

# 2019-2020 Facility Schools December Staff - Data Pipeline

**Purpose:** The purpose of the Facility Schools December Staff System is to provide a secure means for each approved facility school to submit data on education staff employed in facility schools as of December 1<sup>st</sup> of each year so that appropriate licensure and endorsement may be verified; and to generate reports for State Legislature, Federal government, facility schools, and the public.

**Dependencies:** Each LEA Approver will log into the Data Pipeline and select Add Record from the left hand menu. In Facility School Item, select Staff from the drop down list. Current School Year will pre-populate. Select the facility school from the drop down list. Select the facility school program from the drop down list. Click the green button to Add New Record.

## **December Staff Expectation:**

Each approved facility school will submit December Staff data for all education staff employed on December 1<sup>st</sup> of each year.

Each facility school will submit December Staff data for staff employed in Job Code 102-Special Education Director who is appropriately licensed and endorsed in Director of Special Education. Each facility school will submit December Staff data for staff employed in Job Code 202-Special Education Teacher who is appropriately licensed and endorsed in an area of special education appropriate for the student population served in the program. A one teacher facility school program cannot employ Job Code 202-Special Education Teacher on temporary status. The LEA should submit a staff record for each staff per job assignment (definitions below) employed on December 1<sup>st</sup> for the selected school year.

All required data fields \* must be reported by selecting from drop down lists or entering data in text fields.



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## Add Record

Add Record		
* Indicates required		
Name of Field	Example	Remarks
Facility School Item *	Staff Tuition Cost Line Items Tuition Cost Program Identification	Select Staff from the drop down list
School Year *	2019-20	Pre-populated for the current school year
School *		Select the 4 digit school code and associated name of the Facility School from the drop down list
Program *		Select the 5 digit program code and associated name of the Facility School Program from the drop down list Program name should pre-populate if the Facility School is a single program school

### Add Record Data Elements and Definitions

**Facility School Item** – Identifies the staff and tuition cost items that require data for December staff and to calculate a tuition cost rate.

**School Year** – The school year for December Staff.

**School** – Displays the list of Facility School(s) associated with the role of LEA Approver.

**Program** – Displays the list of Programs associated with the Facility School.



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## Add Record - Staff

Staff		
<b>* Indicates required</b>		
Name of Field	Example	Remarks
Type of Staff / Personnel *	1-Instructional Salary	Select from the drop down list
Job Code / Staff Title *	202-Special Education Teacher	Select from the drop down list
First Name *	Valid first name	Cannot be blank
Last Name *	Valid last name	Cannot be blank
Social Security Number *	000000000	Numeric 9 digit SSN without dashes
Hire / Start Date *	00000000	MMDDYYYY format
End Date *	00000000	Pre-populated as zero fill for staff actively employed on December 1 <sup>st</sup> Staff previously submitted in the tuition cost application display as zero fill; enter an End Date if staff is no longer employed on December 1 <sup>st</sup> .
FTE *	1.00	Four digit form at 2 decimal places Cannot be greater than 1.00 for individual staff
Salary *	30000	No comma or cents
Benefits *	5000	No comma or cents Zero fill allowed if benefits are not paid Cannot be greater than 50% of salary
Tuition Cost *	0-No 1-Yes	Select 0-No for December staff Staff previously submitted in the tuition cost application display as 1-Yes and will be included in December Staff if still actively employed.



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## Staff Data Elements and Definitions

**Type of Staff / Personnel** - Unique staff reporting category for salaried or purchased services staff in alignment with unique Job Code.

**Job Code / Staff Title** - Unique Job Code and title assigned per the specific duties and responsibilities of an assignment.

**First Name** - A name given to an individual at birth, baptism, or during another naming ceremony, or through legal change.

**Last Name** - The name borne in common by members of a family.

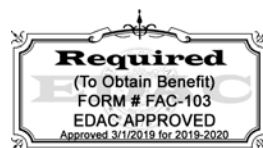
**Social Security Number** – A nine (9) digit number, unique for each individual, used to track Social Security benefits and for other identification purposes.

