# STAFF

## Instruction Manual

**Version 9.0.2 – October 2019**

**Staff Demographics**
**Staff Position Assignments**

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# 2019-2020

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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, 11, 14, 18, 21, 24, 51, 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, Nonpublic Systems, Educational Service Units (ESU), Special Purpose Systems and Interim-Program Schools (Rule 18).

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

1. Districts/Systems/ESUs may enter/edit the data online. The online application will be populated with select data from staff data reported the previous year.
2. Districts/Systems/ESUs may download the 2018-2019 staff data, edit the file for 2019-2020, and upload the file.
3. Districts/Systems/ESUs may create a new file from their Staff system to upload.

This instruction manual describes the data elements collected by NDE for Staff Reporting through 2 collections: Staff Demographics and Staff Position Assignments. 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.

## Important Dates

Please refer to the ADVISER Calendar for detailed date information for the current school year https://www.education.ne.gov/dataservices/adviser-resources/.

### 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.

### After September 15 - Upon Contracting New Staff

Certificated staff hired after September 15 are to be included in subsequent submissions of 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), and Rule 84 requirement (92 NAC 84-003.04B).

Any staff added after September 15 should also be reported, especially if they are reimbursable for programs such as Special Education.

### June 30

Districts/Systems/ESUs are encouraged to review Staff Demographics data to ensure the salary data is complete and current based on any changes that have been made during the school year. For example, if negotiations were not complete when Staff Demographics was submitted in September, but were completed later in the school year, those changes should be reflected in an update to the Staff Demographics data before June 30.

Some compensation data 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 15 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 through 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) Substitute Teachers collection. Due June 15.
- Staff in positions not requiring certification except those included in Appendix C of this manual. Non-certificated staff can be reported through the Consolidated Data Collection (CDC) Non-Certificated Staff collection. Due Oct 15.
- 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 district Staff Reporting. The NDE Staff ID of the postsecondary teacher will be included in ADVISER Student Grades or Nonpublic Curriculum.

**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 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 in ADVISER Student Grades 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. If Nonpublic Systems have questions, contact Accreditation.

**Public School District Teachers Assigned 100% to a Nonpublic System:** 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 Grade records because the students they are serving are Nonpublic.

**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 within **Position Assignment Code: Staff Position Assignments (11)** on page 22 and/or Appendix B: Staff Position Assignment Codes.) 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.

ESSA 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 12.

# 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:

- An asterisk (*) indicates the data element is a key field. A value must be supplied in all key fields for each record or the data loading process will reject the record.
- **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 "2019-2020" school year, all file fields that are to be populated with a logical school year will simply read: the literal "2020-06-30".

## Basics

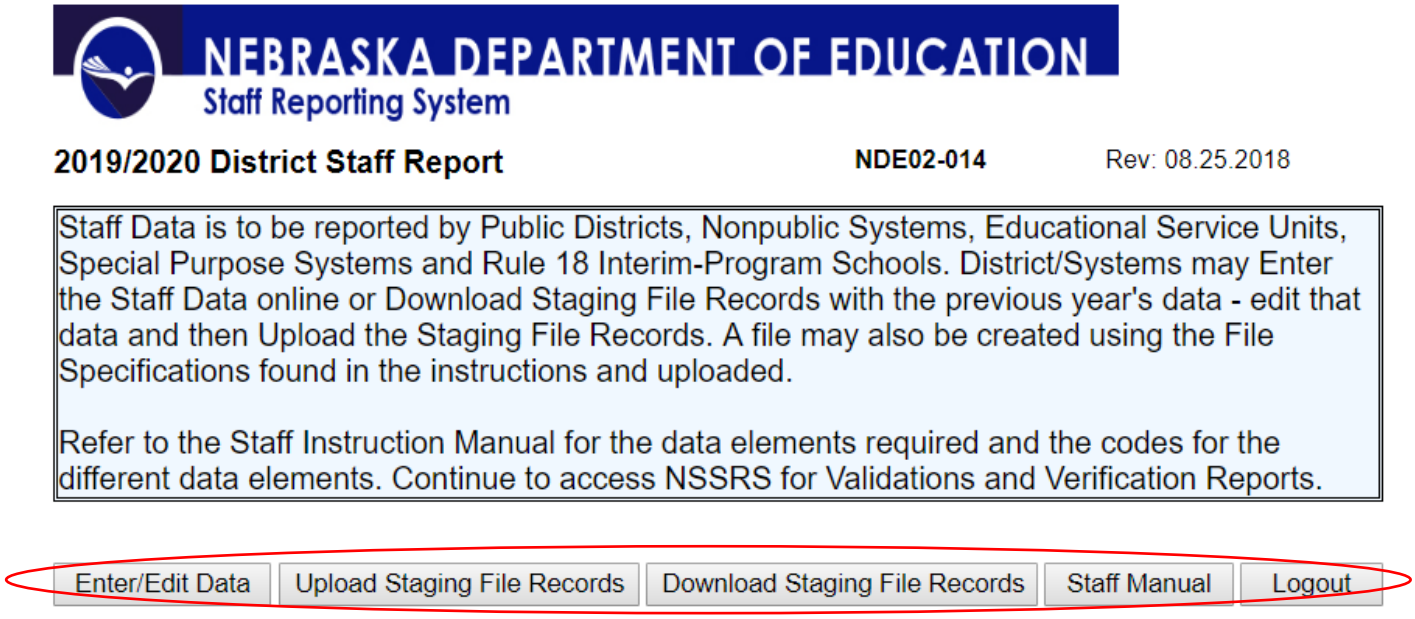
Staff Reporting is a 3 Step process. Districts/systems often forget Steps 2 and 3. Be sure to review all 3 steps throughout the year.

### Step 1: Logging into Staff Reporting and Submitting Data

Staff Reporting is found under the blue Student & Staff (NSSRS) tab in the NDE Portal.

An activation code for "Staff Reporting 20XX-20XX" is needed in order to access the Staff Reporting system. Activation codes are available from the District Administrator. They are found in his/her portal account under the District Admin tab.

Once in the collection, the Main Page offers two options through which to submit data:




Option 1:

1. "**Enter/Edit Data**" – Online Entry page.
   - The online application will be populated with select data from staff data reported the previous year.

- This option is useful for smaller public districts and nonpublic systems to update their staff information and for all districts/systems to update individual staff members throughout the school year.
- For instructions on how to enter data here, see **Appendix D: Online Entry and Staff Reporting 20XX-20XX.**

Option 2:

2. "**Upload Staging File Records"** – Upload a new file of Staff data.
   - Creates a new file from district Staff system to upload into Staff Reporting.
   - Completely replaces the previous download staging file. Recommendation: Download last year's file. Save under a different name. Then, save a separate copy to update for the current year.
   - See **Appendix E and F: File Layouts and File Upload Option** for instructions.
3. **"Download Staging File Records"** – Download 2018-2019 staff data, edit the file for 2019-2020, and re-upload the file.
   - See **Appendix F: File Upload Option** for instructions.

Once all staff data has been updated, review it for errors and warnings.

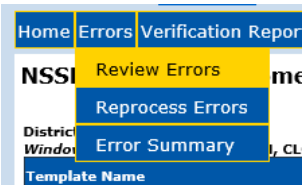
## Step 2: NSSRS Validation - Errors and Warnings

After submitting Staff Reporting data, review possible errors the next day.

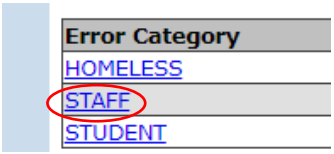
To access the **NSSRS Validation** collection, get the activation code for Basic Staff or Staff Data Steward from the District Administrator.

Once in the NSSRS Validation collection:

1. Hover over Errors and click **Review Errors**.




2. Select **STAFF** under the Error Category.

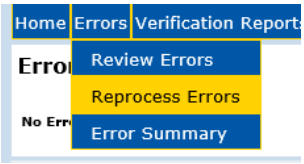



- 
- District/System Errors will be listed here by Error #, Error Description, and the number of Errors or Warnings.
- Click the number under Errors or Warnings to view specific issues and which staff member they apply to.

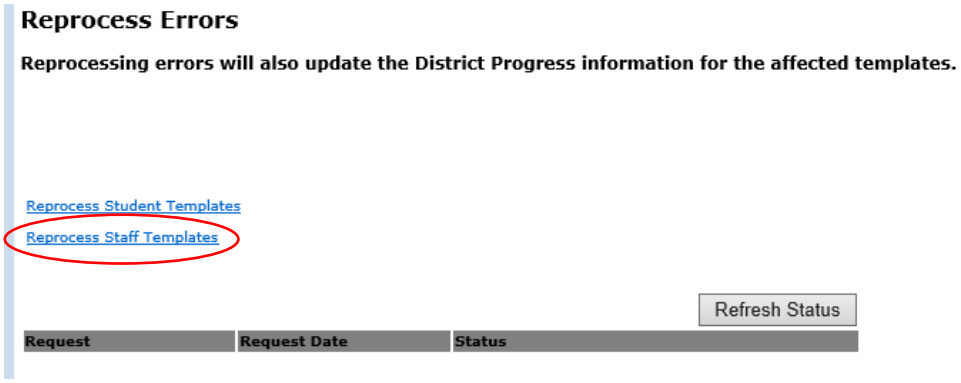
| Error # | Error Description | Errors | Warnings |
|---|---|---|---|
| 491 | Staff Reported With A Total FTE Greater Than 100% [ STAFF POSITION ASSIGNMENTS ] | 1 | 0 |
| 548 | Staff Without a Master's Degree Was Reported With a Master's Degree in the Previous School Year [ STAFF DEMOGRAPHICS ] | 0 | 1 |

- Errors should be resolved. Warnings should be reviewed, and if necessary, resolved.

