

# Nebraska Student and Staff Record System

<http://www.education.ne.gov/nssrs>

# STAFF

## Instruction Manual

Version 7.0.2 – September 13, 2017

Staff Demographics

Staff Position Assignments

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# 2017-2018



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This instructional manual is provided to assist school personnel in submitting data to the Nebraska Department of Education. The information contained herein is intended to be consistent with Rules 10, 14, 18, 21, 24, and 84 and relevant statutes. However, this instruction manual is not a substitute for the actual rules and/or statutes upon which it is based. Refer to the relevant statutes and/or rules for the actual state requirements and for additional information or clarification.

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## GENERAL INSTRUCTIONS

Staff data is to be reported by Public Districts, Non-Public Systems, Educational Service Units (ESU), Special Purpose Systems and Interim-Program Schools (Rule 18). Validation and verification reports are located in NSSRS Validation.

The application is located under the Student and Staff (NSSRS) tab in the NDE portal.

Districts/Systems/ESUs can access and update the data in this application a variety of ways:

- Districts/Systems/ESUs may enter/edit the data online. The online application will be populated with select data from the staff data reported the previous year.
- Districts/Systems/ESUs may download the 2016-17 staff data, edit the file for 2017-2018, and upload the file. See the correct file name conventions on page 3.
- Districts/Systems/ESUs may create a file to upload from their Staff system.

This instruction manual describes the data elements collected by NDE for Staff Reporting via the Staff Demographics and Staff Position Assignments file layouts. The Staff Demographics file collects staff demographic information while the Staff Position Assignments file collects reportable position assignments. Valid values and data validation rules that can be performed prior to data submission are listed where appropriate. NSSRS validation and verification reports ensure data submitted is of high quality. **PLEASE NOTE:** In the download file and in the online entry the Years Experience Total and Experience This District Total will be increased by 1 year from what was reported in the previous year's reporting in the Staff Demographics record. Do **NOT** add another year to the experience fields. Staff that had a completion date **before** May 1 of each year in the Staff Position Assignment will **NOT** be included in the download data or the online entry.

The detailed file layout for the staff files is located in Appendix E of this manual.

### Important Dates

Please refer to the NSSRS Calendar for detailed date information for the current school year <https://www.education.ne.gov/nssrs/>.

#### September 15

Staff data is required by Statute 79-804 R.R.S. The Staff Demographics and Staff Position Assignments files are to be submitted or entered online on or before September 15.

#### Upon Contracting New Staff after September 15

Certificated staff hired after September 15 are to be included in subsequent submissions of the Staff Reporting. Report the Contract Date: Staff Demographics (19) and Assignment Date: Staff Position Assignments (13) reflecting the individual's start date and assignment date to comply with the Rule 10 requirement (92 NAC 10-003.08A), Rule 14 requirement (92NAC 14.004.01G, Rule 84 requirement (92 NAC 84-003.04B).

You should also report any staff added after September 15 if they are reimbursable for programs like Special Education.

## June 30

Districts/Systems/ESUs are encouraged to review Staff Demographics data to ensure the salary data are complete and current based on the changes that have been made during the school year. For example if negotiations had not been completed when the Staff Demographics was submitted but were completed during the school year, those changes should be reflected in an update to the Staff Demographics data.

Some data for compensation is not known at the time of reporting for example, stipends, bonus pay, and pay for unused vacation, etc. Please update the Staff Demographics data to include all compensation as of the end of the school year. See page 14 to ensure all compensation categories are complete and accurate for the school year.

## Scope

### Reportable Staff

All employees of the District/System/ESU must be reported via Staff Reporting using the Staff Demographics and Staff Position Assignments file specifications **except**:

- Substitute teachers: This information will be submitted through the Consolidated Data Collection (CDC); Due Date June 15.
- Staff in positions not requiring certification except those included in Appendix C of this manual.
- Staff that are exclusively summer school staff.

**ESUs providing services to students from multiple districts/systems:** ESUs will report position assignments for their staff at each district/system they are serving students.

**ESUs providing center-based preschool programs for districts:** ESUs will report the staff providing center-based preschool programs for districts. They will report the preschool staff with assignments at the schools they provide programs for under Position Assignment Information. They will prorate the FTE of the staff as best they can on the position assignments. These preschool staff will have multiple assignment records with different County District School numbers if providing preschool for multiple districts.

**Postsecondary Staff Providing Courses to Students:** Do not include these staff in the NSSRS Staff Reporting for your district. The NDE Staff ID of the postsecondary teacher will be included on the Student Grades template, use 00-0000 for the controlling district code.

**Distance Learning Staff Providing Courses to Students in Districts Other Than Contracting District:**

The contracting district does not have to parse out the staff assignment and FTE to the districts that are receiving the distance learning. The district receiving the distance learning will not report these staff on their staff report. The NDE Staff ID of the distance learning teacher will be included on the Student Grades template for the courses the teacher is sending to the receiving school, use the contracting district code for the sending teacher as the controlling district code on Student Grades.

**Public School District Teachers Assigned 100% to a Non-Public:** These teachers should be reported on Staff Demographics for the contracting district. Their Staff Position Assignment record should be reported at the school they are serving. These staff will not have Student Grades records because the students they are serving are Non-Public.

**Instructional Paraprofessionals**

Report instructional paraprofessionals for all schools. Report the appropriate FTE related to being an instructional paraprofessional based on special program indicator (see the Special Program Indicator table in this manual and Appendix B). Report only paraprofessionals performing **instructional activities**, even when assisting with the instruction of students is only part of their responsibilities. Do not include the FTE for other responsibilities including assisting with lunch-room, transportation, nurses, computer technicians, family service coordination or serving as a translator.

**Please note:** the Full-Time Equivalency for ALL paraprofessionals (instructional and non-instructional) will be recorded in the "Non Certificated Staff" collection in the "Consolidated Data Collection" (CDC); due date October 15.

NCLB requires all Instructional Paraprofessionals in Title I programs meet one of the following before working with students, in addition to having a High School Diploma or General Equivalency Diploma (GED);

- 48 semester hours of college or
- Associated Degree (from an accredited institution) or
- Achieving a passing score on one of the approved assessments listed in Paraprofessional Assessment Passed Flag: Staff Demographics (17) page 11.

**Conventions****File Names**

| File                       | File Name                              |
|----------------------------|--|
| Staff Demographics         | ##-####_Staff_Demographics.zzz         |
| Staff Position Assignments | ##-####_Staff_Position_Assignments.zzz |

| Where:  | Represents:  |
|---------|--|
| ##-#### | The NDE-assigned County District Number  |
| .zzz    | One of the following:<br>.csv Comma delimited (comma-separated values)<br>.tab Tab delimited |

## Data Element Names

The following syntax is used throughout this document when referencing data elements.

Format: NDE Field Name: File Name (Field Number)

Where:

- **NDE Field Name** represents the name of the data element commonly used by the Nebraska Department of Education (NDE).
- **File Name** represents the file the field is included in.
- **Field Number** indicates the position of the field within the specified File Name for the upload option of submitting data.

## School Year

June 30 is used as the logical representation of a school year. As with all dates in NSSRS, it must be in ISO format (YYYY-MM-DD). Therefore, since this document applies to the "2017-2018" school year, all file fields that are to be populated with a logical school year will simply read: Provide the literal "2018-06-30".

## Reports for Review – Staff

After submitting the NSSRS Staff Reporting data, review the following reports the next day. The NSSRS Validation web-site process is described in more detail in the NSSRS Validations User Guide located in NSSRS Resources at <http://www.education.ne.gov/nssrs/>. Click on Instructions, then go down the page to the blue tab labeled NSSRS Validation.

## NSSRS Validation – Errors and Warnings

If you don't have an activation code for NSSRS Validation related to staff, get the activation code for Basic Staff or Staff Data Steward from your District Administrator. Add the activation code beside NSSRS Validation then click on NSSRS Validation.

1. Click on Errors.
2. Click on Review Errors.
3. Click on STAFF under Error Category. If there is no STAFF, you may want to go back to Step 2 (click on Errors).
4. Click on Reprocess Errors.
5. Click on Reprocess Staff Templates. The Status will say WAITING TO PROCESS then PROCESSING. You can click the Refresh Status periodically until it says PROCESS COMPLETE.
6. Click on Review Errors (If STAFF is not listed under the Error Category, then there are no errors for STAFF) else, Click on STAFF, you will get a listing of errors by error number for Staff Reporting. The Error Description will describe what is in error and how to fix it. Errors should be resolved, Warnings should be reviewed and if necessary, resolved.



**NSSRS Validation - Verification Reports - Staff**

If you don't have an activation code for NSSRS Validation related to staff, get the activation code for Basic Staff or Staff Data Steward from your District Administrator. Add the activation code beside NSSRS Validation then click on NSSRS Validation. Click on Verification Reports, Click on Staff and you'll see this list of reports and their description:

Current Certification Report – Review in the Fall after NSSRS Staff Reporting has been completed.

Current Personnel Report – Review in the Fall after NSSRS Staff Reporting has been completed to ensure all staff have been reported and reported correctly.

Title I Paraprofessionals – Review in the Fall after NSSRS Staff Reporting has been completed.

Teachers Assigned Out of Endorsed Area or Level – Review this report after submitting the Student Grades. – Public Districts only.

NCLB Non Qualified - Review this report after submitting the Student Grades. – Public Districts only.

Staff Reporting for the GMS SPED IDEA Consolidated Application - This report may be reviewed in the Fall and throughout the year as changes are made to Staff Reporting. Public Districts only.

Student Grades - Review this report after submitting the Student Grades. – Public Districts only.

# STAFF DEMOGRAPHICS

## STAFF DEMOGRAPHICS

This file contains one record for each staff member working in the School District/System/ESU who should be included on the Current Personnel Report. This file is meant to reflect the current employee status and must be loaded before the Staff Position Assignments file is loaded.

### **Record Number: Staff Demographics (1)**

Report a sequential number, starting with 1 for every record in the file. This is required for the upload process only.

### **County District Number: Staff Demographics (2)**

This is the 6-digit number assigned to the School District/System/ESU by NDE and should include a hyphen ("-") between county number and district number (example: XX-XXXX). This number is based on the county in which the District/System/ESU headquarters is located and a district number that is assigned by NDE. A value must be supplied for each record or the data loading process will reject the record. The County District Number can be obtained from [https://www.education.ne.gov/nssrs/Resources.html#District\\_School\\_Codes](https://www.education.ne.gov/nssrs/Resources.html#District_School_Codes).

### **NDE Staff ID: Staff Demographics (3)**

The 10-digit number assigned by the NDE Staff ID system. This number will be used to uniquely identify the staff person. A value must be supplied for each record or the data loading process will reject the record.

After March 2011, NDE Staff IDs are assigned through Teacher Certification as part of the certification process. If the position does not require certification the district must assign an NDE Staff ID using the NDE Staff ID system. District/System/ESU staff can search the NDE Staff ID system to locate NDE Staff IDs. All historical databases for staff have NDE Staff IDs.

### **Local Staff ID: Staff Demographics (4)**

This is a unique number used to designate a staff member at the local level. The Local Staff ID can be left blank. This field will be included in staff verification and validation reports in order to assist districts/systems research data issues.

### **Last Name: Staff Demographics (5)**

The last name of the staff member.

### **First Name: Staff Demographics (6)**

The first name of the staff member.

### **Middle Initial: Staff Demographics (7)**

The middle initial of the staff member. Note that this is the middle initial only - not the full middle name. If the staff system contains the full middle name, the extract program must pull the initial only.

### **Name Suffix: Staff Demographics (8)**

A suffix for the staff member's surname, if applicable. Examples of suffix include 'Jr.' or 'III'.

**Gender Code: Staff Demographics (9)**

The gender of the staff member.

| Code | Description |
|------|-------------|
| F    | Female      |
| M    | Male        |

**Hispanic Indicator Code: Staff Demographics (10)**

The code indicating if this staff person is identified with an ethnicity of Hispanic/Latino - a person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race. A value must be provided for Hispanic Indicator Code: Staff Demographics (10) or the data loading process will reject the record. Refer to the "The Nebraska Guide to Implementing New Federal Race and Ethnicity Categories for Students and Staff" available on the NSSRS Resources web page

(<http://www.education.ne.gov/NSSRS/Resources.html>) for additional information.

| Code | Description |
|------|-------------|
| 1    | Yes         |
| 2    | No          |

**Race Code 1: Staff Demographics (11)**

The code indicating this staff person's identified race. This field is required. Refer to the "The Nebraska Guide to Implementing New Federal Race and Ethnicity Categories for Students and Staff" available on the NSSRS Resources web page

(<http://www.education.ne.gov/NSSRS/Resources.html>) for additional information.

| Code      | Description  | Explanation of Use  |
|-----------|--|---|
| <b>AM</b> | <b>American Indian/<br/>Alaska Native</b>                | A person having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community attachment.  |
| <b>AS</b> | <b>Asian</b>   | 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. |
| <b>BL</b> | <b>Black or African<br/>American</b>                     | A person having origins in any of the black racial groups of Africa.  |
| <b>PI</b> | <b>Native Hawaiian or<br/>Other Pacific<br/>Islander</b> | A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.  |
| <b>WH</b> | <b>White</b>   | A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.   |

- A value must be provided for Race Code 1: Staff Demographics (11) or the data loading process will reject the record.
- Race codes of staff with multiple races can be provided in any order but those codes must be provided as described below:
  - If two races are identified:
    - Race Code 1: Staff Demographics (11)
    - Race Code 2: Staff Demographics (12)
  - If three races are identified:
    - Race Code 1: Staff Demographics (11)
    - Race Code 2: Staff Demographics (12)
    - Race Code 3: Staff Demographics (13)
  - If four races are identified:
    - Race Code 1: Staff Demographics (11)
    - Race Code 2: Staff Demographics (12)
    - Race Code 3: Staff Demographics (13)
    - Race Code 4: Staff Demographics (14)
  - If five races are identified:
    - Race Code 1: Staff Demographics (11)
    - Race Code 2: Staff Demographics (12)
    - Race Code 3: Staff Demographics (13)
    - Race Code 4: Staff Demographics (14)
    - Race Code 5: Staff Demographics (15)
- Records containing the same race code value in more than one race field will be rejected by the data loading process.

### **Race Code 2: Staff Demographics (12)**

The code indicating this staff person's second identified race, otherwise leave blank. Refer to the "The Nebraska Guide to Implementing New Federal Race and Ethnicity Categories for Students and Staff" available on the NSSRS Resources web page (<http://www.education.ne.gov/NSSRS/Resources.html>) for additional information.

- See table under Race Code 1. Records containing the same race code value in more than one race field will be rejected by the data loading process.

