

2016-2017 Staff Interchange – Staff Profile

Purpose: The purpose of the Staff Interchange – Staff Profile file is to capture and verify the attributes of staff employed at the district for the currently selected school year. This data is collected for the Human Resources snapshot (employees as of December 1st); Special Education December Count snapshot (employees as of December 1st) and Teacher Student Data Link snapshot (all teachers throughout the school year).


Dependencies: Each staff has been assigned an Educator Identifier (EDID) and updated through the Educator Identification System (EDIS).

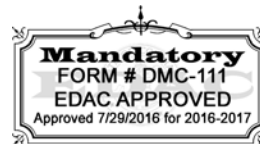
Record Expectation: In the Staff Interchange-Staff file, the LEA should submit 1 record per staff per LEA for staff employed as of December 1st of the selected school year (for the purpose of the December 1st count snapshots) AND all educators of record/contributing professionals (definitions below) employed during the school year (for the purpose of the Teacher Student Data Link snapshot). *The Educator of Record is an individual assigned primary responsibility for a student's learning in a subject/course with aligned performance measures; a Contributing Professional is an individual assigned responsibility to provide additional services that support and increase a student's learning in a subject/course with corresponding aligned performance measures.*

Use Summary: (Fields from this file are used in the following CDE Collections which require LEA/AU effort):



[Human Resources](#), [Special Education December Count](#), [Teacher Student Data Link](#)

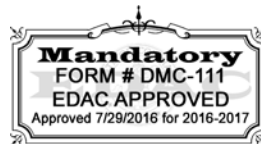
- Indicates Primary Key

Name of Field	Field Length	Text Start Position	Text End Position	CSV Order	Excel Column	Examples	Remarks
STAFF FILE							
Note: ZERO-FILL ALL NON-APPLICABLE FIELDS							
*Indicates Required							
Admin Unit/SOP Code* 	5	1	5	1	A2	00000	



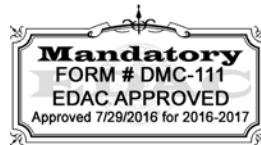
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School District/BOCES Code* 	4	6	9	2	B2	0000	
Social Security Number*	9	10	18	3	C2	00000000	SSN must match in EDIS
EDID* 	8	19	26	4	D2	00000000	Must match in EDIS
Staff's First Name*	30	27	56	5	E2	valid name	First name must match in EDIS
Staff's Middle Name*	30	57	86	6	F2	NMN	-Middle name must match in EDIS
Staff's Last Name*	30	57	86	6	F2	valid name	Last Name must match in EDIS
Staff's Gender*	2	87	88	7	G2	01	Remains 01-Female or 02-Male Gender must match in EDIS
Staff's Date of Birth*	8	89	96	8	H2	01011980	MMDDYYYY Format DOB must match in EDIS
Staff's Ethnicity: Hispanic or Latino*	1	97	97	9	I2	0	
Staff's Race: American Indian or Alaska Native*	1	98	98	10	J2	0	
Staff's Race: Asian*	1	99	99	11	K2	0	
Staff's Race: Black or African American*	1	100	100	12	L2	0	
Staff's Race: White*	1	101	101	13	M2	0	
Staff's Race: Native Hawaiian or Other Pacific Islander*	1	102	102	14	N2	0	



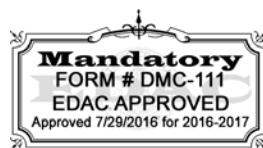
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Staff's District of Residence*	4	103	106	15	O2	0000	
Beginning (start) Date at School District*	8	107	114	16	P2	08012000	MMDDYYYY Format
Ending (end) Date at School District	8	145	152	18	R2	-	MMDDYYYY Format if applicable. Blank if not applicable.
Years of Prior Pre/K-12 Teaching Experience In-State*	2	115	116	17	Q2	5	Required for Job class Codes between 100-299
Years of Prior Pre/K-12 Teaching Experience Out-of-State*	2	117	118	18	R2	0	Required for Job class Codes between 100-299
Years of Prior Pre/K-12 Education Experience In-State*	2	119	120	19	S2	10	Required for Job class Codes between 100-299
Years of Prior Pre/K-12 Education Experience Out-of-State*	2	121	122	20	T2	0	Required for Job class Codes between 100-299
Years Principal at any school*	2	123	124	21	U2	0	Required for Principals and Supt Serving as Principal
Teacher Probationary Status*	2	125	126	22	V2	01	
Highest Level of Education Completed*	2	127	128	23	W2	15	
Institution Code of Degree*	4	129	132	24	X2	0000	
State Code of Degree*	2	133	134	25	Y2	00	
Subject Area of Degree 1*	4	135	138	26	Z2	0000	
Subject Area of Degree 2*	4	139	142	27	AA2	0000	



