

# Personnel Assignment Submission (PAS) User Guide

2014-15

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The Personnel Data Collection (PDC) is an online system where school districts in Rhode Island submit personnel data required for federal and state reporting.

The most up to date version of this document is available at: [http://www.eride.ri.gov/doc/DataCollections/PAS\\_UserGuide.pdf](http://www.eride.ri.gov/doc/DataCollections/PAS_UserGuide.pdf)

*Last Updated On: September 4, 2014*

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## Introduction

This document provides the basic information necessary for a user to submit personnel data in the **Personnel Data Collection (PDC)** system. This includes a brief summary of reporting requirements, data elements, step-by-step procedure to completing a submission and frequently asked questions.

The PDC is an online system where LEAs can submit personnel data periodically. The online system allows data entry through an upload submission file or a transactional system where LEA users can manually enter data. The PDC will be accessed via **eRIDE**. The first submission within the PDC is **the Personnel Assignment Submission (PAS)**.

LEAs will submit **PAS** data starting in the summer of an academic school year. LEAs should maintain accurate records that reflect when new employees are hired; staff members change assignments and/or leave employment. RIDE will communicate throughout the school year, specific dates in which data will be officially extracted for state and federal reporting.

RIDE will snapshot personnel assignment data on various dates to fulfill state and federal reporting obligations. Personnel assignment data will also be used daily for certification decisions. Local education agencies (LEA) are required by federal law and Board of Regents Regulations to document the work assignments for teachers, administrators, support professionals and all non-instructional staff members employed at both schools and central offices. LEAs will submit official reports of work assignments to Rhode Island Department of Education (RIDE) at different dates throughout the academic year. The submissions will be managed via the Personnel Data Collection (PDC).

# Accessing the Personnel Data Collection

1. The Personnel Data Collection system is available at eRIDE. To access eRIDE, go to <https://www.eride.ri.gov/> using a web browser such as Internet Explorer, Google Chrome, Mozilla Firefox or Safari and enter your user name and password.

The screenshot shows the eRIDE Information Services page. The header includes the Rhode Island Department of Elementary and Secondary Education logo and the title "Information Services". A navigation menu on the left lists various services like e-RIDE Home, State Reporting, School & District Profiles, etc. The main content area features a "Welcome to eRIDE!" message, a login form with fields for "User Login:" and "Password:", a "Login" button, and a "Login/Password Lookup" link. A "SECURED BY GeoTrust" badge is visible. Below the login form, there is a link to "Teacher Certification" and a note about the system's development and contact information.

- ✓ You will **need an eRIDE account** to access the PDC module. Your district's data manager has the ability to generate eRIDE user accounts and grant the appropriate permissions to the PDC module.
- ✓ If you have an eRIDE account, but **do not know your password**, please visit <https://www.eride.ri.gov/users/PasswordRetrieve.asp>



2. Once you log in to eRIDE, you will see a listing of applications that you have access to. Click on the icon available to you titled – Personnel Data Collection.

The screenshot shows the eRIDE Information Services page after login. The user is identified as "PDC Tester". The main content area displays a "User Profile (elan10)" section with fields for Name, Email, Phone, and District/Office. Below this, there is a section titled "YOUR eRIDE portal for Providence" which states that the user has been given special access to database applications. A "Personnel Data Collection" icon is visible at the bottom of the application listing.

- ✓ If you have an eRIDE account but **do not see the PDC module upon login**, please contact your local district data manager for access.

- Once you click on the Personnel Data Collection icon, your **Personnel Assignment Submission** homepage will appear.

Work Assignments / Roster

School District:  School Year:

School:  State Staff ID:

Fed Staff Category:  Recid:

Educator's Last Name:

All Schools

Records: 277 Errors: 027  
Educators: 282 Warnings: 0

Record	StaffId	First	Last	Staff Title	InstStaffCat	DropAssign	TeachUnit
17	7606	Julie	Abbruzzi		OTHBUP	NONCERT	NA
25	2172	Priscilla	Abrahamson		SECTCH	SPEL	SPEDBO
32	7286	Clare	Accardi				
90	1870	Diane	Aguilar-Boleates				
140	41823	Elizabeth	Alexander				
165	29119	Matthew	Alder				
346	12896	Denise	Andreozzi				
380	51450	Peter	Ansel				
381	48084	Catarina	Anselmo				
412	50911	Jason	Appel				
537	23653	Mark	Aubin				
562	32614	Cheryl	August				
571	1035	Jane	Austin				
598	31603	Sharon	Avata				

If you have already have Personnel Assignment data within the system, the records will be listed.

Assignment records are color coded as described below:

- Pink indicates that a record has errors.
  - White indicates that a record has been validated and has no errors.
  - Yellow indicates that a record has been updated but not validated.
- To filter the listing of records, select from the available drop down listings such as School and Fed Staff Category, use the textboxes such as the educator's state staff ID. Enter as much or as little information as necessary and then click on the Search button. The work assignment/roster listing will then be filtered according to your selections.
  - You will also see the number of **Records**, the number of **Errors**, the number of **Educators** and the number of **Warnings** for your submission. The numbers provided are either for all schools or a specific school if you have filtered your search results by school.

# Submitting Personnel Assignment Data

There are two methods for personnel assignment data. Data can be submitted through an upload submission file or by manually entering personnel assignments.

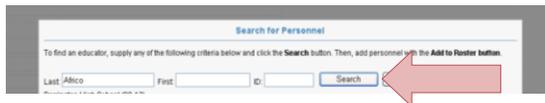
## Submitting Personnel Assignment Data – Data Entry

LEAs will have the ability to add any educator in the certification system to their roster. It is important that LEAs only add educators that are certified, emergency certified or hold a permit for an assignment. Educators that do not hold the appropriate certification for an assignment will generate an Out-of-Area violation but will also be marked not highly qualified for selected subjects. RIDE is required to report annually the highly qualified status of each educator teaching core academic subjects.

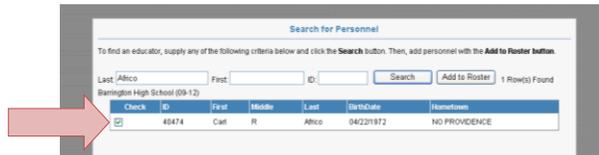
1. Select the **School** the staff member will be assigned to.
2. Click the **Add New** button.