### **Race Code 3: Staff Demographics (13)**

The code indicating this staff person's third identified race, otherwise leave blank. Refer to the "The Nebraska Guide to Implementing New Federal Race and Ethnicity Categories for Students and Staff" available on the NSSRS Resources web page (<http://www.education.ne.gov/NSSRS/Resources.html>) for additional information.

- See table under Race Code 1. Records containing the same race code value in more than one race field will be rejected by the data loading process.

**Race Code 4 Code: Staff Demographics (14)**

The code indicating this staff person's fourth identified race, otherwise leave blank. Refer to the "The Nebraska Guide to Implementing New Federal Race and Ethnicity Categories for Students and Staff" available on the NSSRS Resources web page

(<http://www.education.ne.gov/NSSRS/Resources.html>) for additional information.

- See table under Race Code 1. Records containing the same race code value in more than one race field will be rejected by the data loading process.

**Race Code 5: Staff Demographics (15)**

The code indicating this staff person's fifth identified race, otherwise leave blank. Refer to the "The Nebraska Guide to Implementing New Federal Race and Ethnicity Categories for Students and Staff" available on the NSSRS Resources web page

(<http://www.education.ne.gov/NSSRS/Resources.html>) for additional information.

- See table under Race Code 1. Records containing the same race code value in more than one race field will be rejected by the data loading process.

**Education Attained Code: Staff Demographics (16)**

The information on the type of degree earned by the staff member. If the staff member has multiple degrees, the highest level degree should be used as the value in this field.

| Code | Description  |
|------|--|
| 00   | No High School Diploma   |
| 09   | High School Diploma/GED  |
| 12   | No College Preparation (used mostly for provisional trade certificates or special services coaching certificate) |
| 14   | Associate Degree   |
| 20   | Less Than Bachelors Degree (40 or less semester hours)   |
| 21   | Less Than Bachelors Degree (41-47 semester hours)  |
| 22   | Less Than Bachelors Degree (48-59 semester hours)  |
| 30   | Less Than Bachelors Degree (60 or more semester hours)   |
| 40   | Bachelors Degree   |
| 45   | Bachelors Degree plus (< 30 semester hours)  |
| 48   | Bachelors Degree Plus at Least 30 Graduate-level Hours   |
| 50   | Masters Degree   |
| 55   | Masters Degree Plus Hours  |
| 60   | Education Specialist   |
| 70   | Doctorate  |

**Paraprofessional Assessment Passed Flag: Staff Demographics (17)**

This is for Instructional paraprofessionals only (Position Assignment Code: Staff Position Assignments = 5160).

Enter code 1 through 4 ONLY if a passing score was achieved in the assessment.

Enter zero:

- If no assessment was taken
- If a passing score was not achieved
- If this staff person is not an instructional paraprofessional
- When reported by a Non-Public System
- If the staff person hold a valid Nebraska Teaching Certificate

| Code | Description   |
|------|---|
| 0    | Not applicable. (no assessment taken or no passing score)   |
| 1    | Parapro by ETS (passing score of 456)   |
| 2    | Workkeys by ACT (passing score: Writing – 3, Reading – 4, Math – 4 and Instructional Skills Inventory – a satisfactory rating on each item included on the inventory) |
| 3    | Para Educator by Master Teacher (passing score of 70% on the comprehensive test)  |
| 4    | Project Para by UNL (passing score of 116)  |

**Contract Indicator Code: Staff Demographics (18)**

The code indicating if the staff member’s contract is held by the organization designated in the County District Number [Staff Demographics: County District Number (1)].

- If the system is a Non-Public or Interim Program (Rule 18) this field should be reported as No (2).

| Code | Description |
|------|-------------|
| 1    | Yes         |
| 2    | No          |

| Data Validation Rules   |
|---|
| If Contract = '2' (No), then Contract Days should be zero, Contract Date should be blank.                       |
| Instructional Paraprofessionals (Assignment Code = 5160, should report '2' No if that is their only assignment. |

**Contract Date: Staff Demographics (19)**

The date in YYYY-MM-DD format on which the staff member was most recently contracted by the District/System/ESU for the current school year.

This field may be left blank when:

- District/System/ESU does not hold the contract (Contract Indicator Code: Staff Demographics (18)= '2' (No))
- Non-Public Systems
- Interim-Program Schools (Rule 18)
- Instructional paraprofessionals (Staff Position Assignment: Position Assignment Code = 5160).

**Contract Days: Staff Demographics (20)**

The whole number of days contracted for each staff member. If an individual's contract is in hours, it must be converted to the day equivalence. Do not include summer school days if it is a separate contract.

Enter zero when:

- District/System/ESU does not hold the contract (Contract Indicator Code: Staff Demographics (18)= '2' (No))
- Non-Public System
- Interim Program (Rule 18) Schools
- Instructional paraprofessionals (Staff Position Assignment: Position Assignment Code = 5160).

**Basic Salary: Staff Demographics (21)**

The gross pay for the District/System/ESU-wide FTE assignment before deductions in whole dollars as described in the table on page 14. Do not include summer school if it is a separate contract.

Enter zero when:

- District/System/ESU does not hold the contract (Contract Indicator Code: Staff Demographics (18)= '2' (No))
- Non-Public System
- Interim Program (Rule 18) Schools
- Instructional paraprofessionals (Staff Position Assignments: Position Assignment Code = 5160).

**Additional Compensation: Staff Demographics (22)**

Additional compensation in whole dollars as described in the table on page 14. Do not include summer school if it is a separate contract.

Enter zero when:

- District/System/ESU does not hold the contract (Contract Indicator Code: Staff Demographics (18)= '2' (No))
- Non-Public System
- Interim Program (Rule 18) Schools
- Instructional paraprofessionals (Staff Position Assignments: Position Assignment Code = 5160).

**Salary Benefits: Staff Demographics (23)**

The annualized amount for benefits in whole dollars as described in the table on page 14. This amount should include benefits and payroll costs paid by the district. Do not include summer school if it is a separate contract.

Enter zero when:

- District/System/ESU does not hold the contract (Contract Indicator Code: Staff Demographics (18)= '2' (No))
- Non-Public System
- Interim Program (Rule 18) Schools
- Instructional paraprofessionals (Staff Position Assignments: Position Assignment Code = 5160).



**How to Report if Salaries are Under Negotiation**

Districts/Systems/ESUs and teachers may still be negotiating at the time the Staff Demographics data are submitted. If this is the case, report the salary that is currently being paid, even if it is temporary or is last year's salary. Please update the compensation data (Basic Salary, Additional Compensation and Salary Benefits) when negotiations have been completed.

**How to Report if *Additional Compensation* is Unknown.**

It is possible that the *Basic Salary* and *Salary Benefits* are known but *Additional Compensation* may not yet be determined. If this is the case, report only the additional compensation that is known. Do not attempt to estimate what the additional compensation will be. Please update the compensation data (Basic Salary, Additional Compensation and Salary Benefits) when negotiations have been completed on/or before June 15.

**Keeping Salary Data Updated**

Districts/Systems/ESUs are encouraged to continuously update salary information during the school year so that the most accurate salary information is available at the end of the regular school term.

|   |
|---|
| <b>COMPENSATION</b>   |
| <b>Data Validation Rules (Non-Public Systems do not report compensation data)</b>   |
| If the reporting District/System/ESU does not hold the contract [Contract Indicator Code: Staff Demographics: (18)]= '2' (No), Contract Date is blank ; Basic Salary is zero; Additional Compensation is zero; and Salary Benefits is zero. |
| Non-Public Systems and Interim Program (Rule 18) Schools do not report Compensation (Basic Salary, Additional Compensation or Salary Benefits are reported as zero.) Contract Days are reported as zero and Contract Date is blank.         |
| If Contract Days > 0 then Basic Salary and Salary Benefits are required. Additional Compensation may be zero.   |
| If Contract Date > null, then Contract Days should be > 0. Contract Indicator Code should be 1 (Yes).   |

**COMPENSATION ITEMS INCLUDED BY SALARY CATEGORY**

| <b>Groups</b>   | <b>Basic Salary:<br/>Staff Demographics<br/>(21)</b> | <b>Additional<br/>Compensation:Staff<br/>Demographics (22)</b> | <b>Salary<br/>Benefits:Staff<br/>Demographics<br/>(23)</b> |
|---|--|--|--|
| Gross pay for the Total FTE assignment before deductions  | X  |  |  |
| Compensation for activities outside of the regular salary schedule  |  | X  |  |
| Pay for extracurricular or extra duty activities such as:<br>Coaching,<br>Department Head,<br>Club Sponsor, etc.  |  | X  |  |
| Extended contracts  |  | X  |  |
| Extended duty   |  | X  |  |
| Bonus pay   |  | X  |  |
| Incentive pay   |  | X  |  |
| Performance pay   |  | X  |  |
| Stipends*   |  | X  |  |
| <b>Benefits and Payroll costs (paid by the District/System/ESU)</b><br>Insurance e.g.:<br>Health insurance<br>Dental insurance<br>Disability insurance (short and long term)<br>Life insurance<br>Vision insurance<br>Long term care insurance<br>Other insurance |  |  | X  |
| Cash in lieu of insurance (if paid by the District/System/ESU)  |  |  | X  |
| Employee's share of retirement, deferred compensation or Medicaid (if paid by the District/System/ESU)  |  |  | X  |
| Employer's share of retirement, Social Security (FICA) and Medicare   |  |  | X  |
| IRS value of housing allowances whether purchased or provided   |  |  | X  |
| IRS value of automobile allowances whether purchased or provided  |  |  | X  |
| Pay for unused vacation/sick leave  |  |  | X  |
| Annuities (if paid by the District/System/ESU)  |  |  | X  |
| Stipends*   |  |  | X  |
| Membership and dues * (if paid by the District/System/ESU)  |  |  | X  |
| Employee's share of any benefits* (if paid by the District/System/ESU)  |  |  | X  |
| *See Appendix G: FAQs   |  |  |  |

**Experience This District/System/ESU Staff Demographics (24)**

The total number of years of experience (in whole years) in this District/System/ESU including the current school year; therefore the minimum number is 1. This is not required for instructional paraprofessionals (Position Assignment Code: Staff Position Assignments = 5160. In this case, zero should be entered.

**Total Experience: Staff Demographics (25)**

The total number of years of experience (in whole years) in education including the current school year; therefore the minimum number is 1. This is not required for instructional paraprofessionals (Position Assignment Code: Staff Position Assignments = 5160. In this case, zero should be entered.

**Data Validation Rules**

Total Experience: Staff Demographics Total (25) should be > or = Experience this District/System/ESU: Staff Demographics (24)

**School Year: Staff Demographics (26)**

The literal "2018-06-30". A value must be supplied for each record or the data loading process will reject the record.

**Electronic Mail Address: Staff Demographics (27)**

The numbers, letters, and symbols used to identify an electronic mail (e-mail) user within the network to which the person or organization belongs. Email is a required field for the positions listed below if contract indicator = 1(Y) for public districts. For all other positions email is optional. For **Non-Public Systems** all staff with positions listed below will be required to report electronic mail (e-mail) address in 2017-2018 and will not be dependent on contract indicator as Non-Public Systems are to report 2(N) no.

1110 Program Supervisor/Director  
 1121 Technology Coordinator  
 1125 Staff Development Coordinator  
 1150 Head Teacher  
 1160 Teacher  
 1161 SPED Teacher – Core Academic Subject/Grading  
 1162 SPED Teacher – Core Academic Subjects/Alternate Standards/Assessment  
 1163 SPED Teacher – Collaborating/Co-teaching  
 1164 SPED Teacher - Facilitator  
 1170 Teacher - Facilitator  
 1180 Teacher - Collaborator  
 2320 Superintendent  
 2321 Assistant Superintendent  
 2322 Chief Administrator  
 2326 Business Manager  
 2410 Principal  
 2415 Assistant Principal  
 2323 Special Education Administrator/Director

**Primary Subject Area: Staff Demographics (28)**

The primary subject area taught by the staff person in this school district/system. This is only required for “teachers”, use 00 for non-teaching positions. For departmentalized elementary schools, use the primary subject area the teacher is teaching, do not use Self Contained (18). Teacher positions are identified with the following position assignment codes:

- 1150 Head Teacher
- 1160 Teacher
- 1161 SPED Teacher Teaching Core Academic Subjects/Grading – Special Education
- 1162 SPED Teacher Teaching Core Academic Subjects/Alternate Standards/Assessment - Special Education
- 1163 SPED Teacher Collaborating/Co-teaching – Special Education
- 1164 SPED Teacher – Facilitator – Special Education
- 1170 Teacher – Facilitator
- 1180 Teacher – Collaborator

| <b>Code</b> | <b>Description</b>  |
|-------------|---|
| 00          | Position does not require a Primary Subject Area. Position is not a “teacher” |
| 01          | Agriculture, Food and Natural Resources                                       |
| 02          | Visual & Performance Arts (Art)   |
| 03          | Business, Marketing and Management  |
| 05          | English Language Arts   |
| 06          | World Language  |
| 07          | Health Science  |
| 08          | Personal Health & Physical Fitness  |
| 09          | Human Services  |
| 10          | Skilled and Technical Sciences  |
| 11          | Mathematics   |
| 12          | Visual & Performing Arts (Music)  |
| 13          | Science   |
| 15          | Social Science/Social Studies   |
| 18          | Self Contained Classroom  |
| 19          | Special Education   |
| 21          | Driver Education/Safety Education   |
| 22          | Visual & Performing Arts (Drama/Theatre)                                      |
| 23          | Miscellaneous Curriculum  |
| 25          | Title I Curriculum  |
| 26          | Personal Development  |
| 27          | Communication & Information Systems   |
| 29          | Supplemental Curriculum   |
| 30          | High Ability Education  |
| 31          | English as a Second Language  |
| 32          | Career Education Foundational and Specialty                                   |
| 35          | Education and Training  |
| 37          | Hospitality and Tourism   |
| 39          | Law, Public Safety and Security   |

# STAFF POSITION ASSIGNMENTS

## STAFF POSITION ASSIGNMENTS

The Staff Position Assignments file contains one record per position assignment and contains the details of each position assignment. Please keep this file updated throughout the year as position assignments are changed. You may use the Enter/Edit option to update the assignments.

The Staff Position Assignments file may contain multiple records in a school for a particular staff member with multiple position assignments (see examples below):

Example 1: If a staff member is assigned to two schools with only one position assignment code in each school, there will be two Staff Position Assignments records - one for each school.

Example 2: If a staff member is assigned to one school with two different position assignments, there will be two records - one for each position assignment. Each record will have the same school number. An example would be staff with the position of teacher for a portion of time and a position of counselor for a portion of their time at the same location.

**Teachers who have multiple subject areas at one school:** Staff Position Assignments will contain one record with the total FTE for that school. The Primary Subject Area will be recorded under Staff Demographics [28].

A Staff Demographics file must first be submitted for each staff appearing in a Staff Position Assignments file or the data loading process will reject the record.