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Subject Area of Degree 3*	4	143	146	28	AB2	0000	
Subject Area of Degree 4*	4	147	150	29	AC2	0000	
Subject Area of Degree 5*	4	151	154	30	AD2	0000	
Passed Paraprofessional Test*	1	155	155	31	AE2	0	
Teacher/Specialized Service Professional (SSP) Overall Performance Evaluation Rating*	2	156	157	32	AF2	02	Required for all teachers and librarians, job class codes 201-206, 216 AND SSPs.
Teacher/Specialized Service Professional (SSP) Quality Standard 1: Knowledge of Content/Professional Expertise*	2	158	159	33	AG2	02	Required for all teachers and librarians, job class codes 201-206, 216 AND SSPs.
Teacher/Specialized Service Professional (SSP) Quality Standard 2: Establish Environment/Learning Environment*	2	160	161	34	AH2	02	Required for all teachers and librarians, job class codes 201-206, 216 AND SSPs.
Teacher/Specialized Service Professional (SSP) Quality Standard 3: Facilitate Learning/High Quality Delivery*	2	162	163	35	AI2	02	Required for all teachers and librarians, job class codes 201-206, 216 AND SSPs.
Teacher/Specialized Service Professional (SSP) Quality Standard 4: Reflect on Practice/Reflection*	2	164	165	36	AJ2	02	Required for all teachers and librarians, job class codes 201-206, 216 AND SSPs.
Teacher/Specialized Service Professional (SSP) Quality Standard 5: Demonstrate Leadership/Leadership*	2	166	167	37	AK2	02	Required for all teachers and librarians, job class codes 201-206, 216 AND SSPs.
Teacher/Specialized Service Professional (SSP) Quality Standard 6: Measures of Student Learning/Student Outcomes*	2	168	169	38	AL2	02	Required for all teachers and librarians, job class codes 201-206, 216 AND SSPs.

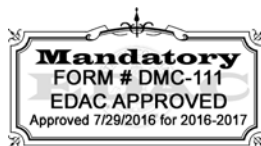


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Performance Ratings Principal Overall Performance Rating*	2	170	171	39	AM2	02	Required for all principals and asst. principals, job class codes 105 & 106
Principal Quality Standard 1: Strategic Leadership*	2	172	173	40	AN2	02	Required for all principals and asst. principals, job class codes 105 & 106
Principal Quality Standard 2: Instructional Leadership*	2	174	175	41	AO2	02	Required for all principals and asst. principals, job class codes 105 & 106
Principal Quality Standard 3: Culture*	2	176	177	42	AP2	02	Required for all principals and asst. principals, job class codes 105, 106
Principal Quality Standard 4: Human Resource Leadership*	2	178	179	43	AQ2	02	Required for all principals and asst. principals, job class codes 105, 106
Principal Quality Standard 5: Management Leadership*	2	180	181	44	AR2	02	Required for all principals and asst. principals, job class codes 105, 106
Principal Quality Standard 6: External Development*	2	182	183	45	AS2	02	Required for all principals and asst. principals, job class codes 105, 106
Principal Quality Standard 7: Student Growth*	2	184	185	46	AT2	02	Required for all principals and asst. principals, job class codes 105, 106
Educator Preparation Program*	5					00001	Optional. Must be either a valid code or 00000.

Staff File Data Elements and Definitions

Admin Unit/SOP Code - A unique five-digit number assigned to an Administrative Unit or State Operated Program by CDE. Refer to Administrative Unit/State Operated Program Codes at http://www.cde.state.co.us/datapipeline/2015-16_au_and_district_codes.



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School District/BOCES Code - A unique code assigned by CDE. Refer to School District/BOCES Code table at http://www.cde.state.co.us/datapipeline/org_orgcodes.

Social Security Number – The Federally assigned Social Security Number for the employee.

EDID – An eight (8) digit numeric field containing the 8 digit value assigned by CDE for the Educator.