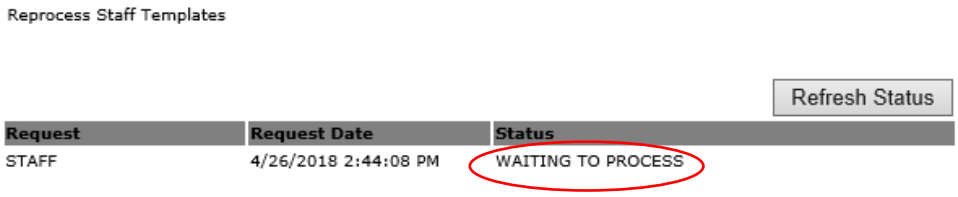
3. If changes have recently been made to Staff Reporting, be sure to reprocess the errors just in case OR review Errors and Warnings the next day. To reprocess errors, hover over Errors again.
4. Click on Reprocess Errors.



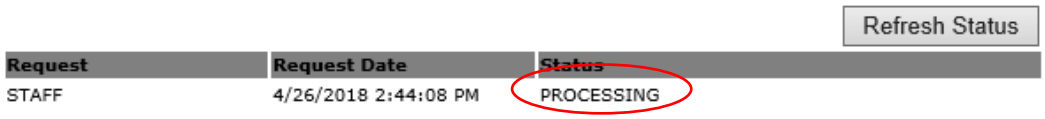

5. Click on Reprocess Staff Templates.



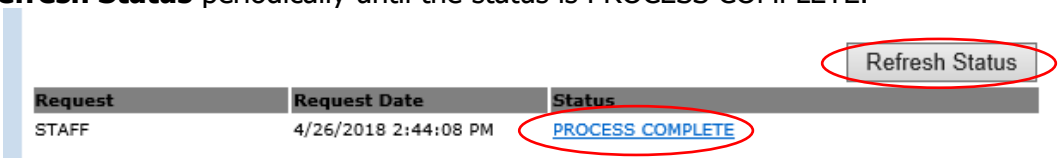

   - The Status will say WAITING TO PROCESS




   - Then PROCESSING.




   - Click **Refresh Status** periodically until the status is PROCESS COMPLETE.




6. Click on PROCESS COMPLETE.
   - If STAFF are not listed under the Error Category, there are no more errors for STAFF. Review Errors and Warnings the next day to ensure no new errors have been created.
   - If STAFF are listed, there are still errors. Click on STAFF.
     - A list of errors by Error # will be shown.
     - The Error Description will describe what is in the error and how to fix it.
     - Errors should be resolved and Warnings reviewed, and if necessary, resolved.

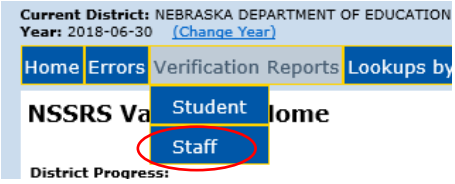
Note: The NSSRS Validation website process is described in more detail in the NSSRS Validations User Guide located in NSSRS Resources at https://www.education.ne.gov/dataservices/nssrs-resources.

Note: Errors involving certification checks will take overnight to process.

## Step 3: NSSRS Validation – Staff Verification Reports

Once in the NSSRS Validation collection:

1. Hover over Verification Reports. Click on **Staff**.




Reports available and their descriptions:

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

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

Title I Paraprofessionals – Review in the Fall after Staff Reporting has been completed. *Public Districts only.*

Teachers Assigned Out of Endorsed Area or Level – Review this report after submitting Student Grades in ADVISER (public districts, state operated special purpose schools) or courses and teachers in Nonpublic Curriculum (nonpublic systems.)

Staff Reporting for GMS Grant Applications **-** This report may be reviewed in the Fall and throughout the year as changes are made to Staff Reporting. *Public Districts only.*

Student Grades (Teacher Courses and Teachers No Courses) **-** Review these reports after submitting Student Grades. *Public Districts only.*

NEP Teacher Demographics – Review in the Fall after Staff Reporting has been completed. *Public Districts only.*

# STAFF DEMOGRAPHICS

## STAFF DEMOGRAPHICS

This file contains one record for each staff member working in the School District/System/ESU who requires certification, licensure or is needed for program required reporting. 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)

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/dataservices/adviser-resources/.

### *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 valid 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. (Instructions can be found in Staff Resources at http://www.education.ne.gov/dataservices/staff/ named NDE Staff ID User Guide.) 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)

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 will 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. *This is required for Contract Indicator Code: Staff Demographics (18) Code 1 Staff only.*

| 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 (https://www.education.ne.gov/dataservices/nssrs-resources) for additional information. *This is required for Contract Indicator Code: Staff Demographics (18) Code 1 Staff only.*

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

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

The code indicating this staff person's identified race. 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 (https://www.education.ne.gov/dataservices/nssrs-resources) for additional information. *This is required for Contract Indicator Code: Staff Demographics (18) Code 1 Staff only.*

| Code | Description | Explanation of Use |
|---|---|---|
| **AM** | **American Indian/ Alaska Native** | 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. |
| **AS** | **Asian** | A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam. |
| **BL** | **Black or African American** | A person having origins in any of the black racial groups of Africa. |
| **PI** | **Native Hawaiian or Other Pacific Islander** | A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands. |
| **WH** | **White** | A person having origins in any of the original peoples of Europe, the Middle East, or North Africa. |

- 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 (https://www.education.ne.gov/dataservices/nssrs-resources) 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 (https://www.education.ne.gov/dataservices/nssrs-resources) 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 (https://www.education.ne.gov/dataservices/nssrs-resources) 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 (https://www.education.ne.gov/dataservices/nssrs-resources) 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. *This is required for Contract Indicator Code: Staff Demographics (18) Code 1 Staff only.*

| 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)

For Instructional paraprofessionals only (Position Assignment Code: Staff Position Assignments = 5160.

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

Enter 0:

- 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 Nonpublic System
- If the staff person holds 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 Nonpublic 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 0, 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 is required for Contract Indicator Code: Staff Demographics (18) Code 1 Staff only.*

This field may be left blank when:

- District/System/ESU does not hold the contract (Contract Indicator Code: Staff Demographics (18)= '2' (No))
- Nonpublic 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. *This is required for Contract Indicator Code: Staff Demographics (18) Code 1 Staff only.*

Enter 0 when:

- District/System/ESU does not hold the contract (Contract Indicator Code: Staff Demographics (18)= '2' (No))
- Nonpublic 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 15. Do not include summer school if it is a separate contract. *This is required for Contract Indicator Code: Staff Demographics (18) Code 1 Staff only. Salary must be >$0 but <$500,000.*

Enter 0 when:

- District/System/ESU does not hold the contract (Contract Indicator Code: Staff Demographics (18)= '2' (No))

- Nonpublic 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 15. Do not include summer school if it is a separate contract. *This is required for Contract Indicator Code: Staff Demographics (18) Code 1 Staff only. Salary must be >$0 but <$500,000.*

Enter 0 when:

- District/System/ESU does not hold the contract (Contract Indicator Code: Staff Demographics (18)= '2' (No))
- Nonpublic 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 15. This amount should include benefits and payroll costs paid by the district. Do not include summer school if it is a separate contract. *This is required for Contract Indicator Code: Staff Demographics (18) Code 1 Staff only. Salary must be >$0 but <$500,000.*

Enter 0 when:

- District/System/ESU does not hold the contract (Contract Indicator Code: Staff Demographics (18)= '2' (No))
- Nonpublic 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 is 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. 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. 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 throughout the school year so the most accurate salary information is available at the end of the regular school term.

| ALL COMPENSATION Data Validation Rules |
|---|
| 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 0, Additional Compensation is 0, and Salary Benefits is 0. |
| Nonpublic Systems and Interim Program (Rule 18) Schools do not report Compensation (Basic Salary, Additional Compensation or Salary Benefits are reported as 0.) Contract Days are reported as 0 and Contract Date is blank. |
| If Contract Days > 0 then Basic Salary and Salary Benefits are required. Additional Compensation may be 0. |
| If Contract Date > null, then Contract Days should be > 0. Contract Indicator Code should be 1 (Yes). |

**COMPENSATION ITEMS INCLUDED BY SALARY CATEGORY**

| Groups | Basic Salary: Staff Demographics (21) | Additional Compensation: Staff Demographics (22) | Salary Benefits: Staff Demographics (23) |
|---|---|---|---|
| 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: Coaching, Department Head, Club Sponsor, etc. | | X | |
| Extended contracts, Extended duty, Bonus pay | | X | |
| Incentive pay | | X | |
| Performance pay | | X | |
| Stipends* | | X | |
| Benefits and Payroll costs **(paid by the District/System/ESU)** such as Insurance: Health, Dental, Disability (short & long term), Life, Vision, Long term care, and/or 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, 0 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, 0 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 "2020-06-30". 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 **Nonpublic Systems** all staff with positions listed below will be required to report electronic mail (e-mail) address and will not be dependent on contract indicator as Nonpublic 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). *This is required for Contract Indicator Code: Staff Demographics (18) Code 1 Staff only.*

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

| Code | Description |
|---|---|
| 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 change.