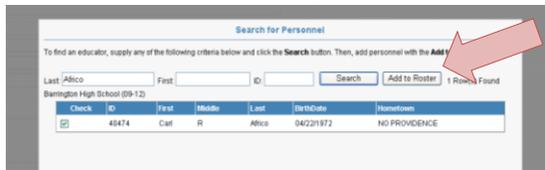
3. The **Search for Personnel** pop-up will appear. Search for a staff member by entering a name or educator id and click **Search**.



4. Select the educator by clicking the check box to the left of the educator's name.



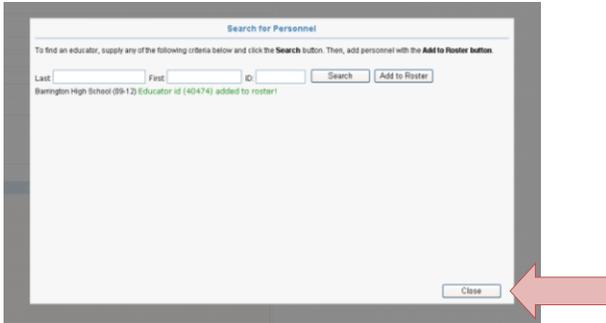
5. Click the **Add to Roster** button. Close the screen.



A message will appear to confirm the addition in green.



6. Click on the **Close** button.

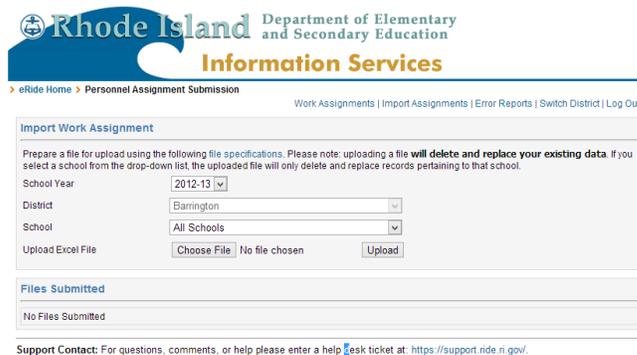


### Submitting Personnel Assignment Data – Uploading a Data File

A user can upload personnel data in a Microsoft Excel file. For every assignment that a staff member holds there needs to be a row submission. Therefore if an educator has two assignments there should be two rows for the educator.

Data can be uploaded through a data file and then modified using the manual process if necessary.

1. From the Personnel Assignment Submission homepage, click on the **Import Assignment** link.
2. Select either 'All Schools' or just 1 school from the School drop down listing.



*When uploading data for the district, uploading a new file will delete and replace your existing data.*

*When uploading data for 1 school, the uploaded file will only delete and replace records pertaining to that school.*

3. Click on the **Browse** button and locate the file to submit from your computer.

Rhode Island Department of Elementary and Secondary Education  
Information Services

> eRide Home > Personnel Assignment Submission

Work Assignments | Import Assignments | Error Reports | Status Report | Log Out

**Import Work Assignment**

Prepare a file for upload using the following [file specifications](#). Please note: uploading a file **will delete and replace your existing data**. If you select a school from the drop-down list, the uploaded file will only delete and replace records pertaining to that school.

School Year: 2012-13  
District: Barrington  
School: All Schools

Upload Excel File:

4. Click on the **Upload** button.

Rhode Island Department of Elementary and Secondary Education  
Information Services

> eRide Home > Personnel Assignment Submission

Work Assignments | Import Assignments | Error Reports | Status Report | Log Out

**Import Work Assignment**

Prepare a file for upload using the following [file specifications](#). Please note: uploading a file **will delete and replace your existing data**. If you select a school from the drop-down list, the uploaded file will only delete and replace records pertaining to that school.

School Year: 2012-13  
District: Barrington  
School: All Schools

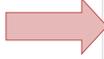
Upload Excel File:

Further information on submission file requirements is available in the Rhode Island Department of Education Data Collection Specifications – Personnel Assignment Submission document at:

<https://www.eride.ri.gov/doc/DataCollections/PAS.pdf>.

## Update Assignment Data

1. Click the  icon located to the left of the assignment record that needs to be updated.



1	2	3	4	5	6			
Recid	Stateld	First	Last	StaffTitle	FedStaffCat	ProgAssign	TeachSubj	
	17	7606	Julie	Abbruzzi		OTHSUP	NONCERT	NA
	25	2172	Priscilla	Abrahamson		SECTCH	SPED	SPEDSG
	32	7286	Clare	Accardi				
	90	1870	Diane	Aguiar-Boleates				
	140	41823	Elizabeth	Alexander				

2. Update the necessary fields.
3. Once you are done editing the record, click on the **Save** button.



**Rhode Island** Department of Elementary and Secondary Education  
**Information Services**

[eRide Home](#) > [Personnel Assignment Submission](#) [Work Assignments](#) | [Import Assignments](#) | [Error Reports](#) | [Log Out](#)

Buttons:

**Individual Record**

First Name	<input type="text" value="Clare"/>	State Staff ID	<input type="text" value="7286"/>
Last Name	<input type="text" value="Accardi"/>	Long Term Sub	<input type="checkbox"/>
Staff Title	<input type="text" value="Speech &amp; Language Pathologist"/>	Grade	<input type="text" value="KG"/> to <input type="text" value="03"/>
School	<input type="text" value="Sowams Elementary School (KG-03)"/>	Time in Assignment	<input type="text" value="1.00"/>
Fed Staff Category	<input type="text" value="Student support services staff"/>	SpEdAgeGroup	<input type="text" value="Ages 6 to 21"/>
Program Assignment	<input type="text" value="Special Education"/>	NumYearsPerm	<input type="checkbox"/>
Teach Subject	<input type="text" value="NA"/>	NumberDaysWorked	<input type="text"/>
SpEdRelatedServicePersonnel	<input type="text" value="Speech &amp; Language Pathologi"/>	ContractualDays	<input type="text" value="185"/>
LicenseStatus	<input type="text"/>	ParaQualStatus	<input type="text"/>
CertStatus	<input type="text" value="Fully certified or licensed"/>	OutOfArea	<input type="text" value="Yes"/>
SpEdStudentPercent	<input type="text" value="0.75"/>	HQStatus	<input type="text"/>
Assignment Start Date	<input type="text" value="09/10/2012"/>	PersonnelAssignmentFTE	<input type="text" value="0.00"/>
Assignment End Date	<input type="text"/>		
AssignmentEndDateReason	<input type="text"/>		
CertInUse	<input type="text" value="Speech and Language Pathologist"/>		

4. Once you click on Save, you will be returned to the *Personnel Assignment Submission* homepage and the updated record will appear in yellow.