**Hire / Start Date** - The month, day, and year in which an individual started the specific assignment related to the reported Job Code. *Formatted as MMDDYYYY*

**End Date** - The month, day, and year in which an individual ended the specific assignment related to the reported Job Code. Pre-populated as zero fill for staff actively employed on December 1<sup>st</sup>. Staff previously submitted in the tuition cost application display as zero fill; enter an End Date if staff is no longer employed on December 1<sup>st</sup>. *Formatted as MMDDYYYY*

**FTE** - The number of total hours worked divided by the maximum number of compensable hours in a full-time schedule. An FTE of 1.00 is equivalent to a full-time position. FTE must be prorated based on the actual hire date. If staff has multiple assignments, separate records must be submitted for each Job Code / Type of Staff assignment. Each Job Code / Staff Title record must contain the FTE attributed to that assignment. *Formatted as two decimal places, e.g. 1.00 for full time staff, 0.50 for half time staff.*

**Salary** - The annual contract salary an individual is paid excluding the amount of employee benefits. Salary must be prorated per the submitted FTE based on the actual hire date. If staff has multiple assignments, separate records must be submitted for each Job Code / Staff Title. Each Job Code / Staff Title record must contain the portion of salary attributed to that assignment.



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**Benefits** – The annual compensation provided to employees including social security, group insurance (health, dental, and life), unemployment / workers compensation, pension plan, etc.

**Tuition Cost** – A selection for December staff (0-No) or staff to include in the tuition cost rate calculation (1-Yes). Staff previously submitted in the tuition cost application display as 1-Yes and will be included in December Staff if still actively employed.

**Job Code / Title** - A description of the specific group of duties and responsibilities of an assignment.

## ADMINISTRATOR

An Administrator is an individual who performs managerial activities, and is responsible for developing or interpreting policies or regulations and executing those policies or regulations through the direction of individuals at all levels, and may supervise other employees. Administrators on Special Assignment must be reported within the 100 series.

101	Executive Director	Serves as the chief executive officer and primary advisor to the board of education. Responsibilities include overseeing the development of an educational program and all other activities which impact on that program.	Administration
102	Special Education Director	Performs high-level executive management functions in the areas of administration and instruction.	Support
103	Finance Director	Directs individuals and manages a function, program, or supporting service (e.g., financial aid) under the direction of a senior staff member. This includes supervisors of purchasing, directors of physical plant maintenance, management information and technology services, business managers, budget managers.	Business
105	Principal	Performs the highest level of executive management functions in an individual school, a group of schools, or units of a school system. Responsibilities include the administration of instructional programs, extracurricular programs, community relations, operation of the school plant, and the coordination of staff and student activities.	Administration



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106	Dean/General Education Coordinator	Performs high-level executive management functions in an individual school, group of schools, or units of a school system. Primary duties include but are not limited to: 1) supervising student behavior; 2) handling specific assigned duties related to school management; 3) continuing curriculum and staff development; 4) working cooperatively with professional staff; and 5) providing leadership in the instructional program.	Administration
107	Education Coordinator	Coordinates, manages (including supervising other certified individuals), or directs services (e.g., vocational education) within an instructional program or area of instruction.	Support
<b>PROFESSIONAL-INSTRUCTIONAL</b> Performs duties requiring a high degree of knowledge and skills acquired through at least a baccalaureate degree (or its equivalent obtained through special study and/or experience) including skills in the field of education or educational psychology.			
<b>CLASSROOM INSTRUCTION</b>			
201	Regular Ed Teacher, Elementary Education	Provides learning experiences and care to students during a particular time period in general education at the elementary age level.	General Education
201	Regular Ed Teacher, English	Provides learning experiences and care to students during a particular time period scheduled for content instruction in English.	General Education
201	Regular Ed Teacher, Mathematics	Provides learning experiences and care to students during a particular time period scheduled for content instruction in mathematics.	General Education
201	Regular Ed Teacher, Science	Provides learning experiences and care to students during a particular time period scheduled for content instruction in science.	General Education
201	Regular Ed Teacher, Social Studies	Provides learning experiences and care to students during a particular time period scheduled for content instruction in social studies.	General Education
202	Special Education Teacher	Provides learning experiences and care to special education students during a particular time period or in a given discipline.	Instructional
202	Specialty Teacher, Physical Education	Provides learning experiences and care to special education students during a particular time period scheduled for physical education instruction.	Support
202	Specialty Teacher, Art	Provides learning experiences and care to special education students during a particular time period scheduled for art instruction.	Support