### **Record Number: Staff Position Assignments (1)**

Report a sequential number, starting with 1 for every record in the file. This is required for the upload process only.

### **County District Number: Staff Position Assignments (2)**

This is the 6-digit number assigned to the School District/System/ESU by NDE and should include a hyphen ("-") between county number and district number (example: XX-XXXX). This number is based on the county in which the District/System/ESU headquarters is located and a district number that is assigned by NDE. A value must be supplied for each record or the data loading process will reject the record. The County District Number can be obtained from [https://www.education.ne.gov/nssrs/Resources.html#District\\_School\\_Codes](https://www.education.ne.gov/nssrs/Resources.html#District_School_Codes).

**Educational Service Unit Staff providing center-based preschool programs for districts.** ESUs will report the staff providing center-based preschool programs for districts. They will report the preschool staff with assignments at the schools they provide programs for under Position Assignment Information. They will prorate the FTE of the staff as best they can on the position assignments. These preschool staff will have multiple assignment records with different County District School numbers if providing preschool for multiple districts.

**School Number: Staff Position Assignments (3)**

The school number(s) the staff member is assigned to. This number is the last 3 digits of the county district school number (example XX-XXXX-XXX). The County District Number can be obtained from [https://www.education.ne.gov/nssrs/Resources.html#District\\_School\\_Codes](https://www.education.ne.gov/nssrs/Resources.html#District_School_Codes). A value must be supplied for each record or the data loading process will reject the record.

If the staff member is not assigned to a specific school, use 000 for the school number indicating they are assigned to a district level assignment. For example, position assignment codes ending in 2320 (Superintendent) and 2321 (Assistant Superintendent) must have 000 in school number. See next paragraph for position assignments that should only be reported at the school level.

Position assignment codes ending in 2410 (Principal), 2415 (Assistant Principal), 2120 (Secondary Counselor), 2121 (Elementary Counselor), 1150 (Head Teacher), 1160 (Teacher), 1161 (SPED Teacher), 1162 (SPED Teacher), 1163 (SPED Teacher), 1164 (SPED Teacher - Facilitator), 1170 (Teacher Facilitator), and 1180 (Teacher - Collaborator), 2140 (Non-SPED Home Visiting Specialist), and 2141 (Non-SPED Home Visitor) cannot have 000 in their school number.

**NDE Staff ID: Staff Position Assignments (4)**

The 10-digit number assigned by the NDE Staff ID system. This number will be used to uniquely identify the staff person. A value must be supplied for each record or the data loading process will reject the record.

**Local Staff ID: Staff Position Assignments (5)**

A unique number used to designate a staff member at the local level. The Local Staff ID can be left blank. This field will be included in staff verification and validation reports in order to assist districts/systems research data issues.

**Last Name: Staff Position Assignments (6)**

The last name of the staff member. This field will be included in staff verification and validation reports in order to assist Districts/Systems/ESUs to research data issues. The official Last Name will be taken from the Staff Demographics.

**First Name: Staff Position Assignments (7)**

The first name of the staff member. This field will be included in staff verification and validation reports in order to assist Districts/Systems/ESUs to research data issues. The official First Name will be taken from the Staff Demographics.

**Middle Initial: Staff Position Assignments (8)**

The middle initial of the staff member. Note that this is the middle initial only - not the full middle name. If the staff system contains the full middle name, the extract program must pull the initial only. This field will be included in staff verification and validation reports in order to assist Districts/Systems/ESUs to research data issues. The official Middle Initial will be taken from the Staff Demographics.

**Name Suffix: Staff Position Assignments (9)**

A suffix for the staff member's surname, if applicable. Examples of suffix include 'Jr.' or 'III'. This field will be included in staff verification and validation reports in order to assist Districts/Systems/ESUs to research data issues. The official Name Suffix will be taken from the Staff Demographics.

**Controlling District Code: Staff Position Assignments (10)**

This field is used to report staff assigned to serve Districts/Systems/ESUs other than the District/System/ESU that holds the contract. This field will also be used for Educational Service Units to report staff assigned to Districts/Systems/ESUs.

**Note:** if the staff are serving the District/System/ESU that holds the contract this field will be the same as the County District Number: Staff Position Assignments (2).

**Note:** if the reporting system is a Non-Public or Interim Program (Rule 18) this field should be reported with their County District Number or it can be left blank.

**Note:** if the staff are serving the District/System/ESU that does **NOT** hold the contract, the Controlling District Code field will be different than the County District Number: Staff Position Assignment (2). See page 2: Scope: Reportable Staff and the following two examples:

Example 1: Contracted staff serving Non-Public Systems: A Title I teacher employed by Exampleville Public District (County District Number 99-9999) serves in a Non-Public system (County District Number 98-0700) at school number 001.

- County District Number = 98-0700 (Non-Public system)
- School Number = 001 (Non-Public system)
- Controlling District/System/ESU = 99-9999 (for Exampleville)
- Exampleville will report all other fields with the appropriate value.
- The Non-public system will not report this staff.

Example 2: ESU #22 staff are serving in a District/System/ESU: ESU 22 staff (County District Number 00-0022) serving Exampleville Public District (County District Number 99-9999) at school number 001.

- County District Number = 99-9999 (Exampleville)
- School Number = 001 (for Exampleville)
- Controlling District/System/ESU = 00-0022 (ESU 22)
- The ESU will report all other fields with the appropriate value
- Exampleville will not report this staff.



**Position Assignment Code: Staff Position Assignments (11)**

The 5 digit staff position code (include the dash X-YYYY) for the staff member’s position assignment, where X is the Special Program Indicator (see table below) and YYYY represents the four digit-position assignment code corresponding to the staff member’s assignment (see Appendix C – Position Assignment Code Descriptions). A value must be supplied for each record or the data loading process will reject the record.

See Appendix B – Staff Position Assignment Codes for the appropriate Position Assignment Code: Staff Position Assignments (11) codes and Appendix C – Position Assignment Code Descriptions for position descriptions and regulatory and statutory requirements.

| <b>Special Program Indicator</b> |  |
|----------------------------------|--|
| <b>Code</b>                      | <b>Description</b>   |
| 0                                | No Special Program Assignment.   |
| 2                                | Title I Targeted Assistance – Personnel funded with Title I funds in <u>Targeted Assistance Schools ONLY grades K-12</u> . These schools are approved under No Child Left Behind (Title I, Part A). PK staff should be reported with SPI = "T". <i>School-wide projects should NOT report personnel funded by Title I in this category.</i>                |
| 7                                | Early Childhood Special Education – Personnel providing special education or related services to children with verified disabilities birth to age five in home, school or community settings.  |
| 9                                | Title I Migrant Education – School Age - certified personnel performing activities ONLY as approved by the No Child Left Behind (Title I, Part C). Services performed MUST be supplemental to school district effort for children ages five (not enrolled in Kindergarten) through twenty-one and may include support services.                            |
| E                                | EL Federally Funded – Personnel funded under No Child Left Behind, Title III.  |
| F                                | Paid With Other Federal Funds – This would include any other federally funded programs. Exceptions would be those included in SPI codes 2, 9, E, I and 7.  |
| H                                | High Ability Education includes staff funded through the High Ability Learners Grants.   |
| I                                | School Age Special Education staff funded by federal IDEA grants that require exclusion for Title I comparability. This code is intended for restricted use. If you think you need to use this code, contact the Federal Programs Office or the Special Education Office. This code will only be used by a few eligible districts.                         |
| L                                | EL or Bilingual programs funded through state or local funds, not federal funds (Language Instruction Educational Programs).   |
| M                                | Title I Migrant Education – Early Childhood – certified personnel performing activities ONLY as approved by the No Child Left Behind (Title I – Part C). Services performed MUST be supplemental to school district effort for children ages three through five (not enrolled in Kindergarten) and may include support services.                           |
| P                                | Early Childhood (Non-Sped) –Personnel funded by the district or other source of funds in a program that serves children birth to age five.   |
| R                                | Class Size Reduction for teachers funded through NCLB Title II, Part A for class size reduction.   |
| S                                | Special Education –Personnel funded through state and local resources providing special education services to school-age students. Special Education services shall include all administrative, diagnostic, consultative, facilitation, collaborative and vocational adjustment counselor services. Use code I for Federally Funded school age SPED staff. |
| T                                | Early Childhood (Title I Targeted Assistance or Schoolwide Early Childhood). Early Childhood staff that are funded with Title I funds and serve children birth to age 5, targeted or schoolwide.   |

**Notes:**

1. For **Public Districts and Special Purpose Systems**, staff with position assignment codes ending in 1150 (Head Teacher), 1160 (Teacher), 1161 (SPED Teacher Teaching Core Academic Subjects/Grading) and 1162 (SPED Teacher Teaching Core Academic Subjects/Alternate Standards/Assessment) should be reported on the Student Grades template for the courses they teach. Positions Assignment Codes 1164 (SPED teacher – Facilitator) and 1170 (Teacher-Facilitator) may be included on the Student Grades template if appropriate.
2. For **Non-Public systems**, staff with assignment code ending in 1150 (Head Teacher), 1160 (Teacher), 1161 (SPED Teacher Teaching Core Academic Subjects/Grading) and 1162 (SPED Teacher Teaching Core Academic Subjects/Alternate Standards/Assessment) 1164 (SPED Teacher-Facilitator) and 1170 (Teacher-Facilitator) require curriculum reports.
3. For **Non-Public systems and interim programs**, the Special Program Indicator will most often be 0 (No Special Program Assignment).

| <b>Data Validation Rules</b>   |
|--|
| Use Position Assignment Code (11) - values of _-1150, _-1160, 7-1160, S-1161, S-1162, 7-1163, S-1163, S-1164, _-1170 and _-1180 (where _ is substituted by Special Program Indicator) for all individuals working in the school/location who are employed to teach students. |
| Position Assignment Code (11) - values of 0-2410 and 0-2415 must have a School Number (3) other than "000".  |
| Position Assignment Code (11) - values of 0-2320 and 0-2321 must have a School Number (3) of "000".  |
| Position Assignment Code (11) - values of 0-2322 (Chief Administrator), S-2322 (Chief Administrator - Special Education, and 0-1122 (Assistive Technology Specialist) are for use <u>only</u> by Educational Service Unit.   |
| Position Assignment Code (11) - values of 0-2120, 9-2120, E-2120, F-2120 and S-2120 must have a School Number (3) corresponding to a secondary school.   |
| Position Assignment Code (11) - values of 0-2121, 7-2121, 9-2121, E-2121, F-2121 and S-2121 must have a School Number (3) corresponding to an elementary school.   |

**Full-Time Equivalency (FTE): Staff Position Assignments (12)**

The value between 1 and 100 that indicates the percentage of the staff member’s time that is allocated to the assignment (no decimal). This is an indication of the time a staff member spends in their assignment as it relates to the total time in the workweek defined for that assignment. Full-time FTE is reported as 100.

| <b>Data Validation Rules</b>                          |
|---|
| FTE should never exceed 100 in a District/System/ESU. |

**Assignment Date: Staff Position Assignments (13)**

The date in YYYY-MM-DD format when the staff member starts the assignment during the current school year. A value must be supplied for each record or the data loading process will reject the record. This may be the same as the Contract Date on the Staff Demographics file if they only have one assignment during the school year.

**Completion Date: Staff Position Assignments (14)**

The date in YYYY-MM-DD format when the staff member completes the assignment during this school year. This may be the actual last day of the contract, or the logical end-of-year value of YYYY-06-30, if the staff had only one assignment during the school year.

If a staff member is separated before the end of the year, this date should reflect the date of separation.

**School Year: Staff Position Assignments (15)**

The literal "2018-06-30". A value must be supplied for each record or the data loading process will reject the record.

## Appendix A – Change Summary

### Version 7.0.2

September 13, 2017

1. Added Instructional Coach position code 0-1141

### Version 7.0.1

April 11, 2017

1. Clarifications, revising typos and some editing.

### Version 7.0

February 24, 2017

1. Added Instructional Coach position code 1141. Added to special programs: (2) Title I Targeted Assistance; (7) Early Childhood Special Education; (9) Title I Migrant Education; (E) EL Federally Funded; (F) Other Federal Funds; (L) EL Not Federally Funded; (M) Title I Migrant Education – Early Childhood and (P) Early Childhood (Non SPED); (S) Special Education; (T) Early Childhood (Title I Targeted Assistance and Schoolwide Early Childhood);
2. Updated Psychologist Assistant in Appendix C to 2139, was typed in error as 2138 which is the same as Psychologist.
3. Added Early Childhood Program Supervisor/Director (P-1110) and Program Consultant/Coordinator (P-1120)
4. Separated the Online Entry Instructions from the File Upload options into Appendix D.
5. Appendix F is only the File Upload Options
6. In Special Program Indicators changed ESL to EL (English Learners) and removed LEP.

### Version 6.0.1

June 21, 2016

1. Updated the SPI Code I description to:  
School Age Special Education staff funded by federal IDEA grants that require exclusion for Title I comparability. This code is intended for restricted use. If you think you need to use this code, contact the Federal Programs Office or the Special Education Office. This code will only be used by a few eligible districts.
2. Added SPI code I as appropriate for the following position codes: 1110, 1120, 1125, 1130, 1140, 1161, 1162, 1163, 1164, 2111, 2112, 2120, 2121, 2130, 2131, 2132, 2133, 2134, 2135, 2137, 2138, 2139, 2150, 2152, 2322, 2324, 2325, 2327, 2329, 5160
3. Removed from SPI code F the SPED positions in Appendix B:  
F-1161 SPED Teacher Teaching Core Academic Subjects/Grading - Other Federal Funds  
F-1162 SPED Teacher Teaching Core Academic Subjects/Alt Standards/Assessment – Other Federal Funds  
F-1163 SPED Teacher Collaborating/Co-teaching – Other Federal Funds  
F-1164 SPED Teacher – Facilitator – Other Federal Funds
4. Removed these position codes from SPI code 2 (Title I Targeted Assistance):  
2-2134 Speech Language Technician - Title I Targeted Assistance  
2-2135 Sign Language Interpreter - Title I Targeted Assistance  
2-2152 School Transition Specialist - Title I Targeted Assistance  
2-1121 Technology Coordinator - Title I Targeted Assistance
5. Appendix B has been updated to reflect the changes in #2 and #3 above.

**Version 6.0.0**

6. April 25, 2016 New 2017-2018 Nonpublic Staff are required to report electronic (email) addresses for selected positions. (Page 15).
7. New 2017-2018 SPI Code: I - Special Education – Personnel funded by IDEA Grants providing special education services to school-age students. Special Education services shall include all administrative, diagnostic, consultative, facilitation, collaborative and vocational adjustment counselor services. Use code "S" for SPED Staff not federally funded.