Staff's First Name – A name given to an individual at birth, baptism, or during another naming ceremony, or through legal change.

~~Staff's Middle Name – A secondary name given to an individual at birth, baptism, or during another naming ceremony, or through legal change. (Note: this cannot be left blank, if no middle name is known, you may enter NMN.)~~

Staff's Last Name – The name borne in common by member of a family.

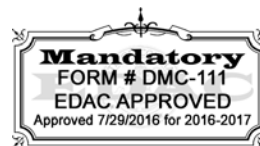
Staff's Gender – An individual's sex.

01	Female
02	Male

Staff's Date of Birth – The month, day, and year on which an individual was born. *Formatted as MMDDYYYY*

Staff's Ethnicity: Hispanic or Latino - A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race. The term, "Spanish origin", can be used in addition to "Hispanic or Latino".

0	No—Not Hispanic or Latino
1	Yes— Hispanic or Latino



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Staff's Race: American Indian or Alaska Native - A person having origins in any of the original peoples of North or South America (including Central America), and who maintains a tribal affiliation or community recognition.

0	No —Not American Indian or Alaska Native
1	Yes —American Indian or Alaska Native

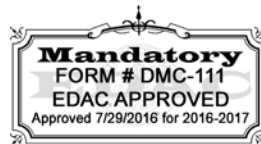
Staff's Race: Asian - A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.

0	No —Not Asian
1	Yes —Asian

Staff's Race: Black or African American - A person having origins in any of the Black racial groups of Africa.

0	No —Not Black
1	Yes —Black

Staff's Race: White - A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.



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0	No—Not White
1	Yes—White

Staff's Race: Native Hawaiian or Other Pacific Islander - A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

0	No-- Not Native Hawaiian or Other Pacific Islander
1	Yes—Native Hawaiian or Other Pacific Islander

Staff's District of Residence - A unique code assigned by CDE designating the school district in which the employee resides. Refer to School District/BOCES Code table at http://www.cde.state.co.us/DataPipeline/org_dist-BOCES.asp

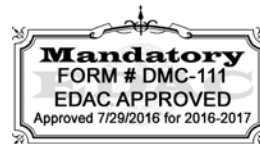
Beginning (start) Date at School District – The month, day, and year the individual was employed by the district or Administrative Unit. (Note: If the individual was rehired, the most current hire date would be reported.)

~~**Ending (end) Date at School District** – The month, day, and year the individual ended their employment within the district or Administrative Unit.~~

Years of Prior Pre/K-12 Teaching Experience In-State - The total number of years that an individual has previously held a teaching position in Colorado.

Years of Prior Pre/K-12 Teaching Experience Out-of-State - The total number of years that an individual has previously held a teaching position outside of Colorado.

Years of Prior Pre/K-12 Education Experience In-State - The total number of years that an individual has previously held an educational position in Colorado for which licensure/certification is necessary. This includes positions such as teacher, administrator, counselor, media consultant/librarian, nurse, psychologist, social worker, etc. Do not include the current year in the number provided.



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Years of Prior Pre/K-12 Education Experience Out-of-State - The total number of years that an individual has previously held an educational position outside of Colorado for which licensure/certification is necessary. This includes positions such as teacher, administrator, counselor, media consultant/librarian, nurse, psychologist, social worker, etc. Do not include the current year in the number provided.

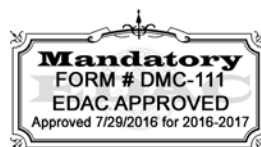
Years Principal at any school - The total number of years that an individual has previously held a principal position at any school in any district. Do not include assistant principal experience. Do not include the current year in the number provided.

Teacher Probationary Status - The probationary status of the teacher as defined in district/BOCES policy. The local policy should be compliant with Senate Bill 10-191. (Note: Required for All Teachers; job class codes between 201 and 206).

00	N/A
01	Probationary
02	Non-Probationary
03	At-Will

Highest Level of Education Completed - The extent of formal instruction an individual has received (e.g., the highest grade in school or its equivalent or the highest degree received). (Note: Only required for administrative, instructional and paraprofessionals; Job Classification Codes between 100-199, 200-299 or 415-419.)