[eRide Home](#) > [Personnel Assignment Submission](#) [Work Assignments](#) | [Import Assignments](#) | [Error Reports](#) | [Log Out](#)

**Work Assignments / Roster** Data Saved. Please re-run validation after making all edits.

School District	<input type="text" value="Barrington"/>	School Year	<input type="text" value="2012-13"/>
School	<input type="text" value="All Schools"/>	State Staff ID	<input type="text"/>
Fed Staff Category	<input type="text"/>	Recid	<input type="text"/>
Educator's Last Name	<input type="text"/>	<input type="button" value="Export"/>	<input type="button" value="Add New"/>
		<input type="button" value="Search"/>	

**All Schools**

Records : 277    Errors: N/A    

Educators: 262    Warnings: N/A

1	2	3	4	5	6			
Recid	Stateld	First	Last	StaffTitle	FedStaffCat	ProgAssign	TeachSubj	
	17	7606	Julie	Abbruzzi		OTHSUP	NONCERT	NA
	25	2172	Priscilla	Abrahamson		SECTCH	SPED	SPEDSG
	32	7286	Clare	Accardi	Speech & Language Pathologist	STUSUP	SPED	NA
	90	1870	Diane	Aguiar-Boleates				
	140	41823	Elizabeth	Alexander				
	165	29119	Matthew	Allder				

**As records are added and updated, the Errors and Warnings will be show as NA**

All Schools

Records : 277    Errors: N/A   
Educators: 262    Warnings: N/A

Run Validation

***In order to view the number of errors and warnings associated with your data you must re-validate your data. Running a validation takes some time so it is recommended to you update as many records as possible before running a validation.***

## Delete Assignment Data

1. Click the  icon located to the left of the assignment record that needs to be updated.

1	2	3	4	5	6		
Recid	StateId	First	Last	StaffTitle	FedStaffCat	ProgAssign	TeachSubj
 17	7606	Julie	Abbruzzi		OTHSUP	NONCERT	NA
 25	2172	Priscilla	Abrahamson		SECTCH	SPED	SPEDSG
 32	7286	Clare	Accardi				
 90	1870	Diane	Aguiar-Boleates				
 140	41823	Elizabeth	Alexander				

2. The record will appear:

**Rhode Island** Department of Elementary and Secondary Education  
Information Services

> eRide Home > Personnel Assignment Submission

Work Assignments | Import Assignments | Error Reports | Log Out

Cancel Reset Delete Save

**Individual Record**

First Name: Clare  
Last Name: Accardi  
Staff Title: Speech & Language Pathologist  
School: Sowams Elementary School (KG-03)  
Fed Staff Category: Student support services staff  
Program Assignment: Special Education  
Teach Subject: NA  
SpEdRelatedServicePersonnel: Speech & Language Pathologi  
LicenseStatus: Fully certified or licensed  
CertStatus: Fully certified or licensed  
SpEdStudentPercent: 0.75  
Assignment Start Date: 09/10/2012  
Assignment End Date:  
AssignmentEndDateReason:  
CertInUse: Speech and Language Pathologist

State Staff ID: 7286  
Long Term Sub:   
Grade: KG to 03  
Time in Assignment: 1.00  
SpEdAgeGroup: Ages 6 to 21  
NumYearsPerm:   
NumberDaysWorked:  
ContractualDays: 185  
ParaQualStatus:  
OutOfArea: Yes  
HqStatus:  
PersonnelAssignmentFTE: 0.00

3. Click on the **Delete** button.

**Rhode Island** Department of Elementary and Secondary Education  
Information Services

> eRide Home > Personnel Assignment Submission

Work Assignments | Import Assignments | Error Reports | Log Out

Cancel Reset Delete Save

**Individual Record**

First Name: Clare  
Last Name: Accardi  
Staff Title: Speech & Language Pathologist  
School: Sowams Elementary School (KG-03)  
Fed Staff Category: Student support services staff  
Program Assignment: Special Education  
Teach Subject: NA  
SpEdRelatedServicePersonnel: Speech & Language Pathologi  
LicenseStatus: Fully certified or licensed  
CertStatus: Fully certified or licensed  
SpEdStudentPercent: 0.75  
Assignment Start Date: 09/10/2012  
Assignment End Date:  
AssignmentEndDateReason:  
CertInUse: Speech and Language Pathologist

State Staff ID: 7286  
Long Term Sub:   
Grade: KG to 03  
Time in Assignment: 1.00  
SpEdAgeGroup: Ages 6 to 21  
NumYearsPerm:   
NumberDaysWorked:  
ContractualDays: 185  
ParaQualStatus:  
OutOfArea: Yes  
HqStatus:  
PersonnelAssignmentFTE: 0.00

4. A dialog box will appear, asking you to confirm the deletion. Click on the **OK** button.

Last Name: Alexander  
Staff Title:  
School: Hampden Meadows School (04-05)  
Fed Staff Category:  
Program Assignment:  
Teach Subject:  
SpEdRelatedServicePersonnel:  
LicenseStatus:  
CertStatus:  
SpEdStudentPercent:

Long Term Sub:   
Grade: 01 to 12  
Time in Assignment:  
SpEdAgeGroup:  
NumYearsPerm:  
NumberDaysWorked:  
ContractualDays:  
ParaQualStatus:

Windows Internet Explorer  
Are you sure you want to delete this record?  
OK Cancel

## Validate Assignment Data

It is necessary for a user to run a validation on the data submitted to ensure data quality. Validating the data will display where errors exist and warning the user of submitted data that generated warnings. Warnings notify the user of data that may be incorrect.

