

# Rhode Island Department of Education Data Collection Specifications – Educator Vacancy Data Collection



Last Updated on January 26, 2024

## About

*Educator Vacancy* data provides information regarding unfilled positions in RI's LEAs and schools. This collection includes positions that were filled before the school year started, positions that were not filled before the school year started and positions that were filled but became unfilled.

A position covered by a day-to-day substitute is still a vacant position.

If a position is covered by a long-term substitute, then that position should be reported with the closed date of when the long term substitute was assigned the portion.

RIDE will use the data to analyze the teacher shortage in real time at the school and district level. This data will allow RIDE to advocate for LEA support at the state level, impact policy with educator preparation programs, advocate for educator pipeline initiatives, offer access to grants, and recommend certification regulation changes.

Include - All district administrators, building administrators, teachers and support professionals positions need to be included in this reporting. Any position that requires a certified educator must be reported in this collection. For charter schools, please review this [guidance on certified positions](#).

District administrator –An educator working under a District Level Administrator certification. This would include district superintendent, district special education director, district curriculum directors, etc.

Building administrator –An educator working under a Building Level Administrator certification. This would include school principals, school assistant principals, head of school, dean of students, school business administrator, etc.

Teacher – An educator working under a teacher certification whose primary responsibilities include instructional planning, managing a classroom environment, and student instruction.

Support professional – An educator, other than a teacher or administrator, who has primary responsibility as an instructional leader, a specialist/consultant, or a related service provider in schools. This would include reading specialists/consultants, mathematics specialists/consultants, English as a second language specialists/consultants, instructional leaders, school counselors, school psychologists, speech language pathologists, and school social workers.

Vacancy: A vacant position is defined as an unfilled position that currently exists, is newly created, or is about to become open, for which the LEA is taking steps to find a suitable candidate.

### Requirements

The *Educator Vacancy* data should be updated to align with the vacancies in your LEA – as positions become vacant or filled, this needs to be updated in the Educator Vacancy data collection. This real-time data will be used throughout the year as needed by RIDE. In addition, this real-time data will be used in the Vacancy Dashboard which is public facing.

### Changes for 2023-24 School Year

This is a new collection for the 2023-24 school year.

### Submission Process

*Educator Vacancy* data is accessed through eRIDE using the Personnel Data Collection application. This application allows an initial upload of data to facilitate the large number of vacancies that occur throughout the summer. Individual records can then be edited through the Educator Vacancy of the Personnel Data Collection application.

### Data Elements (Items in red are changes from the previous year's collection)

FieldName	FieldNameLong	FieldType	FieldLength	Required	ElementDescription
DISTCODE	DISTRICT CODE	TEXT	2	Y	The identifier assigned to a local education agency (LEA) by the State Education Agency (SEA). Also known as the State ID.
SCHCODE	SCHOOL CODE	TEXT	5	Y	State Assigned School Code
SCHCODE_2	SCHOOL CODE	TEXT	5	N	State Assigned School Code Report only when the position is split across 2 schools
POSITION_TITLE	POSITION TITLE	TEXT	50	Y	This is the name that the LEA/School names the position
EDUCATOR_TYPE	EDUCATOR TYPE	TEXT	30	Y	The type of educator needed for this position
CONTENT_AREA	CONTENT AREA	TEXT	50	Y	The content area needed for this position
CONTENT_AREA_2	CONTENT AREA	TEXT	50	C	The content area needed for this position Report only when the position requires a second content area
GRADES	GRADES	TEXT	50	C	This field is a comma separated list of 2 digit grade codes (ex: 07, 08, 09, 10) that this position will be teaching. Applicable only when educator type is teacher.
NOTIFICATION_DATE	NOTIFICATION DATE	DATE		C	The date the educator notified the district of exit of employment.