**Version 5.0.0**

June 11, 2015

8. New 2016-2017 (page 1), references to electronic email address for Non-public Systems.
9. Added Reports for Review, NSSRS Validation – Error and Warnings, and NSSRS Validation – Verification Reports-Staff. (Pages 4-5)
10. Added Appendix F - Online and Upload File Instructions (previously a separate "NDE Staff Reporting User Guide")
11. Added Appendix G – Frequently Asked Questions (previously a separate "Guidance for Reporting Salary Data")

**Version 4.0.0**

April 11, 2014

1. Added a reference to staff hired by the public district providing service to Non-Public students under Reportable Staff.
2. Added Electronic Mail Address: Staff Demographics (27). Required for the following positions:
  - a. 1110 Program Supervisor/Director
  - b. 1121 Technology Coordinator
  - c. 1125 Staff Development Coordinator
  - d. 1150 Head Teacher
  - e. 1160 Teacher
  - f. 1161 SPED Teacher – Core Academic Subject/Grading
  - g. 1162 SPED Teacher – Core Academic Subjects/Alternate Standards/Assessment
  - h. 1163 SPED Teacher – Collaborating/Co-teaching
  - i. 1164 SPED Teacher – Facilitator
  - j. 1170 Teacher – Facilitator
  - k. 1180 Teacher – Collaborator
  - l. 2320 Superintendent
  - m. 2321 Assistant Superintendent
  - n. 2322 Chief Administrator
  - o. 2326 Business Manager
  - p. 2410 Principal
  - q. 2415 Assistant Principal
  - r. 2323 Special Education Administrator/Director
3. Added Primary Subject Area: Staff Demographics (28)
4. Added reference to new SPI code "L" – Language Instruction Educational Programs on pages 20, 27, and 28
5. Added position codes to Appendix C:
  - a. Non SPED Home Visiting Specialist (Early Childhood) 2140
  - b. Non SPED Home Visitor (Early Childhood) 2141
6. Updated dates throughout entire document
7. Appendix D-Instructional ParaProfessional Information removed. Information available in main document, this was a repeat.
8. 0-1122 Assistive Technology Specialist has been removed.

9. S-1122 Assistive Technology Specialist – Special Education and 7-1122 Assistive Technology Specialist – Early Childhood Special Education has been added.

**Version 3.1.1**

September 11, 2013

1. Added Non-public or Interim Program to Contract Indicator Code – page 9
2. Expanded description and example for Paraprofessional FTE – page 42

**Version 3.1.0**

June 16, 2013

1. Added references to new SPI Code “M” – Title I Migrant Education – Early Childhood on pages 9, 10, 11, 13 and 41.
2. Updated instructions for Postsecondary Staff Reporting – page 2.
3. Updated instructions for Distance Learning Staff Reporting – page 2.
4. Updated instructions for Non-Public and Interim programs for Contract Indicator - page 9.
5. Added note for Non-Public and Interim programs for Controlling District – page 17.

**Version 3.0.0**

April 10, 2013

1. Add Rule 84 to the Rules on the inside cover page.
2. Changed all references of District/System to District/System/ESU.
3. Updated Scope and Reportable staff (added items “New 2013-2014”). (page 2)
4. Updated guidance on SPI (Special Program Indicator). (page 19):
  - a. Code “2” - updated
  - b. Code “9” – updated
  - c. Code “M” - new – Title I Migrant Education – Early Childhood
5. Removed position assignments 2-1150 and 2-1160. (page 24)
6. Removed “Does Not Assign Grades” from 1170 and S-1164 (Page 35)
7. Position 2112 –Mental Health Practitioner now can be reported at all District/Systems/ESUs. (page 36)
8. Updated Para Instructions in Appendix D.
9. Updated Rules and Statutes in Appendix C.
10. Updated school year dates throughout document.

## Appendix B – Staff Position Assignment Codes

### NDE Staff Position Assignment Codes

Field: STAFF POSITION ASSIGNMENTS (11)

| Code   | Description  |
|--------|--|
| -----  | -----  |
| 0-1110 | Program Supervisor/Director                                  |
| 0-1120 | Program Consultant/Coordinator                               |
| 0-1121 | Technology Coordinator                                       |
| 0-1125 | Staff Development Coordinator                                |
| 0-1130 | Department Head  |
| 0-1140 | Curriculum Specialist  |
| 0-1141 | Instructional Coach  |
| 0-1150 | Head Teacher   |
| 0-1160 | Teacher  |
| 0-1170 | Teacher - Facilitator  |
| 0-1180 | Teacher - Collaborator                                       |
| 0-2111 | Social Worker  |
| 0-2112 | Mental Health Practitioner                                   |
| 0-2120 | Secondary Counselor  |
| 0-2121 | Elementary Counselor   |
| 0-2130 | School Nurse   |
| 0-2132 | Physical Therapist   |
| 0-2133 | Audiologist  |
| 0-2134 | Speech Language Technician                                   |
| 0-2135 | Sign Language Interpreter                                    |
| 0-2137 | Occupational Therapist                                       |
| 0-2138 | Psychologist   |
| 0-2139 | Psychologist Assistant                                       |
| 0-2150 | Home School Liaison  |
| 0-2152 | School Transition Specialist                                 |
| 0-2222 | Librarian  |
| 0-2223 | Media Specialist   |
| 0-2320 | Superintendent   |
| 0-2321 | Assistant Superintendent                                     |
| 0-2322 | Chief Administrator  |
| 0-2324 | Staff Development Director                                   |
| 0-2325 | Supervisor/Director  |
| 0-2326 | Business Manager   |
| 0-2327 | Coordinator  |
| 0-2329 | Administrative Assistant                                     |
| 0-2330 | Activities/Athletic Director                                 |
| 0-2410 | Principal  |
| 0-2415 | Assistant Principal  |
| 0-5160 | Instructional Paraprofessional                               |
| 2-1110 | Program Supervisor/Director - Title I Targeted Assistance    |
| 2-1120 | Program Consultant/Coordinator - Title I Targeted Assistance |
| 2-1125 | Staff Development Coordinator - Title I Targeted Assistance  |
| 2-1130 | Department Head - Title I Targeted Assistance                |
| 2-1140 | Curriculum Specialist - Title I Targeted Assistance          |

2-1141 Instructional Coach – Title I Targeted Assistance  
2-1180 Teacher – Collaborator - Title I Targeted Assistance  
2-2325 Supervisor/Director - Title I Targeted Assistance  
2-2326 Business Manager - Title I Targeted Assistance  
2-2327 Coordinator - Title I Targeted Assistance  
2-2329 Administrative Assistant - Title I Targeted Assistance  
2-5160 Instructional Paraprofessional (Title I Targeted Assistance)  
7-1110 Program Supervisor/Director - Early Childhood Special Education  
7-1120 Program Consultant/Coordinator - Early Childhood Special Education  
7-1122 Assistive Technology Specialist – Early Childhood Special Education (ESU Only)  
7-1125 Staff Development Coordinator - Early Childhood Special Education  
7-1140 Curriculum Specialist - Early Childhood Special Education  
7-1141 Instructional Coach – Early Childhood Special Education  
7-1160 Teacher - Early Childhood Special Education  
7-1163 Collaborating/Co-Teaching – Early Childhood Special Education  
7-2111 Social Worker - Early Childhood Special Education  
7-2112 Mental Health Practitioner – Early Childhood Special Education  
7-2121 Elementary Counselor - Early Childhood Special Education  
7-2130 School Nurse - Early Childhood Special Education  
7-2131 Speech Pathologist - Early Childhood Special Education  
7-2132 Physical Therapist - Early Childhood Special Education  
7-2133 Audiologist - Early Childhood Special Education  
7-2134 Speech Language Technician - Early Childhood Special Education  
7-2135 Sign Language Interpreter - Early Childhood Special Education  
7-2137 Occupational Therapist - Early Childhood Special Education  
7-2138 Psychologist - Early Childhood Special Education  
7-2139 Psychologist Assistant - Early Childhood Special Education  
7-2150 Home School Liaison - Early Childhood Special Education  
7-2323 Special Education Administrator/Director - Early Childhood Special Education  
7-2325 Supervisor/Director - Early Childhood Special Education  
7-2327 Coordinator - Early Childhood Special Education  
7-2329 Administrative Assistant - Early Childhood Special Education  
7-5160 Instructional Paraprofessional - Early Childhood Special Education  
9-1110 Program Supervisor/Director - Title I Migrant Education – School Age  
9-1120 Program Consultant/Coordinator - Title I Migrant Education – School Age  
9-1125 Staff Development Coordinator - Title I Migrant Education – School Age  
9-1130 Department Head - Title I Migrant Education – School Age  
9-1140 Curriculum Specialist - Title I Migrant Education – School Age  
9-1141 Instructional Coach – Title I Migrant Education – School Age  
9-1150 Head Teacher - Title I Migrant Education – School Age  
9-1160 Teacher - Title I Migrant Education – School Age  
9-1170 Teacher – Facilitator - Title I Migrant Education – School Age  
9-1180 Teacher – Collaborator - Title I Migrant Education – School Age  
9-2111 Social Worker - Title I Migrant Education – School Age  
9-2120 Secondary Counselor – Title I Migrant Education – School Age  
9-2121 Elementary Counselor – Title I Migrant Education – School Age  
9-2325 Supervisor/Director - Title I Migrant Education – School Age  
9-2326 Business Manager - Title I Migrant Education – School Age  
9-2327 Coordinator - Title I Migrant Education– School Age  
9-2329 Administrative Assistant - Title I Migrant Education – School Age  
E-1110 Program Supervisor/Director - EL Federally Funded  
E-1120 Program Consultant/Coordinator - EL Federally Funded



E-1125 Staff Development Coordinator - EL Federally Funded  
E-1130 Department Head - EL Federally Funded  
E-1140 Curriculum Specialist - EL Federally Funded  
E-1141 Instructional Coach – EL Federally Funded  
E-1150 Head Teacher - EL Federally Funded  
E-1160 Teacher - EL Federally Funded  
E-1170 Teacher - Facilitator - EL Federally Funded  
E-1180 Teacher - Collaborator - EL Federally Funded  
E-2120 Secondary Counselor – EL Federally Funded  
E-2121 Elementary Counselor – EL Federally Funded  
E-2325 Supervisor/Director - EL Federally Funded  
E-2327 Coordinator - EL Federally Funded  
E-2329 Administrative Assistant - EL Federally Funded  
E-5160 Instructional Paraprofessional - EL Federally Funded  
F-1110 Program Supervisor/Director - Other Federal Funds  
F-1120 Program Consultant/Coordinator - Other Federal Funds  
F-1121 Technology Coordinator - Other Federal Funds  
F-1125 Staff Development Coordinator - Other Federal Funds  
F-1130 Department Head - Other Federal Funds  
F-1140 Curriculum Specialist - Other Federal Funds  
F-1141 Instructional Coach – Other Federal Funds  
F-1150 Head Teacher - Other Federal Funds  
F-1160 Teacher - Other Federal Funds  
F-1170 Teacher - Facilitator - Other Federal Funds  
F-1180 Teacher - Collaborator - Other Federal Funds  
F-2111 Social Worker – Other Federal Funds  
F-2120 Secondary Counselor - Other Federal Funds  
F-2121 Elementary Counselor - Other Federal Funds  
F-2138 Psychologist – Other Federal Funds  
F-2325 Supervisor/Director - Other Federal Funds  
F-2327 Coordinator - Other Federal Funds  
F-2329 Administrative Assistant - Other Federal Funds  
F-5160 Instructional Paraprofessional –Other Federal Funds  
H-1110 Program Supervisor/Director - High Ability Education  
H-1120 Program Consultant/Coordinator - High Ability Education  
H-1125 Staff Development Coordinator - High Ability Education  
H-1130 Department Head - High Ability Education  
H-1140 Curriculum Specialist - High Ability Education  
H-1150 Head Teacher - High Ability Education  
H-1160 Teacher - High Ability Education  
H-1170 Teacher - Facilitator - High Ability Education  
H-1180 Teacher - Collaborator - High Ability Education  
H-2325 Supervisor/Director - High Ability Education  
H-2327 Coordinator - High Ability Education  
H-2329 Administrative Assistant - High Ability Education

Please NOTE SPI Code I code is intended for restricted use. If you think you need to use this Special Program Indicator Code, contact the NDE Federal Programs Office or the NDE Special Education Office. This code will only be used by a few eligible districts.

I-1110 Program Supervisor/Director – School Age SPED Staff Funded by IDEA Grants  
I-1120 Program Consultant/Coordinator - School Age SPED Staff Funded by IDEA Grants  
I-1125 Staff Development Coordinator - School Age SPED Staff Funded by IDEA Grants

I-1130 Department Head - School Age SPED Staff Funded by IDEA Grants  
I-1140 Curriculum Specialist - School Age SPED Staff Funded by IDEA Grants  
I-1161 SPED Teacher Teaching Core Academic Subj/Grading - School Age SPED Staff Funded by IDEA Grants  
I-1162 SPED Teacher Core Academic Subj/Alt Stand/Assessment – School Age SPED Staff by IDEA Grants  
I-1163 SPED Teacher Collaborating/Co-teaching – School Age SPED Staff Funded by IDEA Grants  
I-1164 SPED Teacher – Facilitator – School Age SPED Staff Funded by IDEA Grants  
I-2111 Social Worker – School Age SPED Staff Funded by IDEA Grants  
I-2112 Mental Health Practitioner – School Age SPED Staff Funded by IDEA Grants  
I-2120 Secondary Counselor - School Age SPED Staff Funded by IDEA Grants  
I-2121 Elementary Counselor - School Age SPED Staff Funded by IDEA Grants  
I-2130 School Nurse - School Age SPED Staff Funded by IDEA Grants  
I-2131 Speech Pathologist – School Age SPED Staff Funded by IDEA Grants  
I-2132 Physical Therapist - School Age SPED Staff Funded by IDEA Grants  
I-2133 Audiologist - School Age SPED Staff Funded by IDEA Grants  
I-2134 Speech Language Technician - School Age SPED Staff Funded by IDEA Grants  
I-2135 Sign Language Interpreter - School Age SPED Staff Funded by IDEA Grants  
I-2137 Occupational Therapist - School Age SPED Staff Funded by IDEA Grants  
I-2138 Psychologist – School Age SPED Staff Funded by IDEA Grants  
I-2139 Psychologist Assistant - School Age SPED Staff Funded by IDEA Grants  
I-2150 Home School Liaison - School Age SPED Staff Funded by IDEA Grants  
I-2152 School Transition Specialist - School Age SPED Staff Funded by IDEA Grants  
I-2322 Chief Administrator - School Age SPED Staff Funded by IDEA Grants  
I-2324 Staff Development Director - School Age SPED Staff Funded by IDEA Grants  
I-2325 Supervisor/Director - School Age SPED Staff Funded by IDEA Grants  
I-2327 Coordinator - School Age SPED Staff Funded by IDEA Grants  
I-2329 Administrative Assistant - School Age SPED Staff Funded by IDEA Grants  
I-5160 Instructional Paraprofessional – School Age SPED Staff Funded by IDEA Grants  
L-1110 Program Supervisor/Director – EL Not Federally Funded  
L-1120 Program Consultant/Coordinator – EL Not Federally Funded  
L-1125 Staff Development Coordinator – EL Not Federally Funded  
L-1130 Department Head - EL Not Federally Funded  
L-1140 Curriculum Specialist - EL Not Federally Funded  
L-1141 Instructional Coach – EL Not Federally Funded  
L-1150 Head Teacher - EL Not Federally Funded  
L-1160 Teacher - EL Not Federally Funded  
L-1170 Teacher - Facilitator - EL Not Federally Funded  
L-1180 Teacher - Collaborator - EL Not Federally Funded  
L-2120 Secondary Counselor – EL Not Federally Funded  
L-2121 Elementary Counselor – EL Not Federally Funded  
L-2325 Supervisor/Director - EL Not Federally Funded  
L-2327 Coordinator - EL Not Federally Funded  
L-2329 Administrative Assistant - EL Not Federally Funded  
L-5160 Instructional Paraprofessional - EL Not Federally Funded  
M-1141 - Title I Migrant Education – Early Childhood  
M-1160 Teacher – Title I Migrant Education – Early Childhood  
M-5160 Instructional Paraprofessional – Title I Migrant Education – Early Childhood  
P-1110 Program Supervisor/Director – Early Childhood (Non-SPED)  
P-1120 Program Consultant/Coordinator – Early Childhood (Non-SPED)  
P-1141 Instructional Coach – Early Childhood (Non-SPED)  
P-1160 Teacher – Early Childhood (Non-SPED)  
P-2140 Non SPED Home Visiting Specialist (Early Childhood)  
P-2141 Non SPED Home Visitor (Early Childhood)