00	N/A
09	No high school diploma
10	High school graduate--high school diploma or equivalent
11	Post graduate (Grade 13)
12	Formal award, certificate or diploma (less than one year)
13	Formal award, certificate or diploma (more than or equal to one year)



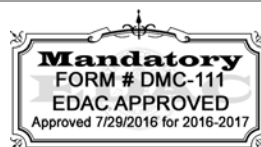
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14	Some college but no degree
15	Associate's degree or two or more years (48 semester hours or more of college with no degree)
16	Bachelor's (Baccalaureate) degree (e.g., B.A., A.B., B.S.)
17	First-professional degree (e.g., D.C. or D.C.M., D.D.S. or D.M.D., M.D., O.D., D.O., D.Pharm., Pod.D. or D.P.M., D.V.M., L.L.B. or J.D., M.Div., M.H.L., B.D., or Ordination)
18	Master's degree (e.g., M.A., M.S., M.Eng, M.Ed, M.S.W., M.B.A., M.L.S.)
19	Specialist's degree (e.g., Ed.S)
20	Doctoral (Doctors) degree (e.g., Ph.D., Ed.D)

Institution Code of Degree – A unique code assigned by CDE to Colorado institutions of higher education where the highest degree was received by the employee. Please refer to the Institution Code List at: http://www.cde.state.co.us/datapipeline/org_orgcodes

State Code of Degree – The state in which the employee received their highest level of education (bachelors, masters or doctorate) outside of Colorado. If the employee received their highest level of education (bachelors, masters or doctorate) within Colorado, please report 00 for Not Applicable in this field and report the Colorado Institution Code (above) instead.

00 – N/A	LA - Louisiana	OH - Ohio
AL - Alabama	ME - Maine	OK - Oklahoma
AK - Alaska	MD - Maryland	OR - Oregon
AZ - Arizona	MA - Massachusetts	PA - Pennsylvania
AR - Arkansas	MI - Michigan	RI - Rhode Island
CA - California	MN - Minnesota	SC - South Carolina
CT - Connecticut	MS - Mississippi	SD - South Dakota
DE - Delaware	MO - Missouri	TN - Tennessee

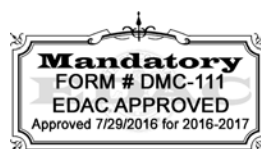


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DC - District of Columbia	MT - Montana	TX - Texas
FL - Florida	NE - Nebraska	UT - Utah
GA - Georgia	NV - Nevada	VT - Vermont
HI - Hawaii	NH - New Hampshire	VA - Virginia
ID - Idaho	NJ - New Jersey	WA - Washington
IL - Illinois	NM - New Mexico	WV - West Virginia
IN - Indiana	NY - New York	WI - Wisconsin
IA - Iowa	NC - North Carolina	WY - Wyoming
KS - Kansas	ND - North Dakota	XX - Other than United States
KY - Kentucky		

Subject Area of Degree 1 - A broad description of degree(s) a middle, junior or high school teacher has received (bachelors, masters or doctorate). This code is required for teachers teaching 7th grade or higher.

0000	N/A	1100	Mathematics
0100	Agriculture	1200	Music
0200	Art	1300	Natural Science
0300	Business	1400	Office Occupations
0400	Distributive/Marketing Education	1500	Social Sciences
0450	Elementary Education	1600	Technical Education/Computer Technology
0500	English Language Arts	1700	Special Education
0600	Foreign Languages	1800	Co-curricular Activities I - Athletic/Sport



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0700	Health Occupations Education	1900	Co-curricular Activities- Non-athletic
0800	Physical Curriculum	2000	Other Degree
0900	Family and Consumer Education	2100	No Degree
1000	Industrial Arts/Technology Education		

Subject Area of Degree 2 - A broad description of degree(s) a middle, junior or high school teacher has received (bachelors, masters or doctorate). This code is required for teachers teaching 7th grade or higher. (Refer to Subject Area of Degree 1 Definition for Valid Codes and Descriptions)

Subject Area of Degree 3 - A broad description of degree(s) a middle, junior or high school teacher has received (bachelors, masters or doctorate). This code is required for teachers teaching 7th grade or higher. (Refer to Subject Area of Degree 1 Definition for Valid Codes and Descriptions)

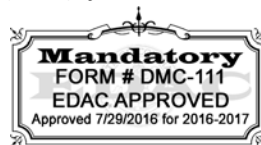
Subject Area of Degree 4 - A broad description of degree(s) a middle, junior or high school teacher has received (bachelors, masters or doctorate). This code is required for teachers teaching 7th grade or higher. (Refer to Subject Area of Degree 1 Definition for Valid Codes and Descriptions)

Subject Area of Degree 5 - A broad description of degree(s) a middle, junior or high school teacher has received (bachelors, masters or doctorate). This code is required for teachers teaching 7th grade or higher. (Refer to Subject Area of Degree 1 Definition for Valid Codes and Descriptions)

Passed Paraprofessional Test - The paraprofessional demonstrated knowledge of reading, writing and mathematics, as well as the ability to assist in reading, writing, and mathematics through a locally or a nationally developed academic assessment.