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: 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: 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)

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/dataservices/adviser-resources/.

**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/dataservices/adviser-resources/. 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.

The following Position Assignment Codes cannot have 000 in their school number: 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), 1180 (Teacher - Collaborator), 2140 (Non-SPED Home Visiting Specialist), 2141 (Non-SPED Home Visitor), and 5160 (Instructional Paraprofessional).

### *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 valid 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 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 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 will 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 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 Staff Demographics.

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

The field 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 Nonpublic 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 Scope: Reportable Staff (page 2) and/or the following two examples:

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

- County District Number = 98-0700 (Nonpublic system)
- School Number = 001 (Nonpublic system)
- Controlling District/System/ESU = 99-9999 (for Exampleville)
- Exampleville will report all other fields with the appropriate value
- The Nonpublic 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 on Page 22) 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)

| **Special Program Indicator** | |
|---|---|
| **Code** | **Description** |
| 0 | No Special Program Assignment. |
| 2 | Title I Targeted Assistance – Personnel funded with Title I funds in Targeted Assistance Schools ONLY grades K-12. These schools are approved under Every Student Succeeds Act (Title I, Part A). PK staff should be reported with SPI = "T". *School-wide projects should NOT report personnel funded by Title I in this category. Staff coded with this funding are required to submit Time and Effort Logs. See program code 6200.* |
| 7 | Early Childhood Special Education – Personnel funded through federal, state and local resources providing special education related services to children with verified disabilities birth to age five in home, school or community settings. *Staff paid with federal (IDEA) funds are required to submit Time and Effort Logs, see federal program codes 6406 (age 3-5 only), 6408 (age 0-5), and 6412 (age 3-5). State funded programs are **not** required to submit Time and Effort Logs for program codes 1292 (age 0-2) and 1291 (age 3-5).* |
| 9 | Title I Migrant Education – School Age – certified personnel performing activities ONLY as approved by the Every Student Succeeds Act (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. *Staff coded with this funding are required to submit Time and Effort Logs. See program code 6915.* |
| E | EL Federally Funded – Personnel funded under Every Student Succeeds Act, Title III. *Staff coded with this funding are required to submit Time and Effort Logs. See program code 6925.* |
| 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. *Staff coded with this funding are required to submit Time and Effort Logs. See appropriate "other" program code.* |
| H | High Ability Education includes staff funded through the High Ability Learners Grants. *This program is state funded under program code 3535.* |
| I | School Age Special Education staff funded by federal IDEA grants that require exclusion for Title I comparability. *Staff coded with this funding are required to submit Time and Effort Logs. See federal program codes GMS IDEA 6408/6412.* |
| 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. *Staff coded with this funding are required to submit Time and Effort Logs. See program code 6915.* |
| 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 ESSA Title II, Part A for class size reduction. *Staff coded with this funding are required to submit Time and Effort Logs. See program code 6310.* |
| 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. *Staff coded with this funding are required to submit Time and Effort Logs. See program code 6200.* |

**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 in ADVISER Student Grades

for the courses they teach. Position Assignment Codes 1164 (SPED teacher – Facilitator) and 1170 (Teacher-Facilitator) may be included in Student Grades, if appropriate.

2. For **Nonpublic Systems,** staff with assignment code ending in 1150 (Head Teacher), 1160 (Teacher), 1161 (SPED Teacher Teaching Core Academic Subjects/Grading), 1162 (SPED Teacher Teaching Core Academic Subjects/Alternate Standards/Assessment) 1164 (SPED Teacher-Facilitator) and 1170 (Teacher-Facilitator) require Nonpublic Curriculum reports, which can be found in the Data Collections tab of the portal.

3. For **Nonpublic Systems and Interim Programs**, the Special Program Indicator will most often be 0 (No Special Program Assignment).

| **Data Validation Rules** |
|---|
| 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) and S-2322 (Chief Administrator - Special Education, are for use only by Educational Service Units. |
| 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.

| **Data Validation Rules** |
|---|
| 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 "2020-06-30". A value must be supplied for each record or the data loading process will reject the record.

# Appendix A – Change Summary

**Version 9.0.2**
October 17, 2019

1. Added SPI code I as appropriate for the following position code: 1141

**Version 9.0.1**
August 9, 2019

1. Replaced GMS codes 6404 and 6410 with 6408 in Special Program Indicator chart.

**Version 9.0**
July 25, 2019

1. Clarifications, typos and some editing.

**Version 8.0.1**
March 5, 2019

1. Updated Special Program Indicator table on page 22 and removed SPI Code I restricted use copy from Appendix B.
2. Removed use of any reference to the word "Template."
3. Definition of Assistive Technology Specialist (1122) updated.

**Version 8.0**
August 1, 2018

1. Clarifications, typos and some editing.

**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. Contact the Federal Programs Office or the Special Education Office if it needs to be used. 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

April 25, 2016

1. New 2017-2018 Nonpublic Staff are required to report electronic (email) addresses for selected positions – page 15.
2. 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

1. New 2016-2017 (page 1), references to electronic email address for Nonpublic Systems.
2. Added Reports for Review, NSSRS Validation – Error and Warnings, and
   NSSRS Validation – Verification Reports-Staff –pages 4-5.
3. Added Appendix F - Online and Upload File Instructions (previously a separate "NDE Staff Reporting User Guide").
4. 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 Nonpublic 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 Nonpublic 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 Nonpublic and Interim programs for Contract Indicator - page 9.
5. Added note for Nonpublic 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 Position Assignment Codes: 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
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
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-1141 Instructional Coach - School Age SPED Staff Funded by IDEA Grants
I-1161 SPED Teacher Teaching Core Academic Subjects/Grading - School Age SPED Staff Funded by IDEA Grants

I-1162 SPED Teacher Core Academic Subjects/Alt Stand/Assessment - School Age SPED Staff Funded 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 Instructional Coach - 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
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)

## Appendix C – Position Assignment Code Descriptions

The following is a list of position assignments organized by category (Administration, School Administration & Regular Instructional Programs) including their definitions, statutory requirements, and regulatory requirements. The references to Rule 10 are based upon the version effective 8/1/15, Rule 11 version 11/23/15, Rule 14 version 7/28/12, Rule 18 version 12/29/03, Rule 21 version 3/24/18, Rule 24 version 7/15/18, Rule 51 version 1/1/17 and Rule 84 version 6/23/12.

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Supervisor/Director.....35
Teacher.....39
Teacher – Collaborator.....41
Teacher – Facilitator.....40
Technology Coordinator.....37

## GENERAL ADMINISTRATION

**NOTE:** If the duties of these positions include supervision or evaluation of certificated staff, a valid administrative certificate is required. Section 79-801 Revised Statutes of Nebraska (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 79-101(10), 79-801 R.R.S. |
| Regulatory Requirement | A valid administrative certificate with a superintendent endorsement. 92 NAC 10-008.05A, 92 NAC 14-004.02C1, 92 NAC 24 |

### 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 79-101(10), 79-801 R.R.S. |
| Regulatory Requirement | A valid administrative certificate with a superintendent endorsement. 92 NAC 10-008.05A, 92 NAC 14-004.02C1, 92 NAC 24 |

### 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 R.R.S. |
| Regulatory Requirement | A valid administrative certificate with a superintendent endorsement. 92 NAC 24, 92 NAC 84-005.01 |

### 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 79-101(10), 79-801 R.R.S. |
| 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 14-004.02C2, 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 79-101(10), 79-801 R.R.S. |
| Regulatory Requirement | A valid administrative certificate. 92 NAC 10-008.05B, 92 NAC 14-004.02C2 |

### 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 79-101(10), 79-801 R.R.S. |
| Regulatory Requirement | A valid administrative certificate. 92 NAC 10-008.05B, 92 NAC 14-004.02C2 |

### 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 is required. 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 79-101(10), 79-801 R.R.S. |
| Regulatory Requirement | A valid administrative certificate 92 NAC 10-008.05B, 92 NAC 14-004.02C2 |

### 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 79-101(10), 79-801 R.R.S. |
| Regulatory Requirement | A valid administrative certificate 92 NAC 10-008.05B, 92 NAC 14-004.02C2 |

### 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 is required. Sections 79-101(10), 79-801 R.R.S.*

## 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 79-101(10), 79-801 R.R.S. |
| 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, 92 NAC 14-005.02B, 005.02C, 006.02B, 006.02C, 007.02B, 92 NAC 24 |