P-5160 Instructional Paraprofessional – Early Childhood (Non-SPED)  
R-1110 Program Supervisor/Director - Class Size Reduction  
R-1120 Program Consultant/Coordinator - Class Size Reduction  
R-1125 Staff Development Coordinator - Class Size Reduction  
R-1130 Department Head - Class Size Reduction  
R-1140 Curriculum Specialist - Class Size Reduction  
R-1150 Head Teacher - Class Size Reduction  
R-1160 Teacher - Class Size Reduction  
R-1170 Teacher - Facilitator - Class Size Reduction  
R-1180 Teacher - Collaborator - Class Size Reduction  
R-2325 Supervisor/Director - Class Size Reduction  
R-2327 Coordinator - Class Size Reduction  
R-2329 Administrative Assistant - Class Size Reduction  
S-1110 Program Supervisor/Director - Special Education  
S-1120 Program Consultant/Coordinator - Special Education  
S-1122 Assistive Technology Specialist – Special Education (ESU Only)  
S-1125 Staff Development Coordinator - Special Education  
S-1130 Department Head - Special Education  
S-1140 Curriculum Specialist - Special Education  
S-1141 Instructional Coach – Special Education  
S-1161 SPED Teacher Teaching Core Academic Subjects/Grading  
S-1162 SPED Teacher Teaching Core Academic Subjects/Alternate Standards/Assessment  
S-1163 SPED Teacher Collaborating/Co-teaching  
S-1164 SPED Teacher - Facilitator  
S-2111 Social Worker - Special Education  
S-2112 Mental Health Practitioner – Special Education  
S-2120 Secondary Counselor - Special Education  
S-2121 Elementary Counselor - Special Education  
S-2130 School Nurse - Special Education  
S-2131 Speech Pathologist - Special Education  
S-2132 Physical Therapist - Special Education  
S-2133 Audiologist - Special Education  
S-2134 Speech Language Technician - Special Education  
S-2135 Sign Language Interpreter - Special Education  
S-2137 Occupational Therapist - Special Education  
S-2138 Psychologist - Special Education  
S-2139 Psychologist Assistant - Special Education  
S-2150 Home School Liaison - Special Education  
S-2152 School Transition Specialist - Special Education  
S-2322 Chief Administrator - Special Education  
S-2323 Special Education Administrator/Director  
S-2324 Staff Development Director - Special Education  
S-2325 Supervisor/Director - Special Education  
S-2327 Coordinator - Special Education  
S-2329 Administrative Assistant - Special Education  
S-5160 Instructional Paraprofessional – Special Education  
T-1141 Instructional Coach – Early Childhood (Title I Targeted Assistance and Schoolwide Early Childhood)  
T-1150 Head Teacher – Early Childhood (Title I Targeted Assistance and Schoolwide Early Childhood)  
T-1160 Teacher - Early Childhood (Title I Targeted Assistance and Schoolwide Early Childhood)  
T-2140 Non SPED Home Visiting Specialist (Title I Targeted Assistance and Schoolwide Early Childhood)  
T-2141 Non SPED Home Visitor (Title I Targeted Assistance and Schoolwide Early Childhood)  
T-5160 Instructional Paraprofessional – Early Childhood (Title I Targeted Assistance and Schoolwide Early Childhood)

Childhood)

## Appendix C – Position Assignment Code Descriptions

The following is a list of position assignments with their definitions, statutory requirements, and regulatory requirements. The references to Rule 10 are based upon the version effective September 15, 2012 and Rule 84 is based upon the version effective June 23, 2012.

### ALPHABETICAL LISTING BY POSITION

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| Assistive Technology Specialist.....    | 35          | Sign Language Interpreter .....  | 41          |
| Activities/Athletic Director .....      | 33          | Social Worker .....  | 39          |
| Audiologist .....                       | 40          | Special Education Administrator/Director ..                                  | 32          |
| Business Manager .....                  | 32          | SPED Teacher-Collaborating/CoTeaching..                                      | 38          |
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| Department Head .....                   | 38          | Speech Pathologist .....   | 40          |
| Elementary Counselor .....              | 39          | Speech Language Technician .....   | 41          |
| Head Teacher.....                       | 36          | Staff Development Coordinator.....   | 36          |
| Home School Liaison .....               | 42          | Staff Development Director .....   | 32          |
| Instructional Coach .....               | 36          | Superintendent .....   | 32          |
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| Media Specialist .....                  | 43          | Teacher – Collaborator .....   | 39          |
| Mental Health Practitioner .....        | 39          | Teacher – Facilitator.....   | 38          |
| Non SPED Home Visiting Specialist ..... | 42          | Technology Coordinator .....   | 35          |
| Non SPED Home Visitor .....             | 42          |  |             |
| Occupational Therapist.....             | 41          |  |             |
| Physical Therapist .....                | 40          |  |             |
| Principal.....                          | 34          |  |             |
| Program Supervisor/Director.....        | 35          |  |             |
| Program Coordinator/Consultant .....    | 35          |  |             |
| Psychologist .....                      | 41          |  |             |
| Psychologist Assistant .....            | 41          |  |             |

**GENERAL ADMINISTRATION**

**NOTE:** If the duties of these positions include supervision or evaluation of certificated staff, a valid administrative certificate is required. 79-801 R.R.S

**Superintendent (2320)**

An assignment to perform the highest level, system-wide executive management functions of a school system.

|                        |   |
|------------------------|---|
| Statutory Requirement  | A valid administrative certificate. Sections 79-801 R.R.S., 79-101(10)  |
| Regulatory Requirement | A valid administrative certificate with a superintendent endorsement 92 NAC 10-008.05A, 92 NAC 24, 92 NAC 14-004-02C1 |

**Assistant Superintendent (2321)**

An assignment (e.g., assistant, deputy, or associate superintendent) to perform high level, system-wide, executive management functions in a school system.

|                        |   |
|------------------------|---|
| Statutory Requirement  | A valid administrative certificate. Sections 79-801, 79-101(10)   |
| Regulatory Requirement | A valid administrative certificate with a superintendent endorsement 92 NAC 10-008.05A, 92 NAC 24, 92 NAC 14-004-02C1 |

**Chief Administrator (2322)**

An assignment to perform the highest level, agency-wide executive management functions of an Intermediate Education Agency, in Nebraska Educational Service Unit or ESU.

|                        |  |
|------------------------|--|
| Statutory Requirement  | A valid administrative certificate. Section 79-801   |
| Regulatory Requirement | A valid administrative certificate with a superintendent endorsement 92 NAC 84-005.01, 92 NAC 24 |

**Special Education Administrator/Director (2323)**

An assignment within a District/System/ESU to administer or direct special education programs or functions and supervise other staff members.

|                        |  |
|------------------------|--|
| Statutory Requirement  | A valid administrative certificate. Sections 79-801, 79-101(10)  |
| Regulatory Requirement | A valid administrative certificate with any Special Education endorsement (except provisional special education endorsements) appropriate for the position. 92 NAC 10-008.05B, 92 NAC 14-002C2, 92 NAC 24, 92 NAC 51-10.02 |

**Staff Development Director (2324)**

An assignment within a District/System/ESU to direct the design and implementation of staff training, in-service, and staff development programs **and supervises other staff members.**

|                        |   |
|------------------------|---|
| Statutory Requirement  | A valid administrative certificate. Sections 79-801, 79-101(10)       |
| Regulatory Requirement | A valid administrative certificate 92 NAC 10-008.05B, 92 NAC 14-002C2 |

**Supervisor/Director (2325)**

An assignment to direct or manage a program or a function **and supervise other staff members**. Example: curriculum assessment, school improvement and technology.

|                        |   |
|------------------------|---|
| Statutory Requirement  | A valid administrative certificate. Sections 79-801, 79-101(10)       |
| Regulatory Requirement | A valid administrative certificate 92 NAC 10-008.05B, 92 NAC 14-002C2 |

**Business Manager (2326)**

An assignment to perform the fiscal management activities of the education agency. These duties may include financial planning, budgeting, accounting, and purchasing of materials and operational supplies of the education agency.

|                        |      |
|------------------------|------|
| Statutory Requirement  | None |
| Regulatory Requirement | None |

*\*NOTE: If the duties of the Business Manager include supervision of certificated staff, a valid administrative certificate. Sections 79-801, 79-101(10)*

**Coordinator (2327)**

An assignment to coordinate and articulate an educational program **and supervise other staff members**.

|                        |   |
|------------------------|---|
| Statutory Requirement  | A valid administrative certificate. Sections 79-801, 79-101(10)       |
| Regulatory Requirement | A valid administrative certificate 92 NAC 10-008.05B, 92 NAC 14-002C2 |

**Administrative Assistant (2329)**

An assignment to perform activities assisting a school supervisor or administrator in performing his/her assigned activities. (An example might be Dean of Students.) See also code 2415 (Assistant Principal)

|                        |   |
|------------------------|---|
| Statutory Requirement  | A valid administrative certificate. Sections 79-801, 79-101(10)       |
| Regulatory Requirement | A valid administrative certificate 92 NAC 10-008.05B, 92 NAC 14-002C2 |

**Activities/Athletic Director (2330)**

An assignment to perform management of activities in an education agency. These duties may include scheduling activities, hiring officials, issuing contracts, coordinating the use of school facilities, and assuring compliance with Nebraska School Activities Association rules and regulations.

|                        |      |
|------------------------|------|
| Statutory Requirement  | None |
| Regulatory Requirement | None |

*\*NOTE: If the duties of the Activities/Athletic Director include the supervision, hiring, termination or evaluation of coaches and sponsors, a valid administrative certificate. Sections 79-801, 79-101(10)*

**SCHOOL ADMINISTRATION**

**NOTE:** Administrative certificate required.

**Principal (2410)**

An assignment to perform the highest level executive management functions in an individual school. This code may only be used at a School level.

|                        |   |
|------------------------|---|
| Statutory Requirement  | A valid administrative certificate. Sections 79-801, 79-101(10)   |
| Regulatory Requirement | A valid administrative certificate with an endorsement for principal at the level of the assignment or a superintendent endorsement. 92 NAC 10-008.02A, 008.03A, 008.03A1, 008.03A2, 008.04A, 92 NAC 24, 14-005.02B, 14-005.02C, 14-006.02B, 14-006.02C, 14-007.02B |

**Assistant Principal (2415)**

An assignment to perform high-level executive management functions in an individual school. This code may only be used on at a School level. (This position could also be used for Dean of Students.) See also Code 2327 (Administrative Assistant).

|                        |   |
|------------------------|---|
| Statutory Requirement  | A valid administrative certificate. Sections 79-801, 79-101(10)       |
| Regulatory Requirement | A valid administrative certificate 92 NAC 10-008.05B, 92 NAC 14-002C2 |



**REGULAR INSTRUCTIONAL PROGRAMS**

**NOTE:** If the duties of these positions include supervision or evaluation of certificated staff, a valid administrative certificate is required. 79-801

**Program Supervisor/Director (1110)**

An assignment within a District/System/ESU to manage or direct an instructional program(s).  
Example: curriculum, assessment, school improvement, and technology.

|                        |  |
|------------------------|--|
| Statutory Requirement  | A valid teaching or administrative certificate. Sections 79-801, 79-802, 79-101(9), 79-101(12), 79-1234(2) |
| Regulatory Requirement | A valid teaching or administrative certificate 92 NAC 10-003.01, 92 NAC 14.004.01                          |

**Program Coordinator/Consultant (1120)**

An assignment within a District/System/ESU to provide coordinative services and articulation within an instructional program or area of instruction.

|                        |  |
|------------------------|--|
| Statutory Requirement  | A valid teaching or administrative certificate. Sections 79-802, 79-101(9), 79-101(12), 79-1234(2) |
| Regulatory Requirement | A valid teaching or administrative certificate 92 NAC 10-003.01, 92 NAC 14.004.01                  |

**Technology Coordinator (1121)**

A staff person assigned within a District/System/ESU to provide guidance and assistance to other staff members in planning for and using technology to support classroom instruction. If this position in the District/System/ESU requires certification, use position assignment code 1120 Program Coordinator/Consultant or 2327 Coordinator if an administrator certificate is required.

|                        |      |
|------------------------|------|
| Statutory Requirement  | None |
| Regulatory Requirement | None |

**Assistive Technology Specialist (1122)**

An assignment to perform assistive technology functions of an Intermediate Education Agency, in Nebraska Educational Service Unit (ESU). These duties may include, but are not limited to, providing guidance and assistance to other staff members in planning for and using assistive technology to support classroom instruction.

|                        |      |
|------------------------|------|
| Statutory Requirement  | None |
| Regulatory Requirement | None |

**Staff Development Coordinator (1125)**

An assignment within a District/System/ESU to assist in the implementation of staff training, in-service, and staff development programs.

|                        |  |
|------------------------|--|
| Statutory Requirement  | A valid teaching or administrative certificate. Sections 79-101(12), 79-101(9), 79-801, 79-802, 79-1234(2) |
| Regulatory Requirement | A valid teaching or administrative certificate 92 NAC 10-003.01, 92 NAC 14-004.01A)                        |