1	Yes (paraprofessional test was taken and passed)
0	No (paraprofessional test was either taken and not passed, or was not taken)

Teacher/Specialized Service Professional (SSP) Overall Performance Evaluation Rating - The final evaluation rating provided in the teacher’s or SSP’s written evaluation report from the prior academic school year (2015-2016). This is required for job class codes 201, 202, 206 (Teachers), 222, 223 (Interventionists), 216 (Librarian) and all Specialized Service Professionals (SSPs); job class codes (211, 231, 233, 234, 235, 236, 237, 238, and 242).

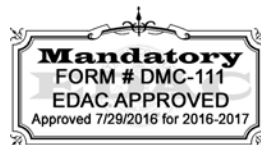


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00	N/A – to use for staff that are not teachers or SSPs (Jobclass codes not equal to 201,202, 206, 211, 231, 233, 234, 235, 236, 237, 238, or 242)
01	Highly Effective , or the equivalent, where applicable (e.g., if the district assigns a rating of “highly than satisfactory or “exemplary”)
02	Effective , or the equivalent, if the district uses a different term (e.g., “satisfactory” or “proficient”)
03	Partially Effective , or the equivalent, where applicable (e.g., “progressing”, “approaching satisfactory”)
04	Ineffective , or the equivalent, if the district uses a different term (e.g. “unsatisfactory”)
05	Not Yet Evaluated –to use with new hired teachers/SSPs that have not yet been formally evaluated
06	Evaluation of teacher/SSP was not conducted in prior year-for a reason other than that the teacher is new
07	No Score – an evaluation was previously conducted, but during the course of a review, grievance, or appeal process (e.g., in the case of an ineffective rating), the district determined that an educator’s rating was not accurate. Additionally, there is not sufficient data to assign the original rating or to change the rating. Thus, the teacher receives a “No Score”.

Teacher/SSP Quality Standard 1: Knowledge of Content/Professional Expertise – The final rating on teacher quality standard 1 from the prior school year (2015-2016). This is required for job class codes 201, 202, 206 (Teachers), 222, 223 (Interventionists), 216 (Librarian) and all Specialized Service Professionals (SSPs); job class codes (211, 231, 233, 234, 235, 236, 237, 238, and 242).

00	N/A	Use for staff that are not teachers or SSPs (Jobclass codes not equal to 201,202, 206, 211, 231, 233, 234, 235, 236, 237, 238, or 242) OR if a “No score” was assigned for the overall rating).
01	Exemplary	Or the equivalent, where applicable (e.g., if the district assigns a rating of distinguished, or highly effective... the highest rating)
02	Accomplished	Or the equivalent, where applicable (e.g., advanced)

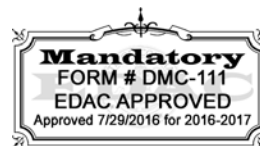


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03	Proficient	Or the equivalent, where applicable (e.g., effective)
04	Partially Proficient	Or the equivalent, where applicable (e.g., partially effective, developing)
05	Basic	Or the equivalent, where applicable (e.g., ineffective, unsatisfactory, the lowest rating.)

Teacher/SSP Quality Standard 2: Establish Environment/Learning Environment - The final rating on teacher quality standard 2 from the prior school year (2015-2016). This is required for job class codes 201, 202, 206 (Teachers), 222, 223 (Interventionists), 216 (Librarian) and all Specialized Service Professionals (SSPs); job class codes (211, 231, 233, 234, 235, 236, 237, 238, and 242).