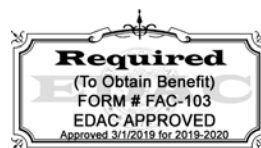
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202	Specialty Teacher, Music	Provides learning experiences and care to special education students during a particular time period scheduled for music instruction.	Support
202	Specialty Teacher, Family Consumer	Provides learning experiences and care to special education students during a particular time period scheduled for family consumer/home economics instruction.	Support
202	Specialty Teacher, Industrial Arts/Technology Education	Provides learning experiences and care to special education students during a particular time period scheduled for industrial arts/technology education instruction.	Support
204	Teacher, Permanent Substitute	Provides learning experience and care to students during a particular time period or in a given discipline as a temporary substitute for the regular classroom teacher.	General Education
206	Teacher, Title I	Provides enriched learning experiences and care to at risk students during a particular time period or in a given discipline.	General Education
<b>INSTRUCTIONAL SUPPORT</b>			
214	Educational Diagnostician	Licensed special education teacher or speech/language pathologist who diagnoses students who might need special education.	Support
215	Instructional Program Consultant	Consults in the management or direction of instructional programs or areas of instruction.	Support
220	Behavioral Specialist	Provides consultation or direct service in the areas of social, emotional and behavioral functioning to meet the individual needs of students in order to improve both academic achievement and social competence.	Support
221	Autism Specialist	Provides assessment, ongoing support and training around programming to educational teams serving students identified as having autism or being on the autism spectrum.	Support
222	Reading Interventionist	Teachers who conduct assessments and provide consultative or direct services (interventions and instruction) in the area of reading to meet the individual needs of students through the use of evidence-based practices to improve reading achievement.	General Education
224	Board Certified Behavior Analyst (BCBA)	Delivers consultative or direct behavior analytic services to meet the individual needs of students, and provides support to special education and general education staff in order to improve student access to instruction, behavioral skills and academic achievement.	Support



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OTHER SUPPORT			
233	Registered Nurse	Directs school health services and provides nursing services for students, and who is licensed and properly endorsed in accordance with state law.	Support
234	Occupational Therapist	Provides services that address the functional needs of an individual relating to self-help skills, adaptive behavior and play, and sensory, motor, and postural development. These services are designed to improve the individual's functional ability to perform tasks in the home, school, and community settings and include: 1) identification assessment and intervention; 2) adaptation of the environment, and selection, design, and fabrication of assistive and orthodontic devices to facilitate the development of functional skills, and 3) prevention or minimization of the impact of initial or future impairment, delay in development, or loss of functional ability.	Support
235	Physical Therapist	Performs activities including physical methods of treatment and rehabilitation without the use of drugs or surgery.	Support
236	Psychologist	Evaluates and analyzes students' behavior by measuring and interpreting their intellectual, emotional, and social development, and diagnosing their educational and personal problems.	Support
237	Social Worker	Provides social services for clients who may be individuals, families, groups, communities, organizations, or society in general. Social workers help individuals increase their capacities for problem solving and coping, and help obtain needed resources, facilitate interactions between individuals and their environments, make organizations responsible to individuals, and influence social policies.	Support
238	Speech-Language Pathologist	Diagnoses specific speech or language impairments, and provides speech language services for the habilitation or prevention of communicative impairments and provides counseling and guidance to parents, children/students, and teachers, regarding speech and language development.	Instructional





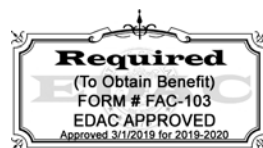
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241	<b>Speech-Language Pathology Assistant</b>	The speech-language pathology assistant (SLPA) serves as a member of an educational team, and holds an authorization by CDE to perform tasks prescribed, directed, and supervised by a certified speech-language pathologist (SLP), in implementing services for children/students with speech, language, cognitive, voice, oral-muscular, augmentative/alternative communication disorders, and hearing impairments in accordance with 1CCR 301-37, 4.11.	Instructional
<b>PROFESSIONAL-OTHER</b>			
Performs assignments requiring a high degree of knowledge and skills usually acquired through at least a baccalaureate degree (or its equivalent obtained through special study and/or experience) but not requiring skills in the field of education.			
<b>PROFESSIONAL SUPPORT</b>			
320	<b>Accounting Manager</b>	Designs and maintains financial, staff, student, program, or property records; summarizes, analyzes, or verifies such records; and/or controls and certifies expenditures and receipts.	Business
322	<b>Administrative/Executive Assistant</b>	Performs professional activities assisting an executive officer in directing and managing the functions of a school or system.	Administration
323	<b>Intake Director</b>	Examines and coordinates records of students to determine eligibility of placement.	Administration
329	<b>Benefits Specialist</b>	Organizes and provides information to employees about organizational fringe benefits.	Administration
337	<b>Grant Developer</b>	Expands opportunities to obtain funds from outside parties in exchange for completion of a task.	Administration
340	<b>Internal Auditor</b>	Verifies account records, including evaluating the adequacy of the internal control system, verifying and safeguarding assets, reviewing the reliability of the accounting and reporting systems, and ascertaining compliance with established policies and procedures.	Business
344	<b>Human Resources Director</b>	Performs activities concerned with staff recruitment, selection, training, and assignment. This includes maintaining staff records, working with administrators in developing pension and insurance plans, and maintaining employer-employee harmony and efficiency through negotiations and internal public relations efforts.	Administration