VACANT_DATE	VACANT DATE	DATE		Y	The date the position became/will be vacant.
VACANT_REASON	VACANT REASON	TEXT	30	Y	The reason that the position became/will be vacant.
VACANT_REASON_OTHER	VACANT REASON OTHER	TEXT	50	C	Description of other reason that the position became vacant.
EFFECTIVE_DATE	EFFECTIVE DATE	DATE		C	The date that the hired educator will begin the vacant position.
CLOSE_DATE	HIRE DATE/CLOSED DATE	DATE		C	Date the vacant position became filled. Date an educator was hired to fill the position.
CLOSE_REASON	CLOSE REASON	TEXT	30	C	Reason vacancy position was closed. For filled positions, this includes type of hire that filled the vacancy.
CLOSE_REASON_OTHER	CLOSE REASON OTHER	TEXT	50	C	Description of other type of hire used to fill the vacancy.
CERTIFICATIONID	CERTIFICATIONID	INT		C	If this position is filled by a certified educator, provide the Rhode Island Issued Certification ID

#### ***Acceptable Values for CONTENT\_AREA***

ADPHYS	Adapted Physical Education
AGR	Agriculture
ART	Art
BDLAG	Bilingual Dual Language-All Grades
BDLEC	Bilingual Dual Language-Early Childhood
BDLEG	Bilingual Dual Language-Elementary
BDLMG	Bilingual Dual Language-Middle Grades
BDLSG	Bilingual Dual Language-Secondary
BIO	Biology
ADMINBUILD	Building Level Administrator
BUSED	Business Education
CHEM	Chemistry
SGCTE	CTE Education - All Others
SGCTECOMPTECH	CTE Education - Computer Technology: Information Technology Specialist
SGCTECOSME	CTE Education - Cosmetology
SGCTEELECINSTALL	CTE Education - Electrical Installation
SGCTEELECTECH	CTE Education - Electronics Technology
SGCTEGRAPHARTS	CTE Education - Graphic Arts
SGCTEQUANTFOODPREP	CTE Education - Quantity Food Preparation
DANCE	Dance
ADMINCURR	District Level Administrator - Curriculum, Instruction, and Assessment
ADMINSPED	District Level Administrator - Special Education

ECED	Early Childhood General Education
EGED	Elementary General Education
ELA	English / ELA
ESOL	English to Speakers of Other Languages
ESOLSPEC	English to Speakers of Other Languages Specialist/Consultant
FAMCONSCI	Family and Consumer Science
HEALTH	Health
INLEADER	Instructional Leader
LIBMED	Library Media Studies
MATH	Mathematics
MATHSPEC	Mathematics Specialist/Consultant
MUS	Music
PHYSED	Physical Education
PHY	Physics
READSPEC	Reading Specialist/Consultant
REGNURSE	Registered School Nurse
SCHBUSADMIN	School Business Administrator
COUNSEL	School Counselor
NURSE	School Nurse Teacher
PSY	School Psychologist
SSW	School Social Worker
SCI	Science/General Science
SOC	Social Studies
SPED	Special Education
DEAFASL	Special Education-DHOH-American Sign Language
DEAFORAL	Special Education-DHOH-Oral/Aural
SEVERE	Special Education-Severe Intellectual Disability
VISUAL	Special Education-Visually Impaired
SPEECH	Speech and Language Pathologist
SUP	Superintendent of Schools
TECH	Technology Education
THEA	Theater
WL	World Language - All others
WLFREN	World Language-French
WLITAL	World Language-Italian
WLPORT	World Language-Portuguese

WLSpan	World Language-Spanish
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***Acceptable Values for EDUCATOR\_TYPE***

TEACHER	Teacher
SCHADMIN	School Administrator
LEAADMIN	District Administrator
SUPPROF	Support Professional

***Acceptable Values for VACANT\_REASON***

LOA	Leave of absence
MD	Movement within District
MS	Movement within School
NEW	New position
ONE	One year position
PERFLEGL	Performance/Legal
RESIG	Resignation
RETIRE	Retirement
OTHER	Other

***Acceptable Values for CLOSE\_REASON***

EMERG	Filled by Emergency Certified Educator
FULL	Filled by Fully Certified Educator
LONGTERM	Filled by Long-term sub
PRELIM	Filled by Preliminary Certified Educator (Not Emergency)
ELIMINATED	Not filled because position was eliminated
OTHER	Other

### ***Validations***

*DISTCODE* – This field must be a valid LEA in the RIDE master directory and must also be the district associated with the user that is submitting the data.

*SCHCODE* – This field must be a valid school in the RIDE master directory and must also be a school within the *DISTCODE*.

*SCHCODE/SCHCODE\_2* – *SCHCODE* and *SCHCODE\_2* cannot be the same.

*CONTENT\_AREA/CONTENT\_AREA\_2* – *CONTENT\_AREA* and *CONTENT\_AREA\_2* cannot be the same.

