSE94723	66666666	9/9/1999	Not Hispanic	Black	M	Math Teacher	Teacher, Secondary	70%
9473	OSSE Sample LEA 947321	OSSE Sample School	Doe	John					OSSE94723	66666666	9/9/1999	Not Hispanic	Black	M	Curriculum Developer	Instructional Coordinator	30%
9473	OSSE Sample LEA 947321	OSSE Sample School	Page	Hannah					OSSE92347	33333333	8/1/1970	Not Hispanic	White	F	Kindergarten Teacher	Teacher, Kindergarten	50%
9473	OSSE Sample LEA 947321	OSSE Sample School	Page	Hannah					OSSE92347	33333333	8/1/1970	Not Hispanic	White	F	PreK Teacher	Teacher, Pre-Kindergarten	50%

QuickBase Application

- Completed spreadsheets are to be uploaded to the QuickBase application. To access QuickBase, see the instructions below:

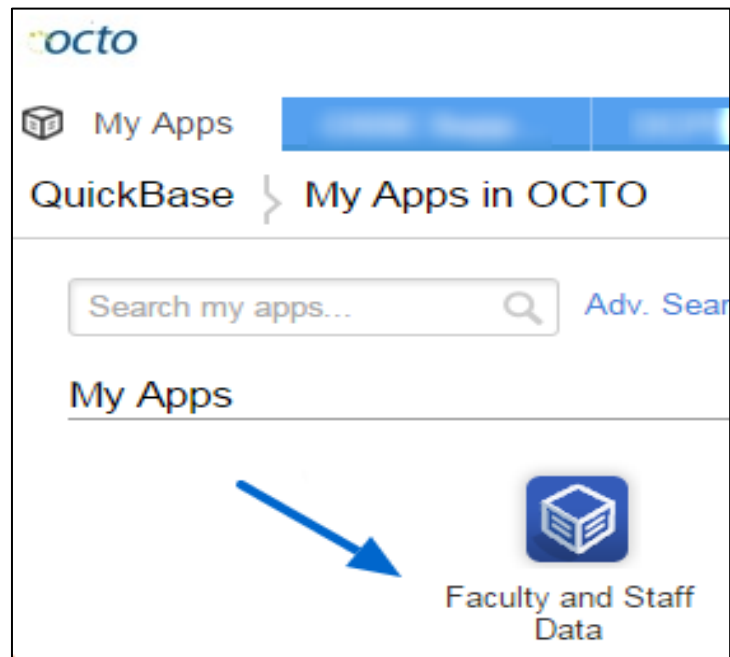


A screenshot of the QuickBase login interface. It features a light blue background with a white border. At the top, the word "Username" is followed by a white input field. Below that, the word "Password" is followed by another white input field. Under the password field, there is a blue link that says "I forgot my password". To the right of the password field is a green "Sign in" button. Below the button is a checkbox labeled "Keep me signed in on this computer". At the bottom, there is a horizontal line, and below it, the text "Not a QuickBase user? Create a log-in." with a blue arrow pointing to the "Create a log-in." link.

Log-in to [QuickBase](https://octo.quickbase.com) at <https://octo.quickbase.com> with your username and password

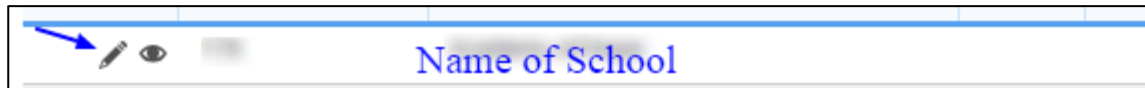
QuickBase Application

- Once logged-in, click on the “**Faculty and Staff Data**” app

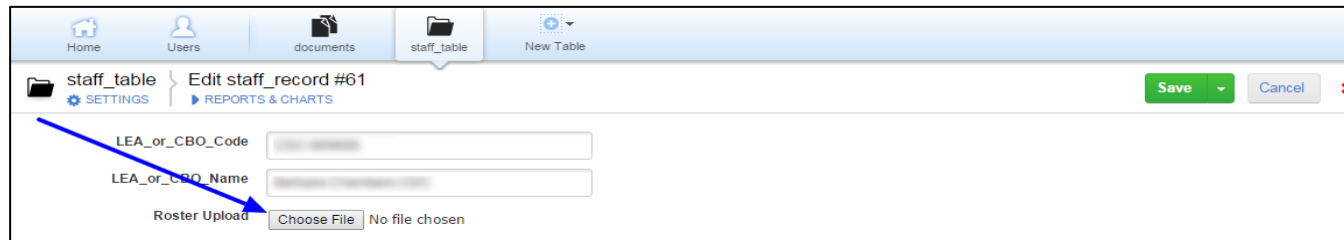


QuickBase Application

Click on the Edit icon, represented by a pencil icon to the left of the record



Click **“Choose File”** next to **“Roster Upload”**

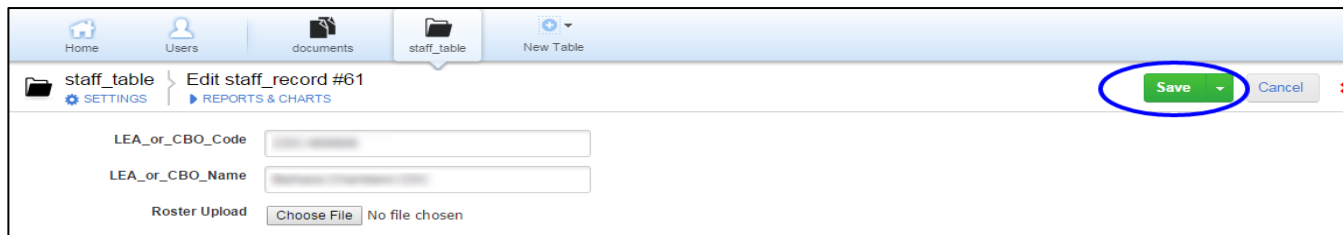


QuickBase Application

Browse through your system to identify the file to upload and then click on that file

Click **“Open”** or double-click on the file name

Click **“Save”** (the record should now appear for your review)



The screenshot displays the QuickBase application interface for editing a staff record. The top navigation bar includes links for Home, Users, documents, staff_table, and New Table. The main content area shows the 'Edit staff_record #61' form, which includes fields for 'LEA_or_CBO_Code' and 'LEA_or_CBO_Name', and a 'Roster Upload' section with a 'Choose File' button and the text 'No file chosen'. The 'Save' button is highlighted with a blue circle, and a 'Cancel' button is visible to its right.

Things to Remember

- Be mindful of the spelling of names and titles
- Try to be consistent with staff titles
- This data collection is used for numerous reports, providing accurate and complete information is essential

Thank you

If you need assistance with QuickBase, or with the data elements and processes for this data collection, please contact

Data Elements and Processes

Division of Data, Accountability, and Research

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If you are interested in participating in the staffing collaborative, please contact

DC Data Staffing Collaborative

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