**Department Head (1130)**

An assignment to coordinate and improve the instructional program in a specific area (usually at the school level). May also include the job title: Department Chairperson.

|                        |  |
|------------------------|--|
| Statutory Requirement  | A valid teaching or administrative certificate. Sections 79-801, 79-802, 79-101(9), 79-101(12), 79-1234(2) |
| Regulatory Requirement | A valid teaching or administrative certificate 92 NAC 10-003.01, 92 NAC 14.004.01A                         |

**Curriculum Specialist (1140)**

An assignment within a District/System/ESU to provide information and guidance to other staff members in a specialized field.

|                        |  |
|------------------------|--|
| Statutory Requirement  | A valid teaching or administrative certificate. Sections 79-801, 79-802, 79-101(9), 79-101(12), 79-1234(2) |
| Regulatory Requirement | A valid teaching or administrative certificate 92 NAC 10-003.01, 92 NAC 14-004.01A                         |

**Instructional Coach (1141)**

An assignment within a District/System/ESU designed to work directly with educators to bring evidence-based teaching practices into classrooms by providing model lessons, observation of teachers, and feedback. An example would be a reading coach.

|                        |  |
|------------------------|--|
| Statutory Requirement  | A valid teaching or administrative certificate. Sections 79-801, 79-802, 79-101(9), 79-101(12), 79-1234(2) |
| Regulatory Requirement | A valid teaching or administrative certificate 92 NAC 10-003.01, 92 NAC 14-004.01A                         |

**Head Teacher (1150)**

An assignment to instruct students and perform professional duties. This code may only be used on School forms.

|                        |   |
|------------------------|---|
| Statutory Requirement  | A valid teaching or administrative certificate. Sections 79-801, 79-802, 79-101(9), 79-101(12), 79-1234(2)  |
| Regulatory Requirement | A valid teaching or administrative certificate 92 NAC 10-003.01, 92 NAC 11-004.08A, 92 NAC 84-005.02, 92 NAC 14-004.01A, 92 NAC 14-005.02B, 92 NAC 14-006.02B, 92 NAC 18-004.01 |

*\*NOTE: If the duties of the Head Teacher include the supervision of certificated staff, a valid administrative certificate. Sections 79-801, 79-101(10)*

**Teacher (1160)**

An assignment to instruct students. This code may only be used on School forms.

|                        |  |
|------------------------|--|
| Statutory Requirement  | A valid teaching or administrative certificate. Sections 79-801, 79-802, 79-101(9), 79-101(12), 79-01234(2)  |
| Regulatory Requirement | A valid teaching or administrative certificate with an endorsement appropriate for the position 92 NAC 10-003.01, 92 NAC 14-004-01A, 92 NAC 84-005.02, 92 NAC 11-004-08A, 92 NAC 18-004.01 |

**SPED Teacher – Core Academic Subjects/Grading (1161)**

Responsible for instruction of elementary and secondary students and serve as the teacher solely responsible for delivering academic content and assigning grade(s).

*(Students participate in a modification of general curriculum at an instructional level below their general education peers).*

|                        |   |
|------------------------|---|
| Statutory Requirement  | A valid teaching or administrative certificate. Sections 79-801, 79-802, 79-101(9), 79-101(12), 79-1234(2)  |
| Regulatory Requirement | A valid teaching or administrative certificate with an endorsement appropriate for the position 92 NAC 10-003.01, 92 NAC 51-010.01, 92 NAC 14-004.01A, 92 NAC 84-005.02, 92 NAC 18-004-01 |

**SPED Teacher - Core Academic Subjects/Alternate Standards/Assessment (1162)**

Responsible for teaching students with the most significant disabilities; those students who participate in a functional, life-skills curriculum. Does evaluate progress.

*(Students participate in the special education alternate assessment based on special education alternate standards).*

|                        |   |
|------------------------|---|
| Statutory Requirement  | A valid teaching or administrative certificate. Sections 79-801, 79-802, 79-101(9), 79-101(12), 79-1234(2)  |
| Regulatory Requirement | A valid teaching or administrative certificate with an endorsement appropriate for the position 92 NAC 10-003.01, 92 NAC 51-010.01, 92 NAC 14-004-01A, 92 NAC 84-005.02, 92 NAC 18-004-01 |

**SPED Teacher - Collaborating/Co-Teaching (1163)**

Early Childhood (7-1163): Responsible for providing consultative services to endorsed early childhood teachers; or responsible for collaborating/co-teaching with an endorsed early childhood teacher for children birth to age five.

K-12 (S-1163): Responsible for providing consultative services to content endorsed general education teachers; or responsible for collaborating/co-teaching with a content endorsed general education teacher for students enrolled in the academic content area.

Responsibilities may include assisting with adjustments to the learning environment, modifications of instructional strategies, adaptation of curricula, use of positive behavioral supports and interventions, or design, use, or implementation of appropriate accommodations to meet individual needs of children and youth birth to age 21 with disabilities. **Does not assign grades.**

*(Student participates in the general curriculum).*

|                        |  |
|------------------------|--|
| Statutory Requirement  | A valid teaching or administrative certificate. Sections 79-801, 79-802, 79-101(9), 79-101(12), 79-1234(2)   |
| Regulatory Requirement | A valid teaching or administrative certificate with an endorsement appropriate for the position 92 NAC 10-003.01, 92 NAC 51-010.01, 92 NAC 11-004.08A, 92 NAC 14-004-01A, 92 NAC 84-005.02, 92 NAC 18-004.01 |

**SPED Teacher – Facilitator (1164)**

A teacher who facilitates special education instruction provided through alternative delivery systems such as web based courses, alternative programs and other similar circumstances.

**Student grade(s) determined through web based course cut score(s).**

*(Student participates in a modification of the general curriculum at or below the instructional level of general education peers).*

|                        |  |
|------------------------|--|
| Statutory Requirement  | A valid teaching or administrative certificate. Sections 79-801, 79-802, 79-101(9), 79-101(12), 79-1234(2)   |
| Regulatory Requirement | A valid teaching or administrative certificate with any approvable special education endorsement under 92 NAC 51-010.01, 92 NAC 14-004.01A, 92 NAC 84-005.02, 92 NAC 18-004-01 |

**Teacher – Facilitator (1170)**

A teacher who facilitates non-special education instruction provided through alternative delivery systems such as web based courses, alternative programs and other similar circumstances.

**Student grade(s) determined through web based course cut score(s).**

|                        |   |
|------------------------|---|
| Statutory Requirement  | A valid teaching or administrative certificate. Sections 79-801, 79-802, 79-101(9), 79-101(12), 79-1234(2)              |
| Regulatory Requirement | A valid teaching or administrative certificate. 92 NAC 10-003.01, 92 NAC 14-004.01A, 92 NAC 84-005.02, 92 NAC 18-004-01 |

**Teacher – Collaborator (1180)**

A non-special education teacher who is assigned to work collaboratively or co-teach with other general education classroom teachers holding the appropriate endorsement(s). This includes integrated courses as provided in 92 NAC 10.002.09 or 10.004.0C1 that should be reported on the Integrated Courses Report (NDE 02-015.2). **Does not assign grades.**

|                        |   |
|------------------------|---|
| Statutory Requirement  | A valid teaching or administrative certificate. Sections 79-801, 79-802, 79-101(9), 79-101(12), 79-1234(2)              |
| Regulatory Requirement | A valid teaching or administrative certificate. 92 NAC 10-003.01, 92 NAC 14-004-01A, 92 NAC 84-005.02, 92 NAC 18-004-01 |

**Social Worker (2111)**

An assignment to assist in the prevention of, or solution to, those personal, social, and emotional problems of individuals and their relationship with the family, school, and community.

|                        |   |
|------------------------|---|
| Statutory Requirement  | Section 38-101  |
| Regulatory Requirement | State of Nebraska licensure by the appropriate board of examiners. 92 NAC 51-010.04, 92 NAC 51-010.03 |

**Mental Health Practitioner (2112)**

An assignment to provide treatment, assessment, counseling or equivalent activities to students for behavioral, cognitive, social, mental or emotional disorders, including interpersonal or personal situations.

|                        |  |
|------------------------|--|
| Statutory Requirement  | Section 38-101   |
| Regulatory Requirement | State of Nebraska licensure by the appropriate board of examiners. 92NAC 51-010.04, 92 NAC 51-010.03 |

**Secondary Counselor (2120)**

An assignment to perform the activities of advising students and assisting parents and teachers to aid students in making personal plans and decisions in relation to education, career, or personal development. This code may only be used on School forms.

|                        |   |
|------------------------|---|
| Statutory Requirement  | A valid teaching or administrative certificate. Sections 79-801, 79-802, 79-101(9), 79-101(12), 79-1234(2)  |
| Regulatory Requirement | A valid teaching or administrative certificate with an endorsement appropriate for guidance and counseling and at the level of assignment. 92 NAC 10-007.05, 92 NAC 24 (or a valid teaching or administrative certificate and acquiring 6 credit hours per year toward the counseling endorsement). |

**Elementary Counselor (2121)**

An assignment to provide guidance in the development of positive attitudes and behaviors in elementary children primarily through work with school staff, other professionals, and families.

|                        |  |
|------------------------|--|
| Statutory Requirement  | A valid teaching or administrative certificate. Sections 79-801, 79-802, 79-101(9), 79-101(12), 79-1234(2)   |
| Regulatory Requirement | A valid teaching or administrative certificate with an elementary endorsement or a K-6, K-8 or K-12 guidance and counseling endorsement. 92 NAC 10-007.05, 92 NAC 24 |

**School Nurse (2130)**

An assignment to perform activities requiring substantial specialized judgment and skill in the observation, care, and counsel of ill and injured persons, and in illness prevention. The person filling this position can be a Registered Nurse (RN) or a Licensed Practical Nurse (LPN).

|                        |  |
|------------------------|--|
| Statutory Requirement  | Section 38-101   |
| Regulatory Requirement | Nebraska Department of Education Certification and appropriate endorsement or State of Nebraska licensure by the appropriate board of examiners or a multi-state compact license. 92 NAC 24, 92 NAC 21, 92 NAC 51-010.03, 92 NAC 51-010.04 |

**Speech Pathologist (2131)**

An assignment to assess communicative disorders; to plan, direct, and participate in many habilitative and instructional programs for children and youth who have communicative disorders; and to seek to prevent language, speech, and hearing disorders whenever possible. May also include the job title: Language Pathologist, Speech Therapist.

|                        |  |
|------------------------|--|
| Statutory Requirement  | Section 38-101   |
| Regulatory Requirement | Nebraska Department of Education Certification and appropriate endorsement, or State of Nebraska licensure by the appropriate board of examiners. 92 NAC 24, 92 NAC 21, 92 NAC 51- 010.03, 92 NAC 51-010.4 |

**Physical Therapist (2132)**

An assignment to perform activities involving physical methods of treatment and rehabilitation without the use of drugs or surgery.

|                        |   |
|------------------------|---|
| Statutory Requirement  | Section 38-101  |
| Regulatory Requirement | State of Nebraska licensure by the appropriate board of examiners. 92 NAC 51-010.03, 92 NAC 51-010.04 |

**Audiologist (2133)**

An assignment to identify and remediate hearing disorders. Involved in programming for hearing conservation by assisting with the development and implementation of aural rehabilitation programs.

|                        |  |
|------------------------|--|
| Statutory Requirement  | Section 38-101   |
| Regulatory Requirement | Nebraska Department of Education Certification and appropriate endorsement, or State of Nebraska licensure by the appropriate board of examiners. 92 NAC 24, 92 NAC 21, NAC 51-010.03, NAC 51-010.04 |

**Speech Language Technician (Non-teaching) (2134)**

An assignment to assist with the provision of speech and language services in collaboration with a Speech Pathologist.

|                        |  |
|------------------------|--|
| Statutory Requirement  | Section 38-101   |
| Regulatory Requirement | Nebraska Department of Education Certification and appropriate endorsement, or State of Nebraska licensure by the appropriate board of examiners. 92 NAC 24, 92 NAC 21, 92 NAC 51-010.03, 92 NAC 51-010.04 |

**Sign Language Interpreter (2135)**

A person who provides interpreter services for educators and for deaf and hard of hearing individuals for special education evaluations or services pursuant to IEPs and IFSPs; and who is qualified to facilitate communication between people who do not share a common language or mode of communication.

|                        |                                |
|------------------------|--------------------------------|
| Statutory Requirement  | Sections 20-150 through 20-159 |
| Regulatory Requirement | 92 NAC 51-010.06A              |

**Occupational Therapist (2137)**

An assignment to perform activities involving occupational methods of treatment and rehabilitation without the use of drugs or surgery.

|                        |   |
|------------------------|---|
| Statutory Requirement  | Section 38-101  |
| Regulatory Requirement | State of Nebraska licensure by the appropriate board of examiners. 92 NAC 51-010.03, 92 NAC 51-010.04 |

**Psychologist (2138)**

An assignment to a staff member who is licensed as a psychologist to evaluate and analyze a student's behavior by measuring and interpreting their intellectual, emotional, and social development, and diagnosing their educational and personal disabilities.

|                        |   |
|------------------------|---|
| Statutory Requirement  | Section 38-101  |
| Regulatory Requirement | Nebraska Department of Education Certification and appropriate endorsement, or State of Nebraska licensure by the appropriate board of examiners. 92 NAC 21, 92 NAC 24, 92 NAC 51-010, 93 NAC 51-010.03, 92 NAC 51-010.04 |

**Psychologist Assistant (2139)**

An assignment to perform activities assisting a Psychologist.

|                        |   |
|------------------------|---|
| Statutory Requirement  | Section 38-101  |
| Regulatory Requirement | State of Nebraska licensure by the appropriate board of examiners. 92 NAC 51-010.03, 92 NAC 51-010.04 |

**Non SPED Home Visiting Specialist (2140)**

An assignment to an Early Childhood home based visiting program staff who coordinate, develop, supervise and provide family development and support services. This does not apply to home-based EI/ECSE SPED staff serving children with IFSPs or IEPs (B-5). This code may only be used on School forms.

|                        |                               |
|------------------------|-------------------------------|
| Statutory Requirement  | 79-1101 (2) (b)               |
| Regulatory Requirement | (92 NAC 11-006.60A, in draft) |

**Non SPED Home Visitor (2141)**

An assignment to provide family development and support services under the direction of a home visiting specialist or a teacher for Early Childhood students. This does not apply to home-based EI/ECSE SPED staff serving children with IFSPs or IEPs (B-5). This code may only be used on school forms.

|                        |                               |
|------------------------|-------------------------------|
| Statutory Requirement  | 79-1101 (2) (b)               |
| Regulatory Requirement | (92 NAC 11-006.06B, in draft) |