### Assistant Principal (2415)

An assignment to perform high-level executive management functions in an individual school. This code may only be used 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 79-101(10), 79-801 R.R.S. |
| Regulatory Requirement | A valid administrative certificate. 92 NAC 10-008.05B, 92 NAC 14-004.02C2 |

## REGULAR INSTRUCTIONAL PROGRAMS

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

### 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 79-101(9), 79-101(12), 79-801, 79-802, 79-1234(2) R.R.S. |
| Regulatory Requirement | A valid teaching or administrative certificate. 92 NAC 10-003.01, 92 NAC 14-004.02C2 |

### 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 79-101(9), 79-101(12), 79-802, 79-1234(2) R.R.S. |
| Regulatory Requirement | A valid teaching or administrative certificate. 92 NAC 10-003.01, 92 NAC 14-004.02C2 |

### 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 a school district or Intermediate Education Agency. 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 | Nebraska Department of Education Certification or State of Nebraska licensure by an appropriate board of examiners. 92 NAC 51-007.07C3 (a-c) |

### 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) R.R.S. |
| 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 79-101(9), 79-101(12), 79-801, 79-802, 79-1234(2) R.R.S. |
| 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 79-101(9), 79-101(12), 79-801, 79-802, 79-1234(2) R.R.S. |
| 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 79-101(9), 79-101(12), 79-801, 79-802, 79-1234(2) R.R.S. |
| 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 79-101(9), 79-101(12), 79-801, 79-802, 79-1234(2) R.R.S. |
| Regulatory Requirement | A valid teaching or administrative certificate 92 NAC 10-003.01, 92 NAC 11-005.05A, 92 NAC 14-004.01A, 005.02B, 006.02B, 92 NAC 18-004.07, 92 NAC 84-005.02 |

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

### Teacher (1160)

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

| | |
|---|---|
| Statutory Requirement | A valid teaching or administrative certificate. Sections 79-101(9), 79-101(12), 79-801, 79-802, 79-1234(2) R.R.S. |
| Regulatory Requirement | A valid teaching or administrative certificate with an endorsement appropriate for the position. 92 NAC 10-003.01, 92 NAC 11-005.05A, 92 NAC 14-004.01A, 92 NAC 18-004.07, 92 NAC 24, 92 NAC 84-005.02 |

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

Responsible for instruction of elementary and/or 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 79-101(9), 79-101(12), 79-801, 79-802, 79-1234(2) R.R.S. |
| 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 18-004.07, 92 NAC 24, 92 NAC 51-010.01, 92 NAC 84-005.02 |

### 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 79-101(9), 79-101(12), 79-801, 79-802, 79-1234(2) R.R.S. |
| 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 18-004.07, 92 NAC 24, 92 NAC 51-010.01, 92 NAC 84-005.02 |

### 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 <u>not</u> assign grades.** *(Student participates in the general curriculum.)*

| | |
|---|---|
| Statutory Requirement | A valid teaching or administrative certificate. Sections 79-101(9), 79-101(12), 79-801, 79-802, 79-1234(2) R.R.S. |
| Regulatory Requirement | A valid teaching or administrative certificate with an endorsement appropriate for the position. 92 NAC 10-003.01, 92 NAC 11-005.05A, 92 NAC 14-004.01A, 92 NAC 18-004.07, 92 NAC 24, 92 NAC 51-010.01, 92 NAC 84-005.02 |

### 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).** (S*tudent 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 79-101(9), 79-101(12), 79-801, 79-802, 79-1234(2) R.R.S. |
| Regulatory Requirement | A valid teaching or administrative certificate with any approvable special education endorsement under 92 NAC 14-004.01A, 92 NAC 18-004.07, 92 NAC 24, 92 NAC 51-010.01, 92 NAC 84-005.02 |

### 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 79-101(9), 79-101(12), 79-801, 79-802, 79-1234(2) R.R.S. |
| Regulatory Requirement | A valid teaching or administrative certificate. 92 NAC 10-003.01, 92 NAC 14-004.01A, 92 NAC 18-004.07, 92 NAC 84-005.02 |

### 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 79-101(9), 79-101(12), 79-801, 79-802, 79-1234(2) R.R.S. |
| Regulatory Requirement | A valid teaching or administrative certificate. 92 NAC 10-003.01, 92 NAC 14-004.01A, 92 NAC 18-004.07, 92 NAC 24, 92 NAC 84-005.02 |

### 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 R.R.S. |
| Regulatory Requirement | State of Nebraska licensure by the appropriate board of examiners. 92 NAC 51-010.03, 010.04 |

### 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 R.R.S. |
| Regulatory Requirement | State of Nebraska licensure by the appropriate board of examiners. 92 NAC 51-010.03, 010.04 |

### 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. If district staff are assigned to this position but do not yet have the appropriate endorsement allowable under 92 NAC 10.007.05D for Guidance Counselors, the district will be required to report the staff member's credit hours in progress toward attaining the appropriate endorsement. This is done through the Counselor and Library/Media Specialists Not Endorsed collection located in the portal within Data Collections.

| | |
|---|---|
| Statutory Requirement | A valid teaching or administrative certificate. Sections 79-101(9), 79-101(12), 79-801, 79-802, 79-1234(2) R.R.S. |
| 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. If district staff are assigned to this position but do not yet have the appropriate endorsement allowable under 92 NAC 10.007.05D for Guidance Counselors, the district will be required to report the staff member's credit hours in progress toward attaining the appropriate endorsement. This is done through the Counselor and Library/Media Specialists Not Endorsed collection located in the portal within Data Collections.

| | |
|---|---|
| Statutory Requirement | A valid teaching or administrative certificate. Sections 79-101(9), 79-101(12), 79-801, 79-802, 79-1234(2) R.R.S. |
| 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 R.R.S. |
| 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 21, 92 NAC 24, 92 NAC 51-010.03, 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 R.R.S. |
| 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- 010.03, 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 R.R.S. |
| Regulatory Requirement | State of Nebraska licensure by the appropriate board of examiners. 92 NAC 51-010.03, 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 R.R.S. |
| 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, NAC 51-010.03, 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 R.R.S. |
| 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 51-010.03, 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 R.R.S. |
| 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 R.R.S. |
| Regulatory Requirement | State of Nebraska licensure by the appropriate board of examiners. 92 NAC 51-010.03, 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 R.R.S. |
| 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 51-010.03, 010.04 |

### Psychologist Assistant (2139)

An assignment to perform activities assisting a Psychologist.

| | |
|---|---|
| Statutory Requirement | Section 38-101 R.R.S. |
| Regulatory Requirement | State of Nebraska licensure by the appropriate board of examiners. 92 NAC 51-010.03, 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 at the school level. County District number cannot be 00-0000.

| | |
|---|---|
| Statutory Requirement | Section 79-1101 (2) (b) R.R.S. |
| Regulatory Requirement | (92 NAC 11-006.05A, 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 at the school level. County District number cannot be 00-0000.

| | |
|---|---|
| Statutory Requirement | Section 79-1101 (2) (b) R.R.S. |
| Regulatory Requirement | (92 NAC 11-006.05B, 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 21, 92 NAC 24, 92 NAC 51-010.01 |

### 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 79-101(9), 79-101(12), 79-801, 79-802, 79-1234(2) R.R.S. |
| 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. If district staff are assigned to this position but do not yet have the appropriate endorsement allowable under 92 NAC 10.007.04B for Library/Media staff, the district will be required to report the staff member's credit hours in progress toward attaining the appropriate endorsement. This is done through the Counselor and Library/Media Specialists Not Endorsed collection located in the portal within Data Collections.

| | |
|---|---|
| Statutory Requirement | A valid teaching or administrative certificate. Sections 79-101(9), 79-101(12), 79-801, 79-802, 79-1234(2) R.R.S. |
| 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. If district staff are assigned to this position but do not yet have the appropriate endorsement allowable under 92 NAC 10.007.04B for Library/Media staff, the district will be required to report the staff member's credit hours in progress toward attaining the appropriate endorsement. This is done through the Counselor and Library/Media Specialists Not Endorsed collection located in the portal within Data Collections.

| | |
|---|---|
| Statutory Requirement | A valid teaching or administrative certificate. Sections 79-101(9), 79-101(12), 79-801, 79-802, 79-1234(2) R.R.S. |
| 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, i.e.: 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 R.R.S. |
| Regulatory Requirement | None |