00	N/A	Use for staff that are not teachers or SSPs (Jobclass codes not equal to 201,202, 206, 211, 231, 233, 234, 235, 236, 237, 238, or 242) OR if a “No score” was assigned for the overall rating).
01	Exemplary	Or the equivalent, where applicable (e.g., if the district assigns a rating of distinguished, or highly effective... the highest rating)
02	Accomplished	Or the equivalent, where applicable (e.g., advanced)
03	Proficient	Or the equivalent, where applicable (e.g., effective)
04	Partially Proficient	Or the equivalent, where applicable (e.g., partially effective, developing)
05	Basic	Or the equivalent, where applicable (e.g., ineffective, unsatisfactory, the lowest rating.)



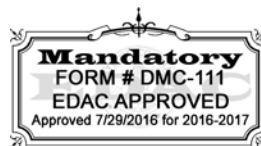
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Teacher/SSP Quality Standard 3: Facilitate Learning/High Quality Delivery - The final rating on teacher quality standard 3 from the prior school year (2015-2016). This is required for job class codes 201, 202, 206 (Teachers), 222, 223 (Interventionists), 216 (Librarian) and all Specialized Service Professionals (SSPs); job class codes (211, 231, 233, 234, 235, 236, 237, 238, and 242).

00	N/A	Use for staff that are not teachers or SSPs (Jobclass codes not equal to 201,202, 206, 211, 216, 231, 233, 234, 235, 236, 237, 238, or 242) OR if a "No score" was assigned for the overall rating).
01	Exemplary	Or the equivalent, where applicable (e.g., if the district assigns a rating of distinguished, or highly effective... the highest rating)
02	Accomplished	Or the equivalent, where applicable (e.g., advanced)
03	Proficient	Or the equivalent, where applicable (e.g., effective)
04	Partially Proficient	Or the equivalent, where applicable (e.g., partially effective, developing)
05	Basic	Or the equivalent, where applicable (e.g., ineffective, unsatisfactory, the lowest rating.)

Teacher/SSP Quality Standard 4: Reflect on Practice/Reflection - The final rating on teacher quality standard 4 from the prior school year (2015-2016). This is required for job class codes 201, 202, 206 (Teachers), 222, 223 (Interventionists), 216 (Librarian) and all Specialized Service Professionals (SSPs); job class codes (211, 231, 233, 234, 235, 236, 237, 238, and 242).

00	N/A	Use for staff that are not teachers or SSPs (Jobclass codes not equal to 201,202, 206, 211, 216, 231, 233, 234, 235, 236, 237, 238, or 242) OR if a "No score" was assigned for the overall rating).
01	Exemplary	Or the equivalent, where applicable (e.g., if the district assigns a rating of distinguished, or highly effective... the highest rating)
02	Accomplished	Or the equivalent, where applicable (e.g., advanced)



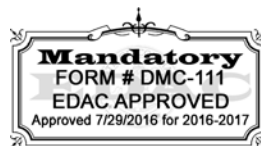
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03	Proficient	Or the equivalent, where applicable (e.g., effective)
04	Partially Proficient	Or the equivalent, where applicable (e.g., partially effective, developing)
05	Basic	Or the equivalent, where applicable (e.g., ineffective, unsatisfactory, the lowest rating.)

Teacher/SSP Quality Standard 5: Demonstrate Leadership/Leadership - The final rating on teacher quality standard 5 from the prior school year (2015-2016). This is required for job class codes 201, 202, 206 (Teachers), 222, 223 (Interventionists), 216 (Librarian) and all Specialized Service Professionals (SSPs); job class codes (211, 231, 233, 234, 235, 236, 237, 238, and 242).

00	N/A	Use for staff that are not teachers or SSPs (Jobclass codes not equal to 201,202, 206, 211, 216, 231, 233, 234, 235, 236, 237, 238, or 242) OR if a "No score" was assigned for the overall rating).
01	Exemplary	Or the equivalent, where applicable (e.g., if the district assigns a rating of distinguished, or highly effective... the highest rating)
02	Accomplished	Or the equivalent, where applicable (e.g., advanced)
03	Proficient	Or the equivalent, where applicable (e.g., effective)
04	Partially Proficient	Or the equivalent, where applicable (e.g., partially effective, developing)
05	Basic	Or the equivalent, where applicable (e.g., ineffective, unsatisfactory, the lowest rating.)