- For instance, an educator that recently changed their last name but did not report the name change to RIDE. The certification system has the educator listed as Jane Doe with id #1234 and the LEA submitted the educator as Jane Smith with id #1234. The PDC will not prevent the submission with this educator but will warn the user.
- However, **the PDC will not allow submission with errors.** If the LEA submits Jane Doe with id #5678 instead of id#1234, the PDC will not accept the submission with this error.

1. Click on the **Run Validation** button.

The screenshot displays the 'Rhode Island Department of Elementary and Secondary Education Information Services' web application. The page title is 'Personnel Assignment Submission'. The interface includes a search form with fields for School District (Barrington), School Year (2012-13), School (All Schools), Fed Staff Category, and Educator's Last Name. There are buttons for 'Export', 'Add New', and 'Search'. Below the search form, a summary section shows 'Records: 275', 'Errors: N/A', 'Educators: 260', and 'Warnings: N/A'. A 'Run Validation' button is highlighted with a red arrow. Below this is a table with columns: Recid, Stated, First, Last, StaffTitle, FedStaffCat, ProgAssign, and TeachSubj. The table contains several rows of data, including educators like Julie Abbruzzi, Priscilla Abrahamson, and Clare Accardi.

Recid	Stated	First	Last	StaffTitle	FedStaffCat	ProgAssign	TeachSubj
17	7606	Julie	Abbruzzi		OTHSUP	NONCERT	NA
25	2172	Priscilla	Abrahamson		SECTCH	SPED	SPEDSG
32	7286	Clare	Accardi	Speech & Language Pathologist	STUSUP	SPED	NA
90	1870	Diane	Aguiar-Boleates				
346	12896	Denise	Andreozzi				
380	51450	Peter	Ansel				

## Export Assignment Data to a File

All assignment data can be exported to an excel file. In addition to the data fields, the excel file will also include an indicator of whether or not the assignment record has an error.

1. From the School drop down listing, select either 'All Schools' or just 1 specific school.
2. Click on the on the **Export** button.

Rhode Island Department of Elementary and Secondary Education  
Information Services

eRide Home > Personnel Assignment Submission

Work Assignments | Import Assignments | Error Reports | Status Report | Log Out

**Personnel Assignment Submission**

School District: Barrington  
School: All Schools  
Fed Staff Category:  
Educator's Last Name:

School Year: 2012-13  
State Staff:  
Recid:

Export Add New Search

All Schools

3. A dialog box will then appear asking you to either save the file or open the file.

Errors: N/A  
Warnings: N/A

Run Validation

ID	First	Last	Staff Title	Fed
5	Jane	Austin		
32	Mieke	Bailey		
39	Cheryl	Bourassa-Craig		
11	Heidi	Brousseau		
19	Catherine	Burgess		
7	Alison	Burke		
4	Sara	Cabral		
22	Kate	Carroll		
7	Dawn	Carusi		
32	Donna	Cerio		
12	Carrie	Clegg		

File Download

Do you want to open or save this file?

Name: 0105201323\_DataExport.csv  
Type: Microsoft Office Excel Comma Separated Values File...  
From: ride16

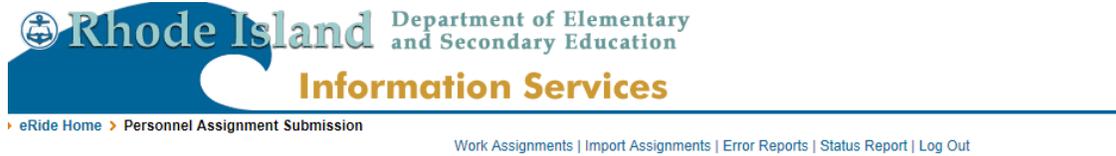
Open Save Cancel

While files from the Internet can be useful, some files can potentially harm your computer. If you do not trust the source, do not open or save this file. [What's the risk?](#)

## Export Errors and Warnings to a File

A user could export the listing of errors and warnings to an excel file.

1. Click on **Error Reports**.
2. A list of records appears identifying the records that have errors and warnings. If the **Error** column is checked, that validation is an error and not a warning.



Errors

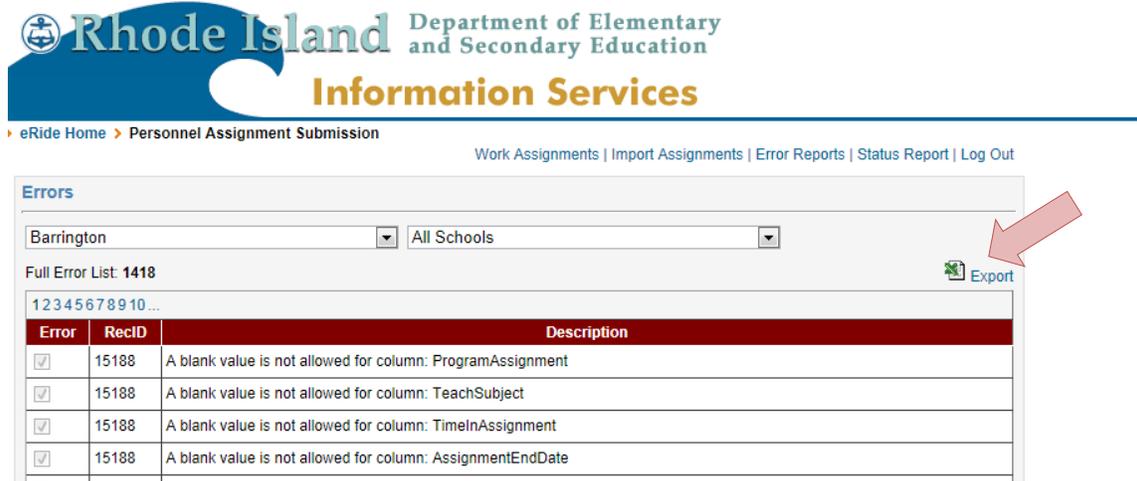
Barrington All Schools

Full Error List: 1418 [Export](#)

1 2 3 4 5 6 7 8 9 10 ...