# Appendix D – Online Entry

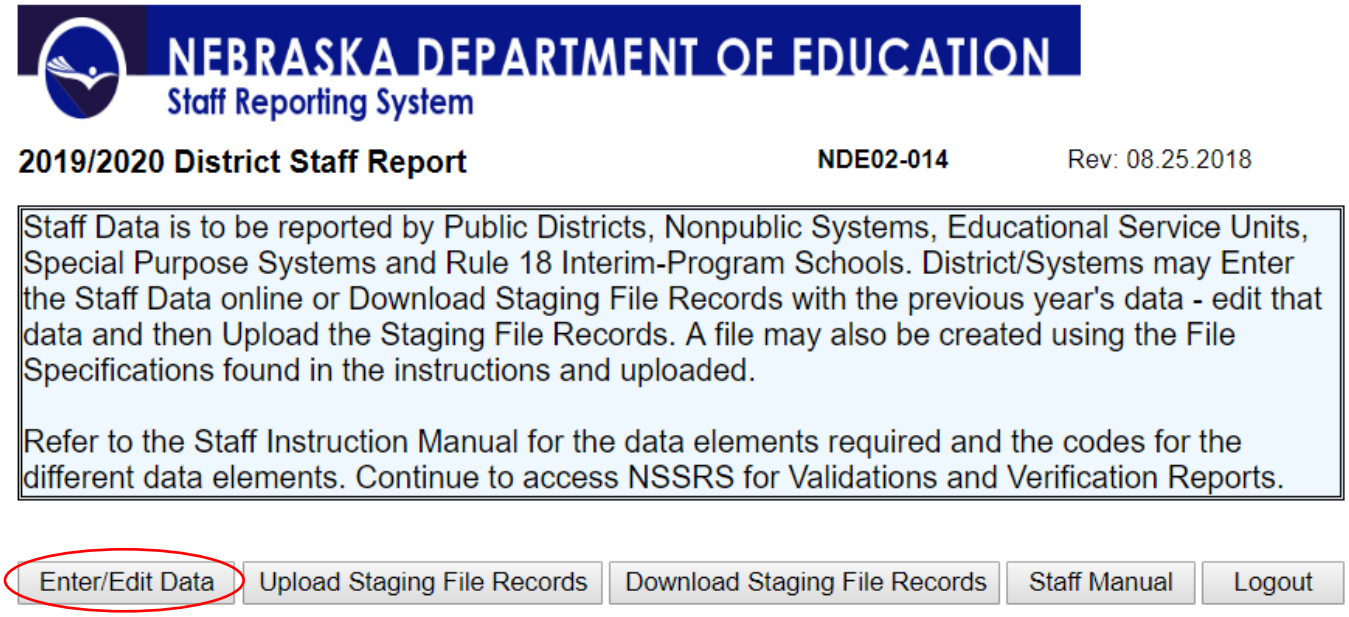
## General Information

Uploading and downloading is not required to submit Staff Reporting. Districts can update the data submitted in the previous year using online entry through **Staff Reporting 20XX-20XX** in Student and Staff. Most districts in Nebraska will want to consider using this option to keep it simple.

This information 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.

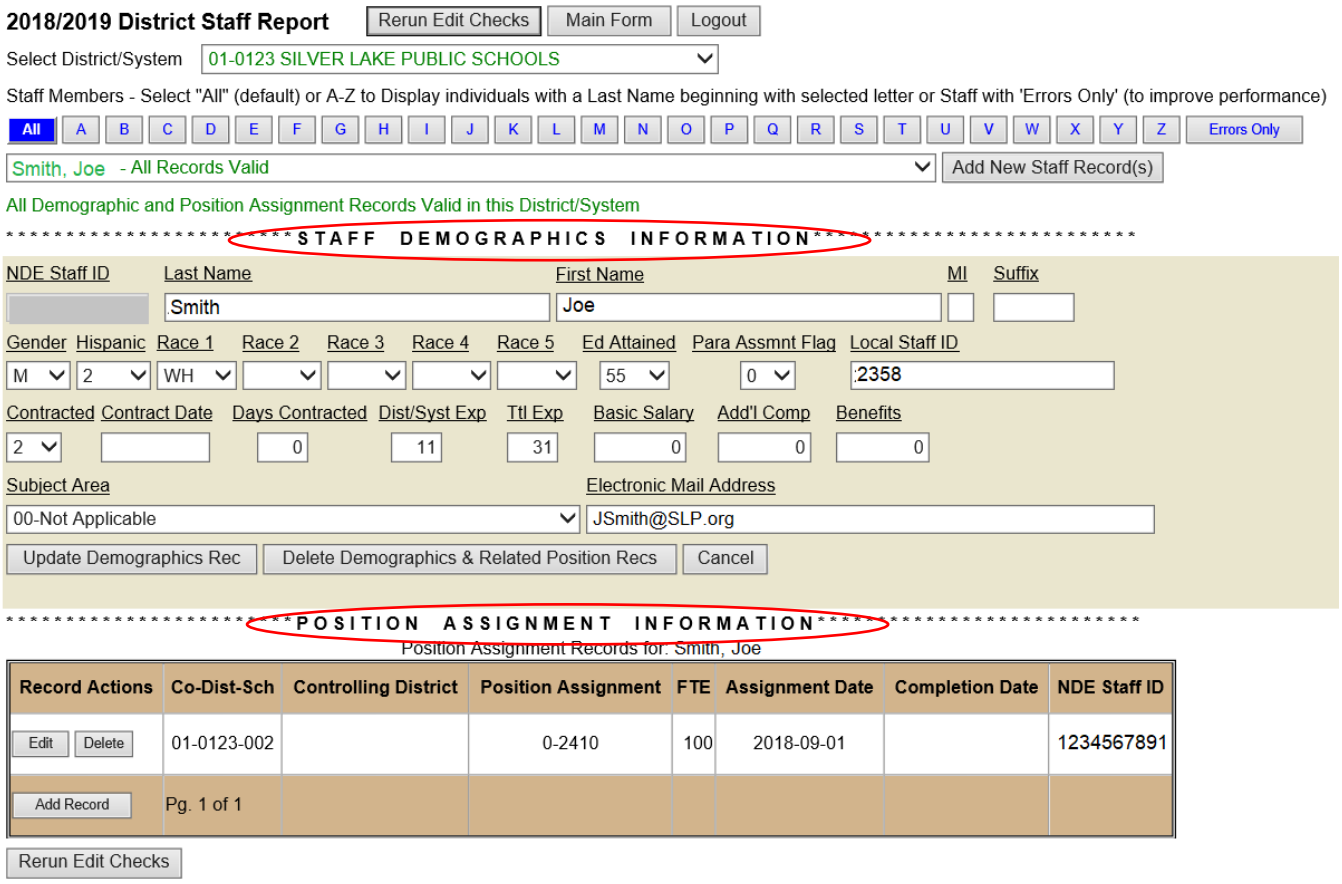
## Logging into Staff Reporting Using the NDE Portal

Staff Reporting is found in the Student & Staff tab in the NDE Portal. An activation code for "Staff Reporting 20XX-20XX" is needed to be able to access the Staff Reporting system. Activation codes are available from the District Administrator. They are found in his/her portal account under the District Admin tab. The Main Page is displayed when the collection is entered:




Select the "**Enter/Edit Data**" button to access online data entry. The online application will be populated with select data from the staff data reported the previous year.

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 can have multiple Staff Position Assignments.




The following fields 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 (the current school year)
Electronic Email Address
Primary Subject Area

### Staff Position Assignments

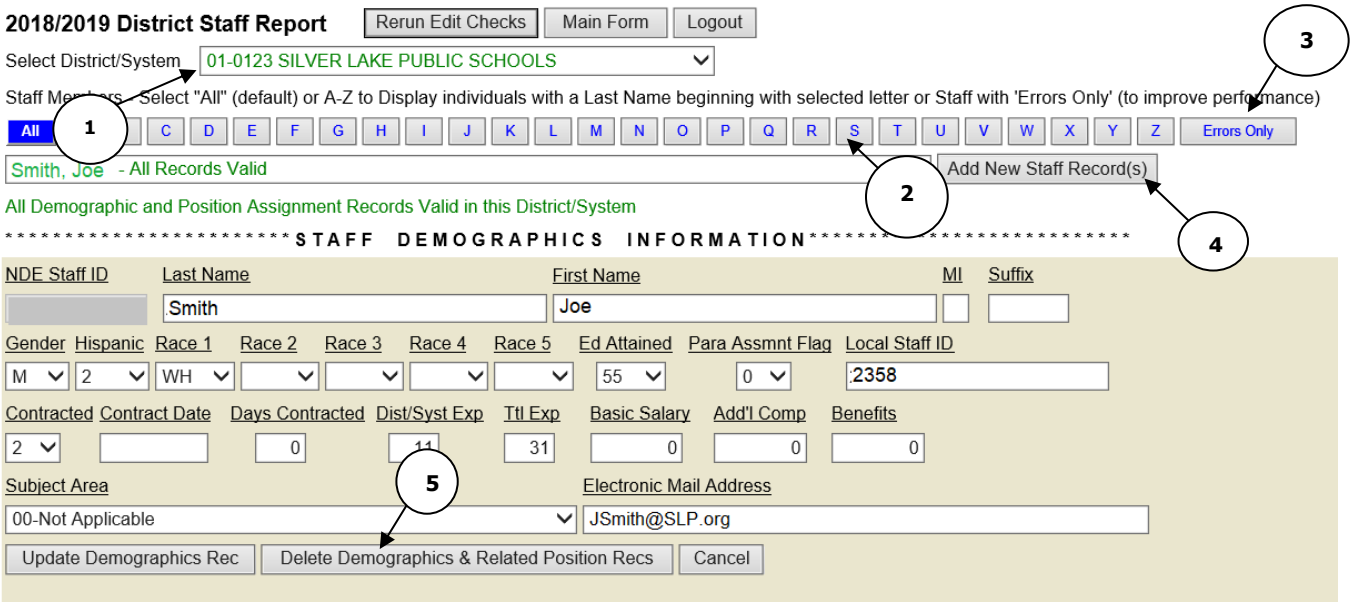
All fields will be populated with the assignments reported in the previous school year except the Assignment Date and Completion Date. It is important that this data be checked for accuracy. If an assignment has changed, be sure to delete/change or add the correct assignments for the current school year.