Teacher/SSP Quality Standard 6: Measures of Student Learning/Student Outcomes – The final rating on student learning outcomes from the prior school year (2015-2016). This is required for job class codes 201, 202, 206 (Teachers), 222, 223 (Interventionists), 216 (Librarian) and all Specialized Service Professionals (SSPs); job class codes (211, 231, 233, 234, 235, 236, 237, 238, and 242).

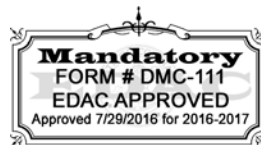


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00	N/A - Use for staff that are not teachers or SSPs (Jobclass codes not equal to 201,202, 206, 211, 216, 231, 233, 234, 235, 236, 237, 238, or 242) OR if a “No score” was assigned for the overall rating).
01	More than Expected
02	Expected
03	Less than Expected
04	Much Less than Expected
05	Not rated in prior year for reason other than being new

Principal Overall Performance Rating- The final evaluation rating provided in the principal’s written evaluation report from the prior academic school year (2015-2016). This is required for all principals and assistant principals, job class codes 105 and 106.

00	N/A – to use for staff that are not principals or assistant principals (jobclass codes not equal to 105 or 106).
01	Highly Effective, or the equivalent, where applicable (e.g., if the district assigns a rating of “highly than satisfactory or “exemplary”)
02	Effective, or the equivalent, if the district uses a different term (e.g., “satisfactory” or “proficient”)
03	Partially Effective, or the equivalent, where applicable (e.g., “progressing”, “approaching satisfactory”)
04	Ineffective, or the equivalent, if the district uses a different term (e.g. “unsatisfactory”)
05	Not Yet Evaluated –to use with new hired teachers that have not yet been formally evaluated
06	Evaluation of principal was not conducted in prior year-for a reason other than that the teacher is new.



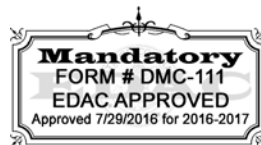
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Principal Quality Standard 1: Strategic Leadership – The final rating on principal quality standard 1 for the prior school year (2015-2016). This is required for all principals and assistant principals, job class codes 105 and 106.

00	N/A	Use for staff that are not principals or assistant principals (jobclass codes not equal to 105 or 106).
01	Exemplary	Or the equivalent, where applicable (e.g., if the district assigns a rating of distinguished, or highly effective... the highest rating)
02	Accomplished	Or the equivalent, where applicable (e.g., advanced)
03	Proficient	Or the equivalent, where applicable (e.g., effective)
04	Partially Proficient	Or the equivalent, where applicable (e.g., partially effective, developing)
05	Basic	Or the equivalent, where applicable (e.g., ineffective, unsatisfactory, the lowest rating.)

Principal Quality Standard 2: Instructional Leadership - The final rating on principal quality standard 2 for the prior school year (2015-2016). This is required for all principals and assistant principals, job class codes 105 and 106.

00	N/A	Use for staff that are not principals or assistant principals (jobclass codes not equal to 105 or 106).
01	Exemplary	Or the equivalent, where applicable (e.g., if the district assigns a rating of distinguished, or highly effective... the highest rating)
02	Accomplished	Or the equivalent, where applicable (e.g., advanced)
03	Proficient	Or the equivalent, where applicable (e.g., effective)
04	Partially Proficient	Or the equivalent, where applicable (e.g., partially effective, developing)



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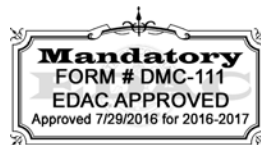
05	Basic	Or the equivalent, where applicable (e.g., ineffective, unsatisfactory, the lowest rating.)
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Principal Quality Standard 3: Culture - The final rating on principal quality standard 3 for the prior school year (2015-2016). This is required for all principals and assistant principals, job class codes 105 and 106.

00	N/A	Use for staff that are not principals or assistant principals (jobclass codes not equal to 105 or 106).
01	Exemplary	Or the equivalent, where applicable (e.g., if the district assigns a rating of distinguished, or highly effective... the highest rating)
02	Accomplished	Or the equivalent, where applicable (e.g., advanced)
03	Proficient	Or the equivalent, where applicable (e.g., effective)
04	Partially Proficient	Or the equivalent, where applicable (e.g., partially effective, developing)
05	Basic	Or the equivalent, where applicable (e.g., ineffective, unsatisfactory, the lowest rating.)