Error	RecID	Description
<input checked="" type="checkbox"/>	15188	A blank value is not allowed for column: ProgramAssignment
<input checked="" type="checkbox"/>	15188	A blank value is not allowed for column: TeachSubject
<input checked="" type="checkbox"/>	15188	A blank value is not allowed for column: TimelnAssignment
<input checked="" type="checkbox"/>	15188	A blank value is not allowed for column: AssignmentEndDate
<input checked="" type="checkbox"/>	15188	A blank value is not allowed for column: NumberDaysWorked
<input checked="" type="checkbox"/>	15195	A blank value is not allowed for column: ProgramAssignment
<input checked="" type="checkbox"/>	15195	A blank value is not allowed for column: TeachSubject
<input checked="" type="checkbox"/>	15195	A blank value is not allowed for column: TimelnAssignment
<input checked="" type="checkbox"/>	15195	A blank value is not allowed for column: AssignmentEndDate
<input checked="" type="checkbox"/>	15195	A blank value is not allowed for column: NumberDaysWorked
<input checked="" type="checkbox"/>	15202	A blank value is not allowed for column: ProgramAssignment

3. Click on the Export link.



## Support

Questions regarding the Personnel Data Collection (PDC) should be directed to the RIDEmap HelpDesk by entering a support ticket at <https://support.ride.ri.gov>.



## Changes for 2013-2014 Collection

### Validations:

The following validations have been changed for the collection for school year 2013-2014:

1. The validations for the out-of-area flag will now take into account the grade ranges that teachers are assigned to. Secondary certified teachers who are in middle school assignments will be flagged as 'out-of-area' if they are assigned to a grade lower than 7. Similarly, elementary certified teachers cannot be in a middle school assignment for a grade higher than 6.
2. Educators flagged as Long Term subs and report Substitute Permit as the Cert in Use will now be flagged as 'out-of-area'

### Options on the Screen:

3. For FedStaffCategory of Teachers (PreKindergarten, Kindergarten, Elementary, Secondary and Ungraded), the program assignment option of 'Non Certified Program Assignment' will no longer be available.
4. The data entry field *StateStaffID* renamed to *CertificationID*

### Changes in the Upload process

5. Addition of the new column *StaffID*. This would affect anyone that uploads a spreadsheet.

## Changes for 2014-2015 Collection

### Validations:

The following validations have been changed for the collection for school year 2014-2015:

1. When reporting Secondary teachers (*FedStaffCategory=Secondary Teachers*) in a Program Assignment of Career and Technical Education (*ProgramAssignment = CTE*), the TeachSubject will now require the selection of a specific CTE area that the educator is assigned. Starting with the 2014-2015 reporting year, educators who are not certified in the CTE area that matches the TeachSubject for their assignment will be flagged as 'out-of-area'.
2. When reporting the TeachSubject of World Language, the TeachSubject dropdown will now require the selection of the specific language that the educator is assigned to teach. This is applicable to ProgramAssignment of *Bilingual and Dual Education (Title III)* or ProgramAssignment of *English As a Second Language (Title III)*. Starting with the 2014-2015 reporting year, educators who are not certified in the language that matches the TeachSubject for their assignment will be flagged as 'out-of-area'

## Reporting Anomalies and Solutions

This section contains a list of frequently occurring anomalies and solutions to help users report assignments in the Personnel Assignment System (PAS).

1. Staff Title: Elementary Special Education

Example: Special Education Teacher - Grade 5 Resource Teacher (not Teacher of Record)

Data Element	Entry
Federal Staff Category	Elementary
Program Assignment	Sped
Teach Subject	Sped-EG
Certification In Use	Elementary/ Middle Special Education Teacher (11681)

2. Staff Title: Special Education Mathematics teacher

Example: Special Education teacher who is teacher of record in the content area of Mathematics

Data Element	Entry
Federal Staff Category	Secondary Teacher
Program Assignment	Special Education
Teach Subject	Special Education-Mathematics
Certification In Use	Middle/Secondary Special Education Teacher

3. Staff Title: Secondary General Science Teacher

Example: Secondary General Science Teacher – Grade 9

Data Element	Entry
Federal Staff Category	Secondary Teacher
Program Assignment	General Education
Teach Subject	SG- General Science
Certification In Use	Secondary Grades General Science Teacher (11407)

4. Staff Title: Adapted Physical Education teacher

Example: Adapted Physical Education Teacher - Grade 5

Data Element	Entry
Federal Staff Category	Ungraded Teachers
Program Assignment	Adapted Physical Education
Teach Subject	Physical Education
Certification In Use	All Grades Adapted Physical Education- (11585)

5. Staff Title: Secondary Grades Health Teacher

Example: Health teacher – Grade 9

Data Element	Entry
Federal Staff Category	Ungraded Teachers
Program Assignment	General Education
Teach Subject	Health
Certification In Use	All Grades Health Teacher (11504)

6. Staff Title: Severe Intellectual Disability Teacher

Example: Self-contained Severe Intellectual Disability Classroom - Grade 8

Data Element	Entry
Federal Staff Category	Ungraded Teachers
Program Assignment	Severe Intellectual Disability
Teach Subject	Special Education - SG
Certification In Use	All Grades Special Education- Severe Intellectual Disability 11584

7. Staff Title: Career and Technical Education Teacher

Example: Career and Technical Teacher- Carpentry grades 9-12

Data Element	Entry
Federal Staff Category	Secondary Teachers
Program Assignment	Career and Technical Education
Teach Subject	NA
Certification In Use	Secondary Grades Career and Technical Education(11404)

8. Staff Title: Elementary ESL teacher

Example: English as a Second Language Teacher grades 3-5

Data Element	Entry
Federal Staff Category	Elementary Teacher
Program Assignment	English as a Second Language (Title III)
Teach Subject	English as a Second Language-EG
Certification In Use	Elementary English as a Second Language Teacher (11292)

9. Staff Title: Secondary Bilingual Teacher

Example: Bilingual Teacher grades 9-12

Data Element	Entry
Federal Staff Category	Secondary Teacher
Program Assignment	Bilingual Dual Language
Teach Subject	Bilingual-SG
Certification In Use	Secondary Bilingual Dual Language (11491)