## Online Data Entry

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

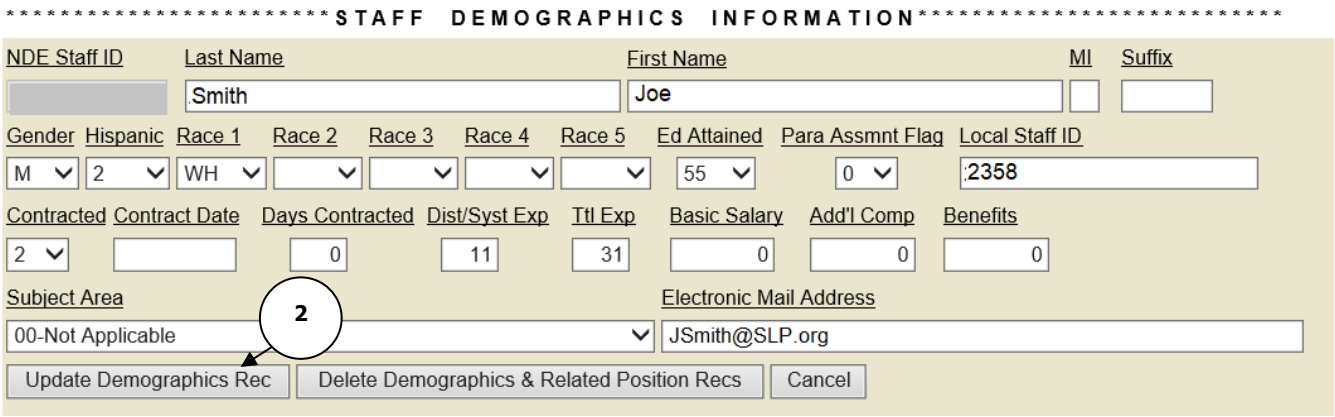
NOTE: Some validation errors will show upon entry and should be corrected at that time.

## Staff Demographic Information



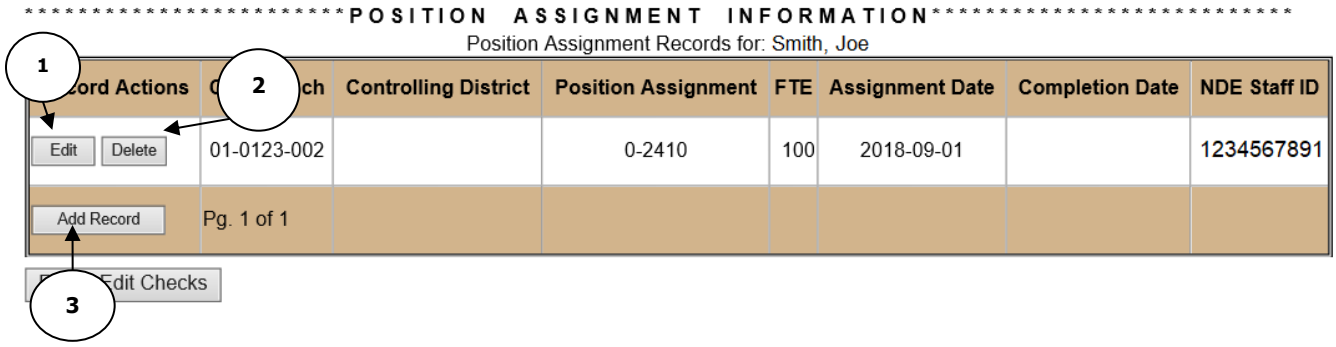

1. The District name and number.
2. Selecting the alphabetical letter will show all staff with the last name starting with that letter.
3. **Errors only** will show a list of staff that have problems with the data that has been submitted or entered. These are staff that may show in the dropdown box as red.
4. To add a New Staff Record – click on **Add New Staff Record(s)** and a blank record will appear.
5. 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.

## To Update Staff Demographic Information




1. Editing of Staff Demographic data can be done directly in the Staff Demographics Information section.
2. When all edits have been completed, select **Update Demographics Rec**. The following message will be displayed: *Staff Demographics record updated*.
3. The Email Address and Subject Area are required for specific positions/systems. Please see pages 16 and 17 for a listing of positions requiring this information.

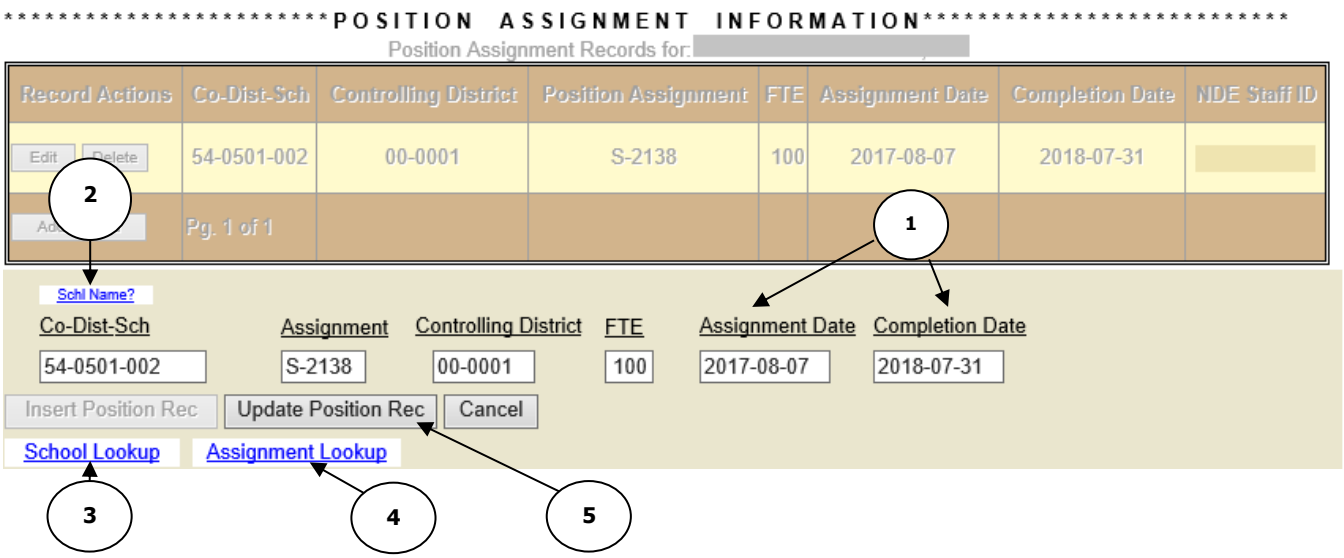
## Staff Position Assignment Information




1. **Edit** – Updates each Position Assignment.
2. **Delete** – Deletes a specific assignment.
   CAUTION: DO NOT DELETE assignments that have changed. Use the **Edit** button to update the information.
3. For new staff click on **Add Record.**

## To Edit Staff Position Assignment Information

When **Edit** is selected, all fields will be greyed out, except for those which are editable:




1. An updated **Assignment Date** and **Completion Date** are required.
2. Click on **Schl Name?** to see the name of the school 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.
3. **School Lookup** lists all 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 if it needs to be changed.
4. **Assignment Lookup** lists all current Position Assignments and their coordinating Position Assignment Codes. (Refer to Appendix C in the Staff Instruction Manual for Position Assignment Code descriptions). Select a new Position Assignment from dropdown box to edit the Assignment information.
5. Click on **Update Position Rec** once edits are complete.
6. Click on **Rerun Edit Checks** to see if there are any errors showing at the bottom of the screen. The staff person's name may turn green, indicating the record has been successfully updated.

When **Add Record** is selected, another Position Assignment can be added to the selected employee.

1. All of the same information will be listed under **Edit**, except the fields will be blank and not auto populated.
2. An updated **Assignment Date** and **Completion Date** are required.
3. When finished, click on **Insert Position Rec**.
4. When done entering the data the following message will be displayed: *Position Assignment record added to staging file. Continue inserting or press cancel.*

After submitting Staff Reporting data, review **NSSRS Validation – Errors and Warnings** and **NSSRS Validation – Verification Reports – Staff** the next day. See pages 5-7 of this manual for detailed instructions.