*VACANT\_DATE* – This date must be greater than or equal 7/1/2023.

*NOTIFICATION\_DATE* – This date must be greater than or equal 7/1/2023.

*VACANT\_DATE/NOTIFICATION\_DATE* – *NOTIFICATION\_DATE* must be less than or equal to *VACANT\_DATE*.

*VACANT\_DATE/EFFECTIVE\_DATE* – *EFFECTIVE\_DATE* must be greater than *VACANT\_DATE*.

*VACANT\_DATE/CLOSE\_DATE* – *CLOSE\_DATE* must be greater than or equal to *VACANT\_DATE*.

*VACANT\_DATE/VACANT\_REASON* – WHEN there is a value in *VACANT\_DATE*, then *VACANT\_REASON* is required.

*VACANT\_REASON/VACANT\_REASON\_OTHER* – When *VACANT\_REASON* is OTHER, then *VACANT\_REASON\_OTHER* is required.

*VACANT\_REASON/VACANT\_REASON\_OTHER* – When *VACANT\_REASON* is not OTHER, then *VACANT\_REASON\_OTHER* must be blank.

*VACANT\_REASON/NOTIFICATION\_DATE* – WHEN *VACANT\_REASON* is not 'NEW', then *NOTIFICATION\_DATE* required.

*CLOSE\_REASON/EFFECTIVE\_DATE* – WHEN *CLOSE\_REASON* is EMERG, FULL, LONGTERM or PRELIM, then *EFFECTIVE\_DATE* is required.

*CLOSE\_REASON/CLOSE\_DATE* – WHEN *CLOSE\_REASON* is EMERG, FULL, LONGTERM or PRELIM, then *CLOSE\_DATE* is required.

*CLOSE\_REASON/CERTIFICATIONID* – When *CLOSE\_REASON* is EMERG, FULL, LONGTERM or PRELIM, then *CERTIFICATIONID* is required.

*CLOSE\_REASON/CERTIFICATIONID* – When *CLOSE\_REASON* is ELIMINATED, then *CERTIFICATIONID* must be blank.

*CLOSE\_REASON/CLOSE\_REASON\_OTHER* – When *CLOSE\_REASON* is OTHER, then *CLOSE\_REASON\_OTHER* is required.

*CLOSE\_REASON/CLOSE\_REASON\_OTHER* – When *CLOSE\_REASON* is not OTHER, then *CLOSE\_REASON\_OTHER* must be blank.

*CLOSE\_DATE/CLOSE\_REASON* – When there is a value in *CLOSE\_DATE*, then *CLOSE\_REASON* is required.

*EFFECTIVE\_DATE* – This date must be greater than or equal 7/1/2023.

*EFFECTIVE\_DATE/CLOSE\_DATE* – *EFFECTIVE\_DATE* must be greater than or equal to *CLOSE\_DATE*.

*EFFECTIVE\_DATE/CLOSE\_DATE* – *EFFECTIVE\_DATE* must be within 1 year of date user is submitting/updating the record.

*EDUCATOR\_TYPE/GRADES* – When *EDUCATOR\_TYPE* is TEACHER, then *GRADES* must include at least one grade value.

*EDUCATOR\_TYPE/CONTENT\_AREA* – When *EDUCATOR\_TYPE* is TEACHER, then *CONTENT\_AREA* cannot be the following: ADMINBUILD, ADMINCURR, ADMINSPED, ESOLSPEC, INLEADER, MATHSPEC, READSPEC, REGNURSE, SCHBUSADMIN, COUNSEL, PSY, SSW, SUP.

*EDUCATOR\_TYPE/CONTENT\_AREA* – When *EDUCATOR\_TYPE* is LEAADMIN, then *CONTENT\_AREA* must be one of the following: ADMINCURR, ADMINSPED, SCHBUSADMIN, SUP.

*EDUCATOR\_TYPE/CONTENT\_AREA* – When *EDUCATOR\_TYPE* is SCHADMIN, then *CONTENT\_AREA* must be ADMINBUILD.

*EDUCATOR\_TYPE/CONTENT\_AREA* – When *EDUCATOR\_TYPE* is SUPPROF, then *CONTENT\_AREA* must be one of the following: COUNSEL, PSY, SSW, ESOLSPEC, INLEADER, MATHSPEC, READSPEC, REGNURSE.