**Home School Liaison (2150)**

An assignment to coordinate services with home and school for children with verified disabilities.

|                        |   |
|------------------------|---|
| Statutory Requirement  | None  |
| Regulatory Requirement | A valid teaching or administrative certificate with any special education endorsement. 92 NAC 51-010.01, 92 NAC 21, 92 NAC 24 |

**School Transition Specialist (2152)**

An assignment to coordinate plans and activities for students with verified disabilities as they transition from school to adult life. **Includes** development and coordination assessment and work experience programs.

|                        |   |
|------------------------|---|
| Statutory Requirement  | A valid teaching or administrative certificate. Sections 79-801, 79-802, 79-101(9), 79-101(12), 79-1234(2)  |
| Regulatory Requirement | A valid teaching, special services, or administrative certificate with an endorsement appropriate for the position 92 NAC 21, 92 NAC 24, 92 NAC 51-010.01 |

**Librarian (2222)**

An assignment to develop plans for and manage the use of teaching and learning resources.

|                        |   |
|------------------------|---|
| Statutory Requirement  | A valid teaching or administrative certificate. Sections 79-801, 79-802, 79-101(9), 79-101(12), 79-1234(2)  |
| Regulatory Requirement | A valid teaching or administrative certificate with an endorsement appropriate for library science or educational media specialist 92 NAC 10-007.04A, 92 NAC 24 (or a valid teaching or administrative certificate and acquiring 6 credit hours per year toward the endorsement). |



**Media Specialist (2223)**

An assignment to develop plans for and manage the use of teaching and learning resources.

|                        |   |
|------------------------|---|
| Statutory Requirement  | A valid teaching or administrative certificate. Section 79-801, 79-802, 79-101(9), 79-101(12), 79-1234(2)   |
| Regulatory Requirement | A valid teaching or administrative certificate with an endorsement appropriate for library science or educational media specialist 92 NAC 10-007.04A, 92 NAC 24 (or a valid teaching or administrative certificate and acquiring 6 credit hours per year toward the endorsement). |

**Instructional Paraprofessional (5160)**

An assignment to assist a teacher with routine activities associated with teacher, ie: activities requiring minor decisions regarding students, such as conducting rote exercises, operating equipment and clerking. Include only paid staff, exclude volunteer aides.

|                        |                |
|------------------------|----------------|
| Statutory Requirement  | Section 79-802 |
| Regulatory Requirement | None           |

## **Appendix D – Online Entry**

### **General Information**

Uploading and downloading is not required in Staff Reporting, districts can update the data submitted in the previous year using online entry. Most districts in Nebraska will want to consider using this option to keep it simple.

This document is to help with online entry for the report of staff data by Public Districts, Nonpublic Systems, Educational Service Units, Special Purpose Systems and Interim Program (Rule 18) Schools. Refer to previous sections in this instruction manual for detailed information.

The Staff Reporting System contains at least two records per staff. One record contains the Staff Demographics and the other is the Staff Position Assignments record(s). Staff could have multiple Staff Position Assignments.

In the Online Entry, the fields listed below will be pre-populated with data from the previous year's submission.

### **Staff Demographics**

County District Number

NDE Staff ID (not SSN)

Local Staff ID

Last Name

First Name

Middle Initial

Gender

Hispanic Indicator

Race Codes

Education Attained

Paraprofessional Assessment

District/System Experience (value has been increased by 1 from previous year)

Total Experience (value has been increased by 1 from previous year)

School Year (this will show the current school year)

Electronic Email Address

Primary Subject Area

### **Staff Position Assignments**

All fields will be pre-populated with the assignments reported in the previous school year except the Assignment Date and Completion Date. It is important that this data be checked for accuracy. If an assignment has changed be sure to delete/change or add the correct assignments for the current school year.

**Log into Staff Reporting Using the NDE Portal**

Staff Reporting is found under the **Student & Staff (NSSRS)** tab in the NDE Portal. An activation code for **“Staff Reporting 2017-2018”** is needed to be able to access the Staff Reporting system. Activation codes are available from your District Administrator. They are found on his/her portal account under the **District Admin** tab.



**Student and Staff Record System**

Available You have access to this online System.  
Please proceed by clicking on the name in Name/Link column.

| Status    | Activation Code(s)          | Name/Link   | Note                                    |
|-----------|-----------------------------|---|---|
| Available | <a href="#">Edit/Remove</a> | <a href="#">ADVISER Validation</a>                  |   |
| Available | <a href="#">Edit/Remove</a> | <a href="#">NDE Staff ID</a>                        | Search for or assign a new NDE Staff ID |
| Internal  | <a href="#">Edit/Remove</a> | <a href="#">NSSRS Administration (Delete Tool)</a>  | NDE Staff Only                          |
| Available | <a href="#">Edit/Remove</a> | <a href="#">NSSRS Data Manager</a>                  |   |
| Available | <a href="#">Edit/Remove</a> | <a href="#">NSSRS Secured Information Website</a>   |   |
| Available | <a href="#">Edit/Remove</a> | <a href="#">NSSRS Validation</a>                    |   |
| Available | <a href="#">Edit/Remove</a> | <a href="#">Postsecondary Data Manager</a>          |   |
| Internal  | <a href="#">Edit/Remove</a> | <a href="#">Staff Reporting 2014-2015</a>           |   |
| Internal  | <a href="#">Edit/Remove</a> | <a href="#">Staff Reporting 2015-2016</a>           |   |
| Available | <a href="#">Edit/Remove</a> | <a href="#">Staff Reporting 2016-2017</a>           |   |
| Available | <a href="#">Edit/Remove</a> | <a href="#">Student Unique Identifier (Uniq-ID)</a> |   |

**Online Data Entry Instructions**

The Staff Reporting System online data entry option gives districts/systems the ability to add, delete or change the data in both the Staff Demographics and Staff Position Assignments records.

A hover feature is available on several of the data fields when the cursor is held over a field name. It will give a description of the field or an accepted value for that field.

Some validation errors will show upon entry and should be corrected at that time. Other validation errors and/or warnings will continue to show in NSSRS Validation. The validations and/or warnings in NSSRS Validation will be an overnight run so check NSSRS Validations the next day after the completion of updating or entering data in both Staff Demographics and Position Assignments.

The “Current Personnel Report” will continue to show under the **Verification Reports - Staff** in NSSRS Validation. A copy of this report should be printed or saved to a folder on your computer.

The staff that are employed by the ESU or another district that are serving your students will be reported by the district or ESU that holds the contract. These staff will not show in the district/system that is receiving services, but will show in the Verification Reports – “Current Personnel Report”.

Refer to previous section of this instruction manual on how to report staff and the appropriate codes.

**Staff Demographic Information**

Follow the steps below to update the demographic information for a staff member:

The screenshot shows the 'Staff Demographic Information' web application. At the top, there are navigation buttons: 'Enter/Edit Data' (1), 'Upload File Rec', 'Download Staging File Rec', 'Staff Manual', 'User Guide', and 'Logout'. Below these are buttons for 'Districts with Errors Report', 'Rerun Edit Checks', 'Main Form', and 'Print'. The main area displays the selected district: '00-0001 EDUCATIONAL SERVICE UNIT 01' (2). Below this is the '2016/2017 District Staff Report' section, which includes a dropdown for 'Select District/System' (set to '00-0001 EDUCATIONAL SERVICE UNIT 01') and a row of alphabetical filter buttons (3). The 'Errors Only' button (4) is also visible. A dropdown menu shows 'All Records Valid' and an 'Add New Staff Record(s)' button (5). The main data entry form contains fields for 'NDE Staff ID', 'Last Name', 'First Name', 'MI', and 'Suffix'. Below these are fields for 'Gender', 'Hispanic', 'Race 1-5', 'Ed Attained', 'Para Assmnt Flag', and 'Local Staff ID'. Further down are 'Contracted Contract Date', 'Days Contracted', 'Dist/Syst Exp', 'Ttl Exp', 'Basic Salary', 'Add'l Comp', and 'Benefits'. The 'Subject Area' dropdown (7) is set to '00-Not Applicable'. At the bottom, there are buttons for 'Update Demographics Rec' (8), 'Delete Demographics & Related Recs', and 'Cancel'. A separate 'Insert Demographics Rec' button (6) is shown below the main form.

1. Select the **Enter Data** button.
2. The District name and number will show at the top. Some online validations will show on the entry screen and should be corrected before you proceed with entering data.
3. Selecting the alphabetical letter will show all staff with the last name starting with that letter.
4. **Errors only** will show a list of staff that have problems with the data that has been submitted or entered. These are staff that will show in the dropdown box as red.
5. To add a New Staff Record – click on **Add New Staff Record(s)** and a blank record will appear.
6. Once the data has been entered, click on **Insert Demographics Rec.** The following message will be displayed: *Record added to Staff Demographics file – continue inserting or press cancel.*

- Then click on **Update Demographic Record**. The following message will be displayed:  
*Staff Demographics record updated.*
- The **Delete Demographic & Related Position Recs** button under the Staff Demographics section will delete both the Staff Demographics and Position Assignments information. This should only be used if the staff was entered in error or did not return for the current school year.

The Email Address and Subject Area will need to be entered for specific positions. Please see page 15 for listing of positions that require this information.

Remember the fields "Dist/Sys Exp" and "Ttl Exp" have been updated by 1 year.

**Staff Position Assignment Information**

**Note:** There will be a message *Invalid Record(s) Exist in this District/System*. This indicates that records have not been updated or Demographic and/or Position Assignment Errors Exist in this District/System.

The screenshot shows the 'POSITION ASSIGNMENT INFORMATION' interface. At the top, it says 'Position Assignment Records for: ADAMS / ANDREW, T'. Below this is a table with the following data:

| Record Actions | Co-Dist-Sch | Controlling District | Position Assignment | FTE | Assignment Date | Completion Date | HIDE Staff ID |
|----------------|-------------|----------------------|---------------------|-----|-----------------|-----------------|---------------|
| Edit Delete    | 99-9999-001 | 99-9999              | 0-1160              | 100 | 2011-11-11      |                 | 1234567890    |

Below the table are several input fields and buttons:

- Schl Name?** (link)
- Input fields for **Co-Dist-Sch**, **Assignment** (0-1160), **Controlling District**, **FTE** (100), **Assignment Date** (2011-11-11), and **Completion Date**.
- Buttons: **Insert Position Rec**, **Update Position Rec**, **Cancel**, **Add Record**, **Pg. 1 of 1**, and **Rerun Edit Checks**.
- Links: **School Lookup** and **Assignment Lookup**.

Numbered callouts in the image point to the following elements:

- 1: Edit button in the table.
- 2: Schl Name? link.
- 3: School Lookup link.
- 4: Assignment Lookup link.
- 5: Co-Dist-Sch field in the table.
- 6: Co-Dist-Sch input field.
- 7: Rerun Edit Checks button.

- Click on **Edit** to update each Position Assignment. The Assignment Date must be entered. Click on Update Position Rec. after edits are done.
- In the Position Assignment information, click on the **Schl Name?** which is listed above the **Co-Dist-Sch**, to see the name of the school that is associated with the **Co-Dist-Sch** field. A message box will come up with the County-District-School number and the name of the location associated with that number. Click OK to close the box. This is informational only.
- School Lookup** will list current districts/systems with their County-District and School number. This is a dropdown box and can be used to populate the County-District-School field.
- Assignment Lookup** will list all current position assignments and the position assignment codes. (Refer to Appendix C in the Staff Instruction Manual for Position Assignment Code descriptions).

5. Click on **Delete** to delete a specific assignment.  
**CAUTION:** DO NOT DELETE assignments that have changed. Add completion date to Position Assignment and insert position assignment record for new assignment.
6. For new staff click on **Add Record** in the Position Assignment Information and click on **Insert Position Rec.** When done entering the data the following message will be displayed: *Position Assignment record added to staging file. Continue inserting or press cancel.*
7. Once the staff has been entered and updated, click on **Rerun Edit Checks** and if there are no errors showing at the bottom of the screen, the staff person's name will turn green which indicates the record has been successfully updated.

**NSSRS Validation (also found under the Student and Staff NSSRS tab in the portal you'll need Staff Activation Code to view errors and reports, see your administrator).**

8. When all staff are green, Go to NSSRS Validation
9. Under "Errors" – Reprocess Errors – STAFF
10. After step 9 is done, review any Staff Errors (if there are any).
11. If there are errors, make the changes in the Staff Reporting 2017-2018 and repeat steps 8-11 until all errors are resolved.
12. If there are no errors or warnings, go to "Verification Reports" in NSSRS Validation, Staff. You can view the *Current Personnel Report*. This report will show all your staff as you reported them. You can use this report to verify the data you "entered" is correct. This report can be saved in a folder on your computer or a copy can be printed. The Current Certification Report will give you an up-to-date report of the staff you reported and their certificate information.