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347	Staff Trainer	Plans, coordinators, and implements in service or training activities to individuals, including CPR, first aid and physical management.	General Education
350	Transition Coordinator	Provides services that: 1) strengthens and coordinates special programs and related services for individuals with special needs, including students with disabilities, who are currently in school or have recently left school and may benefit from assistance during the transition to postsecondary education, vocational training, competitive employment (including supported employment), continuing education or adult services; 2) stimulate the improvement and development of programs for secondary special education; and/or 3) stimulate the improvement of vocational and life skills to enable students with special needs to be better prepared for transition to adult life and services.	Support
357	Maintenance Manager	Performs professional activities assisting an executive officer in directing and supervising the functions of maintenance, transportation, food services, etc.	Operations
357	Food Services Manager	Performs professional activities assisting an executive officer in directing and supervising the functions of maintenance, transportation, food services, etc.	Operations
<b>COMPUTER TECHNOLOGY</b>			
380	Technology Coordinator	Personnel whose primary function is the technical oversight of a particular hardware/software system. This might also involve personnel supervision. (e.g. Network Administrator, Data Base Administrator, Operating System Administrator, Technology Administrator (small district), Specialized Software Administrator (transportation, library, student information, etc.)	Administration
<b>PARAPROFESSIONALS</b>			
Performs activities supporting professional individuals/functions of an organization.			
402	Career Assistant/Job Coach	Assists students in developing and utilizing skills which can be applied to career choices.	Instructional
416	Teaching Assistant, Special Education	Performs the day-to-day activities of teaching special education students while under the supervision of a teacher. The teaching assistant does not make diagnostic or long-term evaluative decisions regarding special education students. This includes individuals who may or may not be certified and may include associate degree level preschool classroom instructors (new expanded definition).	Instructional



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421	<b>Occupational Therapist Assistant</b>	An individual who holds a Certified Occupational Therapist Assistant (COTA) registration who provides services that address the functional needs of an individual relating to self-help skills, adaptive behavior and play, and sensory, motor, and postural development under the supervision of a licensed occupational therapist.	Support
<b>OFFICE/ADMINISTRATIVE SUPPORT</b> Performs the activities of preparing, transferring, transcribing, systematizing, or preserving communications, records, and transactions.			
506	<b>General Office/Secretary</b>	Perform such activities as preparing, transcribing, systematizing or preserving written communication and reports or operating mechanical equipment (e.g., computers, facsimile machines, typewriters, calculators, and word processing equipment); receiving, storing, and dispensing supplies, materials, and equipment.	Support
515	<b>Records Clerk/Data Entry</b>	Establishes and maintains an adequate and efficient system for controlling records (e.g., registration, admission, attendance, IEP's) for an organization. May include data entry into an established database.	Administration
<b>CRAFTS/TRADES/SERVICES</b> Performs tasks that require skill levels which can be acquired through on-the-job training and experience or through apprenticeship or other formal training programs. This includes assignments in crafts and trades, operative, laborer, and service work.			
608	<b>Custodian</b>	Performs plant housekeeping and servicing activities consisting of the cleaning; operation of the heating, ventilating, and air conditioning systems; and the servicing of building equipment.	Operations
612	<b>Facilities Maintenance Worker</b>	Inspects buildings and office areas to evaluate suitability for occupancy considering such factors as air circulation, lighting, location, and size.	Operations
630	<b>Vehicle Operator</b>	Drives a vehicle such as a truck or automobile used in the service of a school or system.	Operations