10. Staff Title: Secondary Computer Teacher

Example: Educator teaching computers to grades 9-12 students

Data Element	Entry
Federal Staff Category	Secondary Teacher
Program Assignment	General Education
Teach Subject	Computer
Certification In Use	Any Rhode Island Certificate Area

11. Staff Title: English as a Second Language Specialist

Example: ESL Specialist

Data Element	Entry
Federal Staff Category	Ungraded Teachers
Program Assignment	English as a Second Language (Title III)
Teach Subject	ESL Specialist
Certification In Use	All Grades ESL Specialist (11593)

12. Staff Title: Secondary English as a Second Language teacher

Example: Secondary ESL English teacher - Grade 10

Data Element	Entry
Federal Staff Category	Secondary Teacher
Program Assignment	English as a Second Language (Title III)
Teach Subject	Secondary Grades-ESL
Certification In Use	Secondary Grades English as a Second Language (11492)

13. Staff Title: Athletic Coach

Example: High school soccer coach, Middle School baseball coach

Data Element	Entry
Federal Staff Category	Student Support Services Staff
Program Assignment	Athletic Coach
Teach Subject	N/A
Certification In Use	Athletic Coach Permit

14. Staff Title: Instructional Coordinator/Supervisor

Example: District Supervisor of Science, District Supervisor of Mathematics

Data Element	Entry
Federal Staff Category	Instructional Coordinators and Supervisors to Staff
Program Assignment	Supervisor (in the relevant content area)
Teach Subject	N/A
Certification In Use	Any relevant content certificate

15. Staff Title: Department Head

Example: Building English Department Chair

Data Element	Entry
Federal Staff Category	School Administrators
Program Assignment	Department Chairperson (new in 2014)
Teach Subject	N/A
Certification In Use	Any teaching certificate

16. Staff Title: ELL Director/ Coordinator  
 Example: Director English language Learners

Data Element	Entry
Federal Staff Category	Instructional Coordinators and Supervisors to Staff
Program Assignment	English as a Second Language (Title III)
Teach Subject	N/A
Certification In Use	Any Bilingual Dual Language or English as a Second Language certificates (11191,11291,11391,11491,11591,11593, 11192, 11292, 11392, 11492, 11592, 91494)

17. Staff Title: Executive Director  
 Example: Executive Director of Zone 2

Data Element	Entry
Federal Staff Category	LEA Administrator
Program Assignment	Other LEA Administrator
Teach Subject	N/A
Certification In Use	Any certificate area

18. Staff Title: Executive Director  
 Example: Director of CTE Schools

Data Element	Entry
Federal Staff Category	LEA Administrator
Program Assignment	Other LEA Administrator
Teach Subject	N/A
Certification In Use	Any certificate area

19. Staff Title: Dean of Students  
 Example: Dean of Students

Data Element	Entry
Federal Staff Category	School Administrators
Program Assignment	Dean of Students
Teach Subject	NA
Certification In Use	Any certificate area

20. Staff Title: PBIS Coordinator  
 Example: PBIS Coordinator at a Middle School

Data Element	Entry
Federal Staff Category	Student Support Services Staff
Program Assignment	PBIS Coordinator
Teach Subject	N/A
Certification In Use	Any certificate area

21. Staff Title: Director of Performance Management

Example: Executive Director of Performance Management

Data Element	Entry
Federal Staff Category	LEA Administrator
Program Assignment	Other LEA Administrator
Teach Subject	N/A
Certification In Use	Any certificate area

22. Staff Title: Director Special Education

Example: Director Special Services/Special Education

Data Element	Entry
Federal Staff Category	Student Support Services Staff
Program Assignment	Administrator of Special Education
Teach Subject	NA
Certification In Use	District Level Administrator Special Education(12012) Administrator of Special Education(12014)

23. Staff Title: Curriculum Director

Example: Executive Director of Curriculum

Data Element	Entry
Federal Staff Category	Instructional Coordinator and Supervisors
Program Assignment	Administrator of Curriculum
Teach Subject	NA
Certification In Use	District Level Administrator-Curriculum, Instruction, and Assessment(12011) Administrator of Curriculum and Instruction (12013)

24. Staff Title: Chief Performance Officer

Example: Chief Secondary Performance officer/ Chief Elementary Performance Officer

Data Element	Entry
Federal Staff Category	LEA Administrators
Program Assignment	Other-LEA Administrators
Teach Subject	NA
Certification In Use	Any certificate

25. Staff Title: Director of Professional Development

Example: Director of Professional Learning

Data Element	Entry
Federal Staff Category	Instructional Coordinators and Supervisors to Staff
Program Assignment	Professional Development and Learning
Teach Subject	N/A
Certification In Use	Any certificate area

# Reference Documentation

## Federal Staff Category

The mapping of Certification Area types, instructional and non-instructional staff types to Federal definition of staff.

<b>Federal Staff Category</b>
<b>Pre-Kindergarten Teachers</b>
All Early Childhood and Elementary Teachers serving students in Pre-k:
11101-Early Childhood Education Teacher
11181-Early Childhood Special Education Teacher
11191-Early Childhood Bilingual and Dual Education Teacher
11192-Early Childhood English as a Second Language Education Teacher
11681-Elementary/Middle Special Education Teacher K-8
91005-Elementary, Grades K-6
<b>Kindergarten Teachers</b>
All Early Childhood and Elementary Teachers teaching Kindergarten:
11101-Early Childhood Education Teacher
11181-Early Childhood Special Education Teacher
11191-Early Childhood Bilingual and Dual Education Teacher
11192-Early Childhood English as a Second Language Education Teacher
11681-Elementary/Middle Special Education Teacher K-8
91005-Elementary, Grades K-6
<b>Elementary Teachers</b>
All Early Childhood Teachers teaching Grade 1 to 2
11101-Early Childhood Education Teacher
11181-Early Childhood Special Education Teacher
11191-Early Childhood Bilingual and Dual Education Teacher
11192-Early Childhood English-as-a-Second Language Education Teacher
11681-Elementary/Middle Special Education Teacher K-8
91005-Elementary, Grades K-6
All Elementary Teachers teaching Grades 1 to 6
11201-Elementary Education Teacher
11291-Elementary Bilingual and Dual Education Teacher
11292-Elementary English-as-a-Second Language Education Teacher
11681-Elementary/Middle Special Education Teacher K-8
11281-Elementary Special Education Teacher
91005-Elementary, Grades K-6
All Middle Grades Teachers teaching Grades 5 to 8
11301-Middle Grades English Teacher
11331-Middle Grades English Teacher Elementary Extension
11341-Middle Grades English Teacher Secondary Extension
11302-Middle Grades Mathematics Teacher
11332-Middle Grades Mathematics Teacher Elementary Extension
11342-Middle Grades Mathematics Teacher Secondary Extension
11303-Middle Grades Science Teacher
11333-Middle Grades Science Teacher Elementary Extension
11343-Middle Grades Science Teacher Secondary Extension
11304-Middle Grades Social Studies Teacher
11334-Middle Grades Social Studies Teacher Elementary Extension
11344-Middle Grades Social Studies Teacher Secondary Extension
11305-Middle Grades World Language
11335-Middle Grades World Language Teacher Elementary Extension
11345-Middle Grades World Language Secondary Extension
11391-Middle Grades Bilingual and Dual Language Education Teacher
11392-Middle Grades English as a Second Language Education Teacher,
11681-Elementary/Middle Special Education Teacher K-8

<b>Federal Staff Category</b>
11781-Middle/Secondary Special Education Teacher
11381-Middle Grades Special Education Teacher
91002-Lower MS Endorsement, Gr 5-6
91005-Elementary, Grades K-6
All Secondary Grades Teachers teaching Grades 7 to 8
11401-Secondary Grades Agriculture Teacher
11402-Secondary Grades Biology Teacher
11403-Secondary Grades Business Education Teacher
11404-Secondary Grades Career and Technical Education Teacher
11405-Secondary Grades Chemistry Teacher
11406-Secondary Grades English Teacher
11407-Secondary Grades General Science Teacher
11408-Secondary Grades Mathematics Teacher
11409-Secondary Grades Physics Teacher
11410-Secondary Grades Social Studies Teacher
11491-Secondary Grades Bilingual and Dual Language Education Teacher
11492-Secondary Grades English as a Second Language Teacher
11481-Secondary Special Education Teacher
11781Middle/Secondary Special Education Teacher
11411-Secondary Grades World Language Teacher-Spanish
<b>Secondary Teachers</b>
All Secondary Grades Teachers teaching Grades 9 to 12
11401-Secondary Grades Agriculture Teacher
11402-Secondary Grades Biology Teacher
11403-Secondary Grades Business Education Teacher
11404-Secondary Grades Career and Technical Education Teacher
11405-Secondary Grades Chemistry Teacher
11406-Secondary Grades English Teacher
11407-Secondary Grades General Science Teacher
11408-Secondary Grades Mathematics Teacher
11409-Secondary Grades Physics Teacher
11410-Secondary Grades Social Studies Teacher
11491-Secondary Grades Bilingual and Dual Language Education Teacher
11492-Secondary Grades English as a Second Language Teacher
11481-Secondary Special Education Teacher
11781Middle/Secondary Special Education Teacher
11411-Secondary Grades World Language Teacher-Spanish
91004-Audio-Visual Communications Technology
91006-Fashion Merchandising
91007-Marine Occupations
91440-Secondary Computer Science
91441-Secondary Earth Science
91442-Secondary Grades
11781-Middle/Secondary Special Teacher, Gr 9-12
91444-Secondary Philosophy
91445-Secondary Physical Sciences
91446-Secondary Psychology
91447-Secondary Sciences
<b>Ungraded Teachers</b>
Following All Grades Teachers:
11585-All Grades Adapted Physical Education Teacher
11501-All Grades Art Teacher
11502-All Grades Dance Teacher
11503-All Grades Family and Consumer Science Teacher
11504-All Grades Health Teacher
11506-All Grades Music Teacher
11507-All Grades Physical Education Teacher
11508-All Grades School Nurse Teacher

<b>Federal Staff Category</b>
11509-All Grades Technology Education Teacher
11510-All Grades Theatre Teacher
11582-All Grades Special Education – Deaf and Hard of Hearing
11583-All Grades Special Education – Visually Impaired
11584-All Grades Special Education – Severe Intellectual Disability
11591-All Grades Bilingual and Dual Language Education Teacher
11592-All Grades English as a Second Language Teacher
11593-All Grades English as a Second Language Specialist
91001-Critic Teacher
91003-Media Communications
91008-Physically Impaired/Multi-Disabled
91443-Sensory Impaired Multi-Disabled
91448-Content ESL
<b>Paraprofessional/instructional aides: Staff members assigned to a teacher with routine activities associated w/ teaching. Monitoring, conducting rote exercises, operating equipment and clerking</b>
<b>Elementary School counselors: School Counselors in Elementary and Middle Schools- (Grades Pre k to 8)</b>
13001-School Counselor
<b>Secondary School counselors: School Counselors in Secondary Schools- (Grades 9 to 12)</b>
13001-School Counselor
<b>School counselors: Guidance Supervisors and Directors, School Counselors supporting Grades K to 12</b>
13001-School Counselor
<b>Librarians/media specialists: Library Media Teachers</b>
11506-All Grades Library Media Teacher
<b>Library/media support staff: Library Media Support (non-certified professionals)</b>
<b>LEA administrators</b>
12011-District Level Administrator – Curriculum, Instruction, and Assessment* (Assistant Superintendent)
12012-District Level Administrator Special Education*(effective 1/1/2015)
12013-Administrator of Curriculum and Instruction
12014-Administrator of Special Education
12015- School Business Administrator
12016- Superintendent of Schools
Assistant Superintendents
95041-Art Supervisor
95042-Guidance Supervisor
95043-Health Supervisor
95044-Home Economics Supervisor
95045-Library Supervisor
95046-Music Supervisor
95047-Physical Education Supervisor
95048-Reading Supervisor
<b>Additional Non-Certified Staff</b>
Deputies
Chief of Staff
Accountants
Auditors
Facilities Managers
Human Resource Staff
Technology & Information System Administrators
Supervisors of Transportation
Food Services Supervisor
Security
<b>LEA administrative support staff:</b>
<b>a) Direct clerical/office support to LEA administrators</b>
b) Paraprofessionals providing clerical/office support to School administrators
<b>School administrators: Principal, Assistant Principals, Dean of Students, Department Chairperson</b>
12001-Building Level Administrator, Grades PK-12
<b>School administrative support staff</b>
a) Direct clerical/office support to School administrators

<b>Federal Staff Category</b>
b) Paraprofessionals providing clerical/office support to School administrators
<b>Student support services staff</b>
Athletic Coaches, Advisors & Trainers
Attendance officers
Audiologists
Counselors and rehabilitation counselors
English as a Second Language Specialist/Consultant
Interpreters
Mathematics Specialist/Consultant
Occupational Therapists
Orientation and mobility specialists
Other Medical Staff
Physical Education Teachers, Recreation and Therapeutic Specialists
Physical Therapists
13011-Reading Specialist/Consultant
13002-School Psychologist
13003-School Social Worker
13004-Speech & Language Pathologist
95001-Home Visitor (Attendance)
<b>All Other Support Staff</b>
Plant and Equipment Workers
Bus Drivers
School Security
School food service workers
<b>Instructional Coordinators and Supervisors to the Staff</b>
Coordinators/Supervisors of Audiovisual Services
Curriculum Coordinators/Supervisors
Home Economics Supervisor
Gifted & Talented Coordinator
Induction Coach
In-Service Training Staff/Teacher Mentors
Literacy Coach
Mathematics Coach
PBGR Coordinators
Supervisor of Computer Assisted Instruction
Supervisor of Educational Television
Title I Coordinator

## Teach Subject

List of valid Subjects

Teach Subject	Certificate Areas that qualify:
Agriculture	11401-Secondary Grades Agriculture Teacher, Grades 7-12
Arts	11501-All Grades Art Teacher, Grades PK-12
Art Supervisor	95041-Art Supervisor
Biology	11402-Secondary Grades Biology Teacher, Grades 7-12
Bilingual-AG	11591-All Grades Bilingual and Dual Language Education Teacher, Grades PK-12
Bilingual-EC	11191-Early Childhood Bilingual and Dual Language Education Teacher, Grades PK-2
Bilingual-EC-K Only	91005-Teacher Of Elementary, Grades K-6
Bilingual-EG	11291-Elementary Bilingual and Dual Language Education Teacher, Grades 1-6
Bilingual-MG	11391-Middle Grades Bilingual and Dual Language Education Teacher, Grades 5-8
Bilingual-SG	11491-Secondary Grades Bilingual and Dual Language Education Teacher, Grades 7-12
Business Education	11403-Secondary Grades Business Education Teacher, Grades 7-12
Career and Technical Education	11404-Secondary Grades Career and Technical Education Teacher, Grades 7-12
Chemistry	11405-Secondary Grades Chemistry Teacher, Grades 7-12
Computer	Any Teaching Certificate
Critic	91001-Critic Teacher
Dance	11502-All Grades Dance Teacher, Grades PK-12
Early Childhood Education, PK-2	11101-Early Childhood Education Teacher, Grades PK-2
Early Childhood PK-2, ELA	11101-Early Childhood Education Teacher, Grades PK-2
Early Childhood, PK-2 Math	11101-Early Childhood Education Teacher, Grades PK-2
Early Childhood PK-2 Science	11101-Early Childhood Education Teacher, Grades PK-2
Early Childhood PK-2 Social Studies	11101-Early Childhood Education Teacher, Grades PK-2
Elementary Education ,1-6	11201-Elementary Education Teacher, Grades 1-6 OR 91005-Teacher Of Elementary, Grades K-6
Elementary ELA, 1-6	11201-Elementary Education Teacher, Grades 1-6 OR 91005-Teacher Of Elementary, Grades K-6
Elementary Math, 1-6	11201-Elementary Education Teacher, Grades 1-6 OR 91005-Teacher Of Elementary, Grades K-6
Elementary Science, 1-6	11201-Elementary Education Teacher, Grades 1-6 OR 91005-Teacher Of Elementary, Grades K-6
Elementary Social Studies, 1-6	11201-Elementary Education Teacher, Grades 1-6 OR 91005-Teacher Of Elementary, Grades K-6
English as a Second Language AG	11592-All Grades English as a Second Language Education Teacher, Grades PK-12 OR 91494-Content ESL
English as a Second Language-EC	11192-Early Childhood English as a Second Language Education Teacher, Grades PK-2 OR 91494-Content ESL
English as a Second Language-EG	11292-Elementary English as a Second Language Education Teacher, Grades 1-6* or 91494-Content ESL
English as a Second Language-MG	11392-Middle Grades English as a Second Language Education Teacher, Grades 5-8 OR 91494-Content ESL
English as a Second Language-SG	11492-Secondary Grades English as a Second Language Teacher, Grades 7-12 OR 91494-Content ESL
ESL-Specialist	11593-All Grades English as a Second Language Specialist, Grades PK-12
Family Consumer Science	11503-11503All Grades Family and Consumer Science Teacher, Grades PK-12
General Science	11407-Secondary Grades General Science Teacher, Grades 7-12
Guidance Supervisor	95042-Guidance Supervisor
Health	11504-All Grades Health Teacher, Grades PK-12
Health-School Nurse	11509-All Grades School Nurse Teacher, Grades PK-12
Health Supervisor	95043-Health Supervisor
Home Economics Supervisor	95044-Home Economics Supervisor
Library Media	11505-All Grades Library Media Teacher, Grades PK-12
Library Supervisor	95045-Library Supervisor
Media Communication	91003-Media Communications
MG-Math	11302-Middle Grades Mathematics Teacher, Grades 5-8 OR 11332-Middle Grades Mathematics Teacher Elementary Extension, Grades 5-8*OR 11342

Teach Subject	Certificate Areas that qualify:
MG-ELA	11301-Middle Grades English Teacher, Grades 5-8 OR 11331-Middle Grades English Teacher Elementary Extension, Grades 5-8 OR 11341-Middle Grades English Teacher Secondary Extension, Grades 5-8
MG- Science	11303-Middle Grades Science Teacher, Grades 5-8 OR 11333-Middle Grades Science Teacher Elementary Extension, Grades 5-8 OR 11343-Middle Grades Science Teacher Secondary Extension, Grades 5