## Appendix E - File Layouts

## STAFF DEMOGRAPHICS

| Field Number | Field Name                              | Field Type   | Abbreviated field description.<br><b>See Appendix F</b>  |
|--------------|---|--------------|--|
| 1            | Record Number                           | Numeric(5)   | Sequential and unique number starting with 1 for the first record.   |
| 2            | County District Number                  | Char(7)      | 6 digit NDE assigned number to identify the District/System/ESU, includes leading zeros and hyphen (xx-xxxx) |
| 3            | NDE Staff ID                            | Char(10)     | 10 digit NDE Staff ID  |
| 4            | Local Staff ID                          | VarChar(20)  |  |
| 5            | Last Name                               | VarChar(30)  | Alphanumeric 1-30 characters   |
| 6            | First Name                              | VarChar(30)  | Alphanumeric 1-30 characters   |
| 7            | Middle Initial                          | Char(1)      |  |
| 8            | Name Suffix                             | VarChar(10)  | Alphanumeric 1-10 characters   |
| 9            | Gender                                  | Char(1)      | See Manual for values  |
| 10           | Hispanic Indicator Code                 | Char(1)      | See Manual for values  |
| 11           | Race Code 1                             | Char(2)      | See Manual for values  |
| 12           | Race Code 2                             | Char(2)      | See Manual for values  |
| 13           | Race Code 3                             | Char(2)      | See Manual for values  |
| 14           | Race Code 4                             | Char(2)      | See Manual for values  |
| 15           | Race Code 5                             | Char(2)      | See Manual for values  |
| 16           | Education Attained Code                 | Char(2)      | See Manual for values  |
| 17           | Paraprofessional Assessment Passed Flag | Char(1)      | See Manual for values  |
| 18           | Contract Indicator Code                 | Char (1)     | See Manual for values  |
| 19           | Contract Date                           | Char(10)     | YYYY-MM-DD, Must include leading zeros in month and day.   |
| 20           | Contract Days                           | Numeric(3)   | 0-366  |
| 21           | Basic Salary                            | Numeric(6)   | 0-999999   |
| 22           | Additional Compensation                 | Numeric(6)   | 0-999999   |
| 23           | Salary Benefits                         | Numeric(6)   | 0-999999   |
| 24           | Experience this District                | Numeric(2)   | 01-99<br>00 is allowable for Instructional Para's Only   |
| 25           | Total Experience                        | Numeric(2)   | 01-99<br>00 is allowable for Instructional Para's Only   |
| 26           | School Year                             | Char(10)     | YYYY-MM-DD; Year, Month and Day (2018-06-30)   |
| 27           | Electronic Mail Address                 | VarChar(128) | Required for certain positions, see page 13  |
| 28           | Primary Subject Area                    | Numeric(2)   | See Manual for Values  |

**STAFF POSITION ASSIGNMENTS**

| Field Number | Field Name                    | Field Type  | Abbreviated field description.<br><b><u>See Appendix F</u></b>   |
|--------------|-------------------------------|-------------|--|
| 1            | Record Number                 | Numeric(5)  | Sequential and unique number starting with 1 for the first record.   |
| 2            | County District Number        | Char(7)     | 6 digit NDE assigned number to identify the District/System/ESU, must include leading zeros and hyphen (xx-xxxx) |
| 3            | School Number                 | Char(3)     | 3 digit NDE assignment number to identify the school location, must include leading zeros                        |
| 4            | NDE Staff ID                  | Char(10)    | 10 digit NDE Staff ID  |
| 5            | Local Staff ID                | VarChar(20) |  |
| 6            | Last Name                     | VarChar(30) | Alphanumeric 1-30 characters   |
| 7            | First Name                    | VarChar(30) | Alphanumeric 1-30 characters   |
| 8            | Middle Initial                | Char(1)     |  |
| 9            | Name Suffix                   | VarChar(10) | Alphanumeric 1-10 characters   |
| 10           | Controlling District Code     | Char(7)     | 6 digit NDE assigned number that identifies the entity that holds the contract for the staff reported (xx-xxxx). |
| 11           | Position Assignment Code      | Char(6)     | 5 digit code to identify the staff person's position (x-xxxx). See manual for codes.                             |
| 12           | Full-Time Equivalency (FTE)   | Numeric(3)  | Enter as a whole number, no decimals   |
| 13           | Assignment Date<br>YYYY-MM-DD | Char(10)    | YYYY-MM-DD   |
| 14           | Completion Date<br>YYYY-MM-DD | Char(10)    | YYYY-MM-DD   |
| 15           | School Year                   | Char(10)    | YYYY-MM-DD, Year, Month and Day (2018-06-30)   |



## Appendix F – File Upload Option

### General Information

There are several options to submit this data. The Online Data Entry, the Download/Upload Option and the Option to create the two files and upload the data by using the file specifications located in the Staff Instruction Manual Appendix E. This Appendix will help with file upload for the report of staff data by Public Districts, Nonpublic Systems, Educational Service Units, Special Purpose Systems and Interim Program (Rule 18) Schools. Refer to previous sections in this instruction manual for detailed information.

Many larger districts in Nebraska will want to utilize the File upload option for Staff Reporting but it is not required. Online entry may be easier for smaller districts/systems.

The Staff Reporting System contains at least two records per staff. One record contains the Staff Demographics and the other is the Staff Position Assignments record(s). Staff could have multiple Staff Position Assignments.

In the Download Option, the fields listed below will be pre-populated with data from the previous year's submission.

#### **Staff Demographics**

Record Number

County District Number

NDE Staff ID (not SSN)

Local Staff ID

Last Name

First Name

Middle Initial

Gender

Hispanic Indicator

Race Codes

Education Attained

Paraprofessional Assessment

District/System Experience (value has been increased by 1 from previous year)

Total Experience (value has been increased by 1 from previous year)

School Year (this will show the current school year)

Electronic Email Address

Primary Subject Area

#### **Staff Position Assignments**

All fields will be pre-populated with the assignments reported in the previous school year except the Assignment Date and Completion Date. It is important that this data be checked for accuracy. If an assignment has changed be sure to delete/change or add the correct assignments for the current school year.

**Log into Staff Reporting Using the NDE Portal**

Staff Reporting is found under the **Student & Staff (NSSRS)** tab in the NDE Portal. An activation code for **“Staff Reporting 2017-2018”** is needed to be able to access the Staff Reporting system. Activation codes are available from your District Administrator. They are found on his/her portal account under the **District Admin** tab.



**Student and Staff Record System**

Available You have access to this online System.  
Please proceed by clicking on the name in Name/Link column.

| Status    | Activation Code(s)          | Name/Link   | Note                                    |
|-----------|-----------------------------|---|---|
| Available | <a href="#">Edit/Remove</a> | <a href="#">ADVISER Validation</a>                  |   |
| Available | <a href="#">Edit/Remove</a> | <a href="#">NDE Staff ID</a>                        | Search for or assign a new NDE Staff ID |
| Internal  | <a href="#">Edit/Remove</a> | <a href="#">NSSRS Administration (Delete Tool)</a>  | NDE Staff Only                          |
| Available | <a href="#">Edit/Remove</a> | <a href="#">NSSRS Data Manager</a>                  |   |
| Available | <a href="#">Edit/Remove</a> | <a href="#">NSSRS Secured Information Website</a>   |   |
| Available | <a href="#">Edit/Remove</a> | <a href="#">NSSRS Validation</a>                    |   |
| Available | <a href="#">Edit/Remove</a> | <a href="#">Postsecondary Data Manager</a>          |   |
| Internal  | <a href="#">Edit/Remove</a> | <a href="#">Staff Reporting 2014-2015</a>           |   |
| Internal  | <a href="#">Edit/Remove</a> | <a href="#">Staff Reporting 2015-2016</a>           |   |
| Available | <a href="#">Edit/Remove</a> | <a href="#">Staff Reporting 2016-2017</a>           |   |
| Available | <a href="#">Edit/Remove</a> | <a href="#">Student Unique Identifier (Uniq-ID)</a> |   |

**Downloading Instructions**

Download Staging File Records will provide a file of last year’s staff records in a .csv format to use as a starting point in creating a new file for your current year’s collection to make changes/additions and deletions. There will be two files to download: Staff Demographics and Staff Position Assignments.

This file can be downloaded **UNTIL** an upload is done. An upload completely replaces the previous download staging file. It is suggested if you download last year’s file you should save it under a different name and then have a separate copy to update.

## Download Staging File Records

1. Click on **Download Staging File Records**
2. Two files will be created and appear. Staff Demographics and Staff Position Assignments. These will be randomly named files with a .csv extension.
3. Click on the link and a box will appear to Open, Save or Cancel. Click on Save. This will bring up a box asking where you would like to save this file. This is where you can (and will likely want) to change the name of the file and save the file as a .csv file. Once you have saved the file click on Close.
4. To edit these files, follow the instructions for opening a .txt or .csv file with Microsoft Excel which can be found under the NSSRS Secure Information Website or <http://www.education.ne.gov/nssrs>. These instructions are found under NSSRS Resources – Instructions – Quick Reference Guides: “Steps For Importing Files Into Excel”. Follow these instructions to import the file. Updates can then be done to the information.
5. To see the field names and types, use the file layouts in Appendix E. To find the acceptable values and instructions for reporting the data refer to previous sections of this instruction manual.
6. Once all data has been updated, save the file as .csv or .tab delimited file and follow the steps in the Staff Upload Instructions. **A header record is included in the download file, but must be deleted before uploading.**

**Remember that the “Experience This District” [Staff Demographics (24)] and “Total Experience” [Staff Assignment (25)] have been updated by 1 year from previous school year.**

**MAIN FORM:** This button returns you to the main page of the Staff Reporting System.

**LOGOUT:** This button logs you completely out of the Staff Reporting System.

## Uploading Instructions

### File Contents

A data file must include staff for ALL schools/locations within the district/system. Both Staff Demographics and Staff Position Assignments must be uploaded.

### File Naming Convention

Staff Demographics: XX-XXX\_Staff\_Demographics.zzz  
(Where XX-XXXX is the County/District or System Number)

Staff Position Assignments: XX-XXXX\_Staff\_Position\_Assignments.zzz  
(Where XX-XXXX is the County/District or System Number)

## File Format

File Format should be prepared as a comma separated value (.csv) or a tab separated value (.tab). See the Staff Record Layout in Appendix E of the Staff Instruction Manual. Your file must contain a field called Record Number beginning with 1 and followed in sequence for each record. **Do not include the header row in your file when uploading.** Please note the fields that include leading zeros.

## Upload Data Files

1. Click on **Upload Staging File Records**.
2. Click on the **Browse** button to locate the file on your computer you are going to upload. When you have located the file you want to upload, select the file and click **Open**.
3. Click on **Upload DEMOGRAPHICS Staging File** or **Upload POSITIONS Staging File**. A box will appear on your screen to say *Loading Please Wait* until the file has been uploaded. Depending on the size of the file this could take several minutes. Please do not click anywhere else until the loading please wait indicator is no longer visible.

If you get the following error *The CoDist/System field in the Upload file does NOT match the CoDist/System value in the file name in Record #1*, this probably means there is a header record in the file. Make sure the box is checked to indicate this.

*Check if Header Row is included in upload file*

Update the file appropriately and start at Step 2.

4. Processing messages in red will indicate:
  - Total Number of Records Processed
  - Total Number of Errors Found
  - Number of Records with NO Errors
  - Number of Records WITH Errors
5. Below the messages in Step 4, is the Upload Errors box. The Upload Errors box will display the record number and the field(s) that are in error for that record along with a description of the errors. All errors must be corrected in your source data file and a new upload done until all errors are resolved. Each time a file is uploaded it must be a complete file for the district/system. When an upload is done all data from the previous upload is deleted.
6. Once the file has been successfully uploaded with no errors, review the data via the online entry.
7. When both Staff Demographics and Staff Position Assignments have been uploaded, click on **Rerun Edit Checks** (under Online entry) and if there are no errors showing at the bottom of the screen, all staff member's names, in the file, will turn green which indicates the records have been successfully updated.
8. When all validation errors located in NSSRS Validation have been corrected and warnings have been reviewed, view the *Current Personnel Report* that is listed under the Verification Reports in NSSRS Validation. This can be saved in a folder on your computer or a copy can be printed.

**MAIN FORM:** This button returns you to the main page of the Staff Reporting System.

**LOGOUT:** This button logs you completely out of the Staff Reporting System.

## Appendix G – Frequently Asked Questions (FAQ)

### Reporting Staff

#### 1. Who must be included as staff?

All employees of the district who hold certifications, both contract or at-will employees, shall be reported except for substitute teachers and staff that are exclusively summer school staff. See Appendix B and C of the Staff Reporting Instructions for a complete list of position assignment codes and descriptions for staff who must be included.

#### 2. Who is an at-will employee?

An employee without a written contract is considered an “at-will employee”. Some employees have a work agreement that is not a contract. If any of these employees are required by law to hold a certificate issued by the Commissioner of Education, they are to be reported.

#### 3. What if an individual is employed by more than one district?

Each district must report the costs for their share of the individual's time with the appropriate full-time equivalency (FTE). Districts that share an employee must work together to ensure that the total FTE does not equal more than 100%.

#### 4. What if a teacher is employed by one district but also teaches in another district?

The district that holds the contract reports the teacher demographic data and the appropriate FTE for each assignment. If the staff person physically goes to another district the district that holds the contract will report all assignments both at the district that holds the contract (if they have an assignment at the controlling district) and at the other district.

If the staff person is sending a DL course to the other district the position assignment will be reported only at the district that holds the contract.

#### 5. How should part-time employees be reported?

The costs of the total compensation package that the district pays and the appropriate FTE should be reported.

### Basic Salary

#### 6. What compensation data must be reported?

There are three fields used to capture the complete compensation package costs for each staff person. The three fields are: Basic Salary, Additional Compensation, and Benefits. The three fields are designed to capture all of the costs paid by the district for employing an individual. Note: Any cost included in one of these fields is not to be included in any other field. The amount submitted for Basic Salary is the figure reported on the Nebraska Education Profile (NEP) and used for determining average salaries. All three fields are submitted during federal reporting.

**7. When is the data reported?**

The Fall Personnel report, which is due September 15, is now collected through the NSSRS. Districts are strongly encouraged to update the salary data by June 30 so that the most accurate data is reported on the Nebraska Education Profile (NEP) and the federal reports.

**8. What if negotiations are not completed at the time of reporting?**

Districts should report the salary data that is known as of September 15<sup>th</sup> and update that data when negotiations are completed.

**9. What costs are included in Basic Salary?**

The total gross salary the individual receives from the district before any deductions, from all sources including grants, is reported as Basic Salary. For individuals on a salary schedule, basic salary is the amount paid from that schedule. Basic salary does not include additional compensation for extended time or benefits. See chart. Do not subtract the employee's share of benefits from the gross salary.

**Additional Compensation****10. What should be considered additional compensation?**

Additional compensation includes extracurricular or extra duty pay, extended time (days or hours), bonus pay, incentive pay, and performance pay.

**11. How are stipends reported?**

Stipends can be additional compensation or benefits. The costs for stipends for additional hours, days worked, or extra duty pay for sports or activities, are included under Additional Compensation. Stipends for expenses incurred by an employee that are not on a reimbursement basis (e.g., a monthly payment of an amount of funds for use of a personal phone or computer) are considered benefits.

**Benefits****12. What costs are included in benefits?**

Benefits include the payroll costs of the district. All at-will certificated employees and contracted teachers and administrators have an employer's share of social security (FICA) and retirement at a minimum for benefits and may also have insurance or other benefits being paid by the district. Do not include the employee's share of social security, FICA, insurance, retirement, or other costs that are deducted from the employee's paycheck, unless these are paid by the district then these amounts would be reported under benefits.

An independent contractor may elect to pay for his/her own benefits which would include both the employer and employee share of FICA. This means an independent contract might have zero benefits. Superintendents cannot be independent contractors.

**13. What if a district pays for college courses?**

The cost of college courses would be a benefit.

**14. How are automobile allowances reported?**

If staff are provided district-owned vehicles for business use, it is not included as a benefit. If the district provides a vehicle for an individual's personal and business use, defined as a benefit by the Internal Revenue Service (IRS), it is considered a benefit.

**15. How are housing allowances reported?**

The IRS value for housing allowances are considered a benefit whether paid on a monthly basis as a stipend or whether provided at no employee expense.

**16. Are memberships, dues or fees considered a benefit?**

Most memberships, dues, or fees for organizations are not for the personal use of an individual but for the benefit of the district. These should not be included as benefits. There may be instances where an organization's dues or membership is specifically in the name of and for the personal use only by an individual and this would be considered a benefit.

**17. Are employer contributions to tax deferred annuities considered a benefit?**

Yes.