Principal Quality Standard 4: Human Resource Leadership - The final rating on principal quality standard 4 for the prior school year (2015-2016). This is required for all principals and assistant principals, job class codes 105 and 106.

00	N/A	Use for staff that are not principals or assistant principals (jobclass codes not equal to 105 or 106).
01	Exemplary	Or the equivalent, where applicable (e.g., if the district assigns a rating of distinguished, or highly effective... the highest rating)



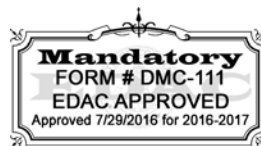
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02	Accomplished	Or the equivalent, where applicable (e.g., advanced)
03	Proficient	Or the equivalent, where applicable (e.g., effective)
04	Partially Proficient	Or the equivalent, where applicable (e.g., partially effective, developing)
05	Basic	Or the equivalent, where applicable (e.g., ineffective, unsatisfactory, the lowest rating.)

Principal Quality Standard 5: Management Leadership - The final rating on principal quality standard 5 for the prior school year (2015-2016). This is required for all principals and assistant principals, job class codes 105 and 106.

00	N/A	Use for staff that are not principals or assistant principals (jobclass codes not equal to 105 or 106).
01	Exemplary	Or the equivalent, where applicable (e.g., if the district assigns a rating of distinguished, or highly effective... the highest rating)
02	Accomplished	Or the equivalent, where applicable (e.g., advanced)
03	Proficient	Or the equivalent, where applicable (e.g., effective)
04	Partially Proficient	Or the equivalent, where applicable (e.g., partially effective, developing)
05	Basic	Or the equivalent, where applicable (e.g., ineffective, unsatisfactory, the lowest rating.)

Principal Quality Standard 6: External Development - The final rating on principal quality standard 6 for the prior school year (2015-2016). This is required for all principals and assistant principals, job class codes 105 and 106.

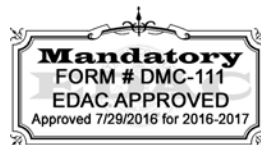


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00	N/A	Use for staff that are not principals or assistant principals (jobclass codes not equal to 105 or 106).
01	Exemplary	Or the equivalent, where applicable (e.g., if the district assigns a rating of distinguished, or highly effective... the highest rating)
02	Accomplished	Or the equivalent, where applicable (e.g., advanced)
03	Proficient	Or the equivalent, where applicable (e.g., effective)
04	Partially Proficient	Or the equivalent, where applicable (e.g., partially effective, developing)
05	Basic	Or the equivalent, where applicable (e.g., ineffective, unsatisfactory, the lowest rating.)

Principal Quality Standard 7: Student Growth – The final rating on student learning outcomes. This is required for all principals and assistant principals, job class codes 105 and 106.

00	N/A - use for staff that are either not principals or assistant principals (jobclass codes not equal to 105 or 106) or new principals/assistant principals not yet rated.
01	More than Expected
02	Expected
03	Less than Expected
04	Much Less than Expected
05	Not rated in prior year for reason other than being new

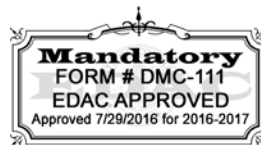


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~~**Educator Preparation Program**—The educator preparation program is the public or private institution of higher education, or alternative licensure designated agency that offered the program for initial licensure. This is optional but strongly encouraged to be provided for all teachers (job class codes 201-206) with less than 4 years of teaching experience (in state plus out of state). This is an optional field and not required.~~

Document Changes

Date	Description of change	Reason for change	Elements affected
2-24-2016	Teacher Probationary Status redefined	Match state statute	Teacher Probationary Status
2-24-2016	Added requirement for new jobclass codes 222 and 223 to have Teacher Overall and Teacher Quality Standard Ratings reported		Teacher Overall Performance Evaluation Rating, Teacher Quality Standards 1-6 Ratings
2-26-2016	Removed fields: “Staff’s Middle Name”, “Ending Date of District” and “Educator Preparation	No longer required to collect fields	File layout



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	Program”		
6-1-2016	Added code for “No Score” for the Teacher/SSP Overall Performance Rating	Provides more accurate detailed codes to be used	Teacher Overall Performance Evaluation Rating, Teacher Quality Standards 1-6 Ratings
8-26-2016	Added Data Uses in Description and updated EDAC stamp	Clarifies documentation	None