# Appendix E - File Layouts

## STAFF DEMOGRAPHICS

| Field Number | Field Name | Field Type | Abbreviated Field Description |
|---|---|---|---|
| 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) | F: Female; M: Male |
| 10 | Hispanic Indicator Code | Char(1) | See page 10 for values |
| 11 | Race Code 1 | Char(2) | See page 10 for values |
| 12 | Race Code 2 | Char(2) | See page 11 for values |
| 13 | Race Code 3 | Char(2) | See page 11 for values |
| 14 | Race Code 4 | Char(2) | See page 11 for values |
| 15 | Race Code 5 | Char(2) | See page 12 for values |
| 16 | Education Attained Code | Char(2) | See page 12 for values |
| 17 | Paraprofessional Assessment Passed Flag | Char(1) | See page 12 for values |
| 18 | Contract Indicator Code | Char (1) | See page 13 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 (2019-06-30) |
| 27 | Electronic Mail Address | VarChar(128) | Required for certain positions, see page 16 |
| 28 | Primary Subject Area | Numeric(2) | See page 17 for values |

## STAFF POSITION ASSIGNMENTS

| Field Number | Field Name | Field Type | Abbreviated Field Description |
|---|---|---|---|
| 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 YYYY-MM-DD | Char(10) | YYYY-MM-DD |
| 14 | Completion Date YYYY-MM-DD | Char(10) | YYYY-MM-DD |
| 15 | School Year | Char(10) | YYYY-MM-DD, Year, Month and Day (2020-06-30) |

# Appendix F – File Download and File Upload Options

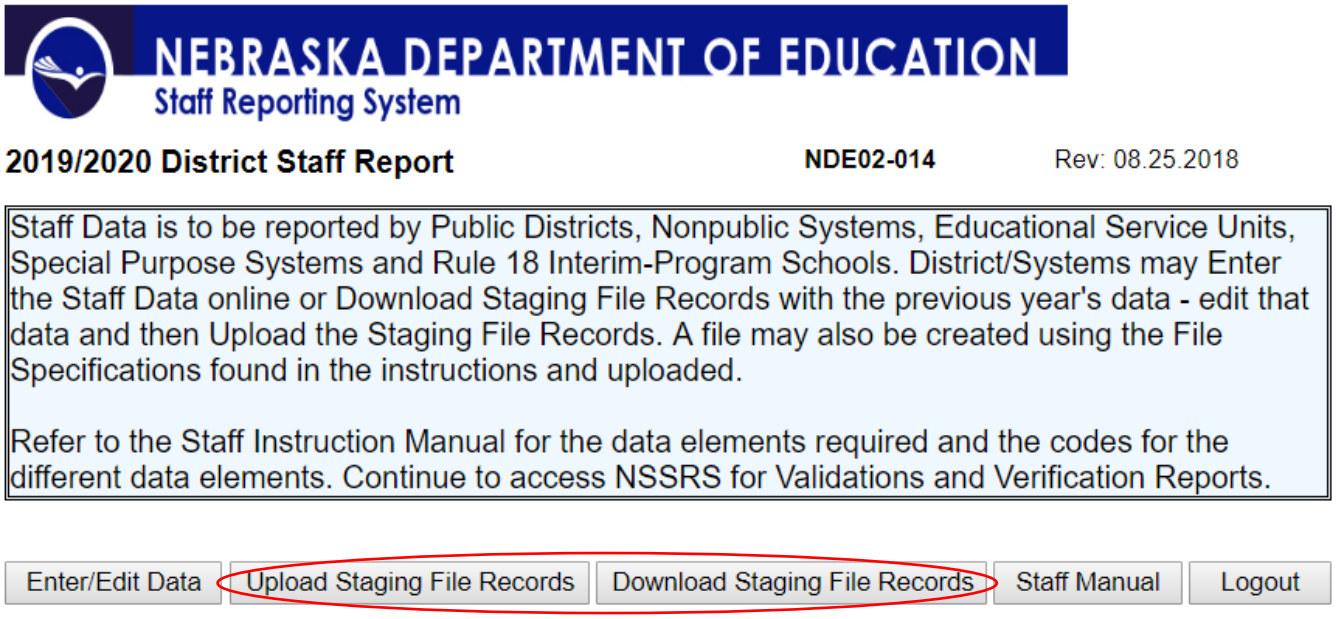
## General Information

There are several options to submit Staff Reporting data. This Appendix will help with file download and upload for the report of staff data by Public Districts, Nonpublic Systems, Educational Service Units, Special Purpose Systems and Interim Program (Rule 18) Schools.

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.

## Log into Staff Reporting Using the NDE Portal

Staff Reporting is found in the Student & Staff tab in the NDE Portal. An activation code for "Staff Reporting 20XX-20XX" is needed to be able to access the Staff Reporting system. Activation codes are available from the District Administrator. They are found in his/her portal account under the District Admin tab. Once in the collection, the Main Page is displayed:




**Upload Staging File Records** – Upload a new file of Staff data.

- Used to create a new file from district Staff system for upload into Staff Reporting.
- An upload completely replaces the previous download staging file. Recommendation: Download last year's file. Save it under a different name. Then, save a separate copy to update for the current year.

**Download Staging File Records** – Download 2018-19 staff data, edit the file for 2019-2020, and re-upload.

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 can have multiple Staff Position Assignments.

When the previous year's data is downloaded, the fields listed below will be 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 (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.

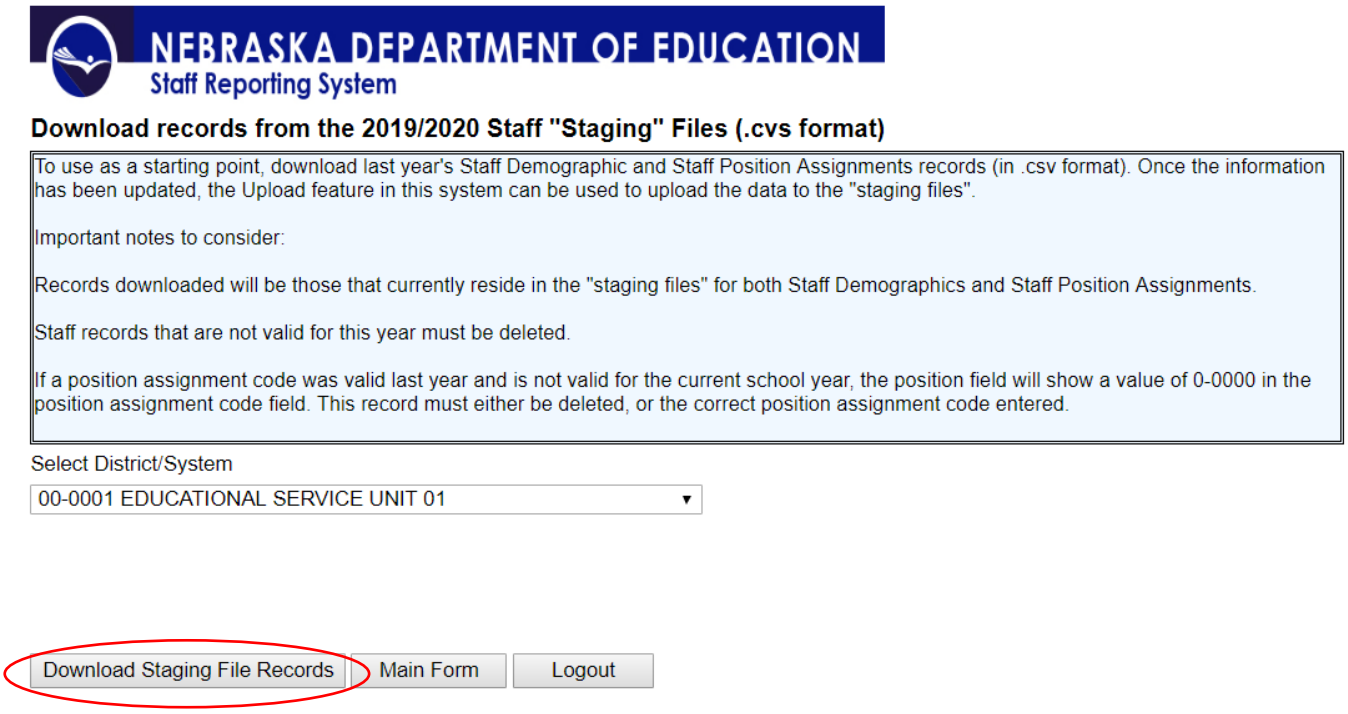
## Downloading Instructions

**Download Staging File Records** provides a file of last year's staff records, in a .csv format, to use as a starting point in creating a new file for the current year's collection in which changes, additions and deletions can be made. There are two files to download: Staff Demographics and Staff Position Assignments.

