



Faculty and Staff

Data Collection Training

June 7, 2017



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Prerequisites

To complete the 2016-17 Faculty and Staff Data Collection template and submit it to OSSE, you must have the following:

- Access to faculty and staff personnel records; and
- Access to OSSE's Faculty and Staff QuickBase Application*.

* To receive access to the Faculty and Staff QuickBase app, send an email to OSSE.Data@dc.gov.



Changes from Previous Years

The 2016-17 Faculty and Staff Data Collection consolidates the following collections:

- 1. Full-time equivalent (FTE) faculty and staff; and**
- 2. Certification and licensing information.**

Note: LEAs that participate in the DC Staffing Collaborative should not complete this data collection. For more information on the DC Staffing Collaborative, contact Etai Mizrav at Etai.Mizrav@dc.gov or (202)727-3666.



Technical Guide and Template

Heads of School, LEA Data Managers, and Faculty & Staff POCs received the technical guide and Excel template for the 2016-17 Faculty and Staff Data Collection on Thursday, June 1, 2017.

This data collection will run from June 1, 2017, through July 7, 2017.

If you did not receive the technical guide and template, send an email to OSSE.Data@dc.gov.

Additionally, make sure your LEA Points of Contact are up-to-date in eSchoolPLUS.



Which Faculty and Staff Do LEAs Report?

LEAs are to report the following faculty and staff as of the 2016-17 enrollment audit (Oct. 5, 2016).

Staff to Report
Instructional
Administrative
Support



Faculty and Staff Roster

The Faculty and Staff Roster section is highlighted in **blue**. There are three subsections:

1. Staff Member Identifiers and Demographic Information
2. LEA and School Information
3. Role and FTE Percentage

These are required for all faculty and staff, regardless of the role served.



Faculty and Staff Roster: Staff Member Identifiers and Demographic Information

Below are employees who should be excluded from this collection:

Exclude
Short-term substitutes
Contactors who provide non-regular service
Volunteers
Vacant positions

Student teachers should be excluded, unless they have been hired by the LEA or are contracted to fill a position that is part of the LEA's regular operation.



Faculty and Staff Roster: Staff Member Identifiers and Demographic Information

Some of the data elements are required. If required data are missing, you will see the cell(s) highlighted in red.

A Include faculty and staff information as of October 5, 2016.	B C E F G H Faculty and Staff Roster Member Identifiers and Demographic Information					
Double Click Below to Duplicate	Last Name	First Name	Alias or Maiden Name	Local Staff ID	Date of Birth	Gender
Open Text	Open Text	Open Text	Open Text	Open Text	MM/DD/YYYY	Drop-Down Menu
Duplicate	Long	Evan	Stone	123456	3/21/1992	Male
Duplicate	Ruiz	Nellie		123457		Female
Duplicate	Coleman	Leigh			1/28/1984	
Duplicate	Coleman	Leigh		123458	1/28/1984	
Duplicate	Reese	Marco		123459	12/11/1977	Male
Duplicate	Franklin	Peggy		123460	9/30/1993	Female
Duplicate	Valdez	Julia		123433	10/3/1985	Female
Duplicate	Wilson	Kenneth		126980	12/30/1978	Male

First Name, Last Name, and Date of Birth are required fields as this allows OSSE to verify faculty and staff licensing and certification information.

**All data are sample data and do not describe actual faculty and staff.*



Scenario 1

School 123 hired several bus companies to take students on field trips throughout the school year. Should the LEA report the employees of the bus company?

For the answer, please see the answer key, on slide 27.



Faculty and Staff Roster: LEA and School Information

- The LEA Name, LEA Code, School Name, and School Code are required fields.
- The LEA Code will auto-populate after the LEA Name is entered.
- If a staff member works at more than one school, each role should be represented in a separate row in the template. You may duplicate the row using the “duplicate” button.

To duplicate a row:

1. Double click on the duplicate button in column A of the row that you want to duplicate.
2. A pop-up window will appear asking for the number of duplicates.
3. Input the number of rows you want to duplicate.
4. Click ‘OK’.



Faculty and Staff Roster: LEA and School Information

- If a staff member works at the main office or is a home teacher, report “N/A” for the School Code and School Name.
- If the staff member teaches an online class, report the school code associated with that online class.



Faculty and Staff Roster: Role and FTE Percentage

The Role and FTE Percentage subsection contains the following:

1. Staff Member's Title
2. FTE Percentage
3. Federal Role

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

For assistance in determining the staff categories, see the appendix in the 2016-17 Faculty and Staff Data Collection Technical Guide.



Faculty and Staff Roster: Role and FTE Percentage

- FTE percentage represents the total amount of time a staff member spends performing a role.
- A staff member may serve multiple roles, and each role should be represented in a separate row in the template. The FTE percentage should represent the percentage of time the staff member spends in each unique role.
- FTE percentage is reported as a number:
 - Full-time should be reported as 100
 - Half-time should be reported as 50



Faculty and Staff Roster: Role and FTE Percentage

- The template contains a dropdown menu for the federal roles.
- To view a list of all federal roles associated with this collection, click on the “Drop-Down Values” tab in the template.

Race/Ethnicity	Federal Role
American Indian/Alaskan Native	Teacher, Adult
Asian	Teacher, Elementary
Black/African American	Teacher, Kindergarten
Hispanic/Latino	Teacher, Pre-Kindergarten
Two or More Races	Teacher, Secondary
Pacific Islander/Native Hawaiian	Teacher, Ungraded
White/Caucasian	Paraprofessional
	Librarian/Media Specialist
	Library/Media Support Staff
	LEA Administrator
	Instructional Coordinator and Supervisor
	LEA Administrative Support Staff
	School Administrator
	School Administrative Support Staff
	Guidance Counselor, Elementary
	Guidance Counselor, Secondary
	Guidance Supervisor/Director
	Support Staff, Audiologist
	Support Staff, Counselor / Rehabilitation Counselor
	Support Staff, Interpreter

▶ ◀ SAMPLE Collection **Drop-Down Values** ⚙



Scenario 2

Mr. Jones has three roles at his LEA:

1. Grade 3 teacher
2. School Administrator
3. Grade 8 teacher

Mr. Jones works six hours a day. He works one and a half hours as a grade 3 teacher, three hours as a School Administrator, and one and a half hours as a grade 8 teacher.

What is Mr. Jones' FTE Percentage for each role?

For the answer, please see the answer key, on slide 27.



Teaching Curriculum and Years of Teaching Experience

The Teaching Curriculum and Years of Teaching Experience section is highlighted in **green**.

This section should be completed for all teachers, regardless of the ages of the students served and the curriculum taught.

Q	R
Teaching Curriculum and Years of Teaching Experience	
Curriculum	Years of Teaching Experience
Drop-Down Menu	Numeric
<input type="text"/>	

- Do not include the current year when calculating the years of experience.
- Do not round up the years of teaching experience. If a teacher taught for two and a half years, report the years of teaching experience as two years.



Scenario 3

Ms. Smith has taught at School ABC since Nov. 1, 2015. In the 2016-17 Faculty and Staff Data Collection, how many years of teaching experience should be reported for Ms. Smith?

For the answer, please see the answer key, on slide 27.



Staff Member Education and Certification Information

The Staff Member Education and Certification Information section is highlighted in gray.

The Staff Member Education and Certification Information should be completed for:

- Teachers, regardless of the ages of students served and the curriculum taught;
- Paraprofessionals who work with students with disabilities; and
- Support staff who work with students with disabilities.

Include in this reporting teachers, paraprofessionals, and support staff who work with students with disabilities on a part-time basis.



Staff Member Education and Certification Information

Include each degree the staff member has earned.

If a staff member has multiple degrees at the same level, report information for each degree, separated by a forward slash. See the example below.

Staff Member Education and Certification Information		
Associate's Degree Year Conferred	Associate's Degree Awarding Institution	Associate's Degree Field/Major
YYYY	Open Text	Open Text
2000/2006	Sample University/Test University	Education/ English



Staff Member Education and Certification Information

If a staff member has multiple current licenses or certifications, report information for each license or certification, separated by a forward slash.

- Do not duplicate the row.
- See the screenshot below.

Include faculty and staff information as of October 5, 2016.	Faculty and Staff Roster					
	Last Name	First Name	License or Certification Status	License or Certification Field or Subject	License or Certification Provider	License Expiration Date
Double Click Below to Duplicate	Open Text	Open Text	Drop-Down	Open Text	Open Text	MM/DD/YYYY
Duplicate						
Duplicate						
Duplicate						
Duplicate						
Duplicate						
Duplicate						
Duplicate	Valdez	Julia	YES	Early Ed/parapro	OSSE/Praxis	12/30/2018 / 1/6/2020



Special Education: Percentage of Time and Ages Served

The Special Education: Percentage of Time and Ages Served section is highlighted in **yellow**.

The Special Education: Percentage of Time and Ages Served section should be completed for:

- Special education teachers;
- Special education paraprofessionals; and
- Support staff who work with students with disabilities ages 3 to 21.



Special Education: Percentage of Time and Ages Served

Enter special education percentage of time based on the ages of the students served.

- Ages 3 to 5
- Ages 6 to 21



Can a teacher have less than 100 special education percentage of time?

If a staff member serves students with disabilities exclusively, report the special education percentage of time as 100.

If a staff member serves both special education and general education students, report the percentage of time the staff member serves students with disabilities under “Special Education Percentage of Time”.



Scenario 4

- Ms. James teaches at School 123 elementary school serving students starting at age 5.
- Ms. James has taught at School 123 since January 2014.
- Ms. James is a special education teacher and a grade 5 general education teacher.
- Ms. James' youngest student is 7 years old.
- Ms. James spends four hours out of six-hour work day teaching students with disabilities and two hours a day with general education students.

Using the 2016-17 Faculty and Staff technical guide, answer the questions below:

Questions:

1. What are Ms. James' years of teaching experience?
2. What is her federal role?
3. What is Ms. James' special education percentage of time?

For the answer, please see the answer key, on slide 27.



Faculty and Staff QuickBase Application

Upload the completed template to the Faculty and Staff QuickBase application no later than July 7.

To upload the template:

1. Go to <https://octo.quickbase.com/db/main> with your username and password. If you need login credentials, please contact OSSE.Data@dc.gov.
2. Once logged-in, click on the “Faculty and Staff Data” app.
3. Click on the Edit icon, represented by a pencil icon to the left of the record.
4. Click “Choose File” next to “Consolidated Faculty and Staff.”
5. Browse through your system to identify the file to upload and then click on that file.
6. Click “Open” or double-click on the file name.
7. Click “Save” (the record should now appear for your review).



Tips & Reminders

Below are some tips and reminders when completing the template:

1. If a staff member serves in multiple schools or in multiple roles, represent each school role on a separate row.
2. Do not drag a data from cell-to-cell. Instead, duplicate the row or copy and paste the data.
3. If data are required and are missing within the cell, the cell will highlight in **red**.
4. Include a staff member's alias or maiden name; this information helps OSSE in verifying certifications.



Answer Key

Below are the answers to the scenarios :

Scenario 1 Answer

No. Exclude employees of contractors who provide a non-regular service; these are staff furnished by the contractor, on- or off-site, to provide the service. Examples may include carpenters, electricians, etc. working for a firm hired to refurbish a school building, or cooks and truck drivers who prepare and deliver meals once a week to schools under a contract with a food-service firm.

Scenario 2 Answer

1. Grade 3 – 25 FTE Percentage
2. School Administrator – 50 FTE Percentage
3. Grade 8 – 25 FTE Percentage

Scenario 3 Answer

If a teacher has less than one year of experience, input 0

Scenario 4 Answer

1. Years of teaching experience is two.
2. Teacher, Elementary
3. 67



Q&A

Please submit any additional questions to
OSSE at OSSE.Data@dc.gov



| Thank you!