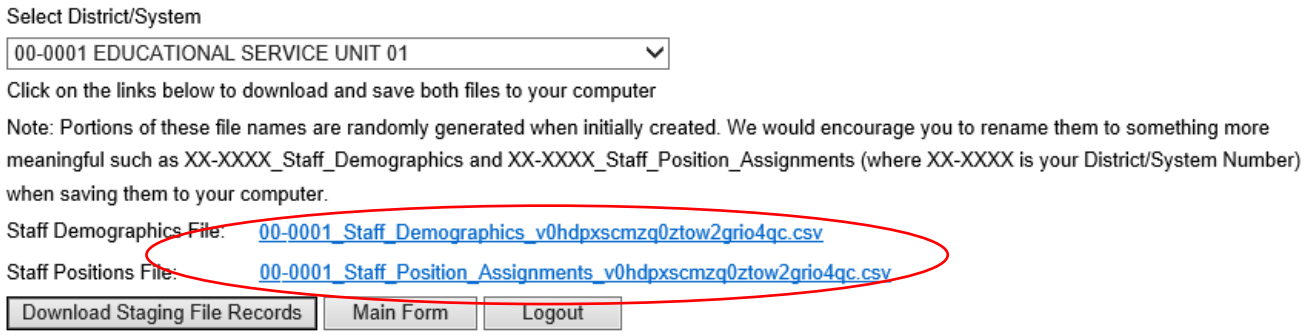
These files can be downloaded **until** an upload is done. An upload completely replaces the previous download staging file. Recommendation: Download last year's file. Save it under a different name. Then, save a separate copy to update for the current year.

## Download Staging File Records

1. Click on **Download Staging File Records** from the Main Page.
2. Click on **Download Staging File Records** again.




3. Two files will be created and appear: Staff Demographics and Staff Position Assignments. These will be randomly named files with a .csv extension.




4. Click on each hyperlink and a box will appear to Open, Save or Cancel. Click on Save.

5. This will bring up a box asking where to save the file. Change the name of the file and save it as a .csv. Once saved, click Close.

6. To edit these files, follow the instructions for opening a .txt or .csv file with Microsoft Excel which can be found here: https://www.education.ne.gov/dataservices/nssrs-resources in Quick

Reference Guides: "Steps For Importing Files Into Excel". Follow these instructions to import the file. Updates can then be made.

a. To see the field names and types, use the file layouts in Appendix E.

b. To find the acceptable values and instructions for reporting the data, refer to previous sections of this instruction manual.

7. Once all data has been updated, save the file as .csv or .tab delimited file and follow the steps that follow on the next page, "Upload Data Files".

**NOTE:** The "Experience This District" [Staff Demographics (24)] and "Total Experience" [Staff Assignment (25)] have been updated by 1 year from previous school year.

## Uploading Instructions

### File Contents

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

### 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

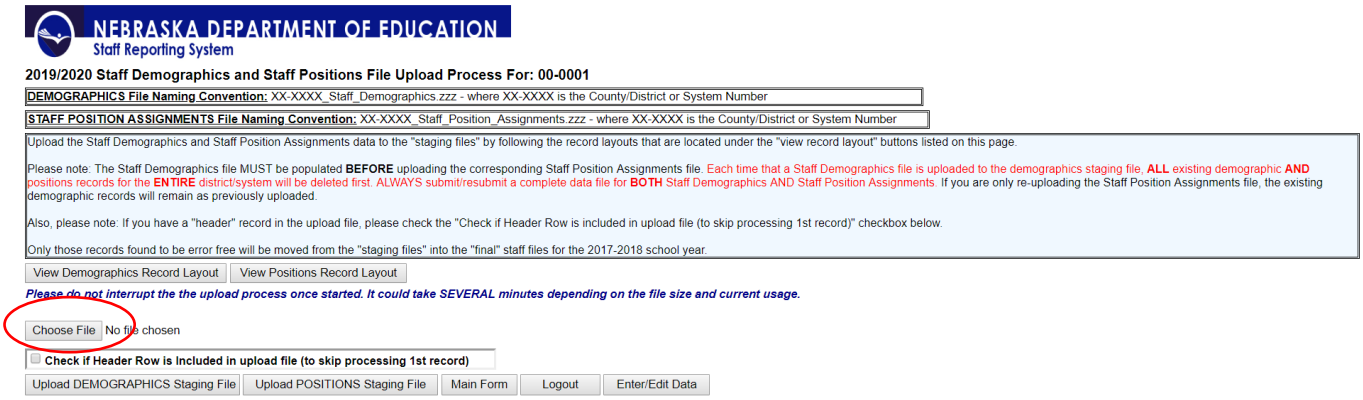
File Format should be prepared as a comma separated value (.csv) or a tab separated value (.tab). See the Staff Record Layout in Appendix E.

- File must contain a field called Record Number beginning with 1 and followed in sequence for each record.
- It is recommended to not include a header row in the file when uploading.
- Please note the fields that include leading zeros.

## Upload Data Files

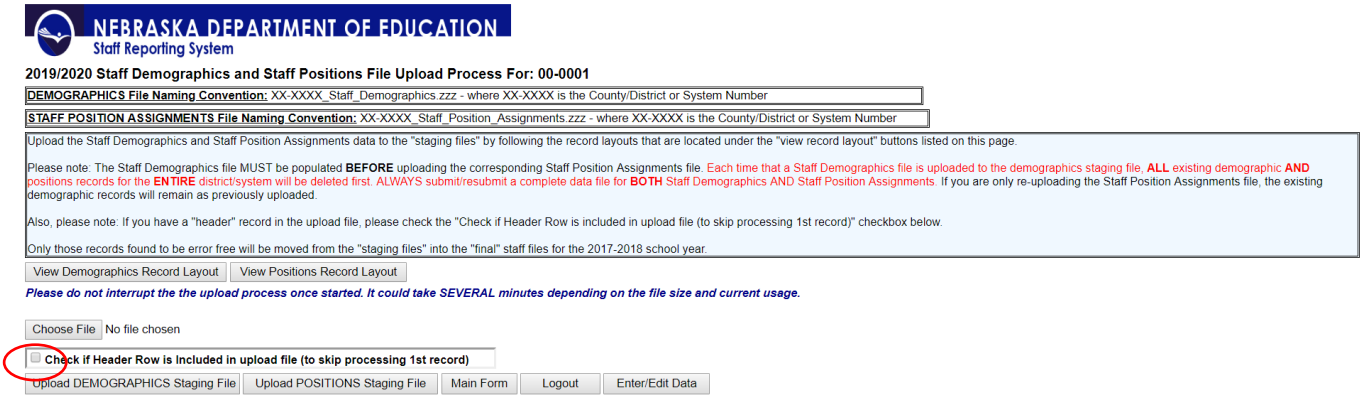
1. Click on **Upload Staging File Records** from the Main Form.

2. Click on the **Choose File** button to locate the file to upload.




3. When the file to upload has been found, select the file and click **Open**.

4. If the file has a Header Row, select the Check Box indicating as such.




5. Click on **Upload DEMOGRAPHICS Staging File** or **Upload POSITIONS Staging File,** depending upon which report is being uploaded.

A box will appear on the screen. It will 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.

NOTE: If the following error is displayed it likely means there is a header record in the file and the box was not checked. Update the file appropriately, then re-start at Step 2.
*The CoDist/System field in the Upload file does NOT match the CoDist/System value in the file name in Record #1*

6. After the upload, potential 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

7. Below the messages, is the Upload Errors box. This box displays the record number and the field(s) that are in error, along with a description of the errors.
   a. All errors must be corrected in the source data file and a new upload done, until all errors are resolved.
   b. Each time a file is uploaded it must be a complete file for the district/system. Remember: When an upload is done, all data from the previous upload is deleted.

8. Once the file has been successfully uploaded with no errors, review the data through the Online Entry process (See Appendix D.)

9. Once both Staff Demographics and Staff Position Assignments have been uploaded, click on **Rerun Edit Checks** (under Online Entry). If there are no errors showing at the bottom of the screen, all staff member's names included in the file may turn green, which indicates the records have been successfully updated.

After submitting Staff Reporting data, review **NSSRS Validation – Errors and Warnings** and **NSSRS Validation – Verification Reports – Staff** the next day. See pages 5-7 of this manual for detailed instructions.

# 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 and/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 holding the contract will report all assignments, both at the district holding 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

1. **What compensation data must be reported?**
   There are three categories used to capture the complete compensation package costs for each staff person. They are: Basic Salary, Additional Compensation, and Benefits. (See the chart 'Compensation Items Included by Salary Category' on page 15 for groups broken out within each category.) These categories are designed to capture all of the costs paid by the district for employing an individual. Note: Any cost included in one of these categories is not to be included in any other group. The amount submitted for Basic Salary is the figure reported on the Nebraska Education Profile (NEP) and used for determining average salaries. All three categories are submitted during federal reporting.
2. **When is the data reported?**
   The Fall Personnel report, which is due September 15, is collected through Staff Reporting. Districts are strongly encouraged to update the salary data by June 30 so the most accurate data is reported on Nebraska Education Profile (NEP) and federal reports.
3. **What if negotiations are not completed at the time of reporting?**
   Districts should report the salary data that is known as of September 15th and update the data when negotiations are completed.

4. **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 the chart 'Compensation Items Included by Salary Category' on page 15 for this information.) Do not subtract the employee's share of benefits from the gross salary.

## Additional Compensation

1. **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.
2. **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

1. **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.
2. **What if a district pays for college courses?**
   The cost of college courses is considered a benefit.
3. **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.
4. **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.
5. **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.
6. **Are employer contributions to tax deferred annuities considered a benefit?**
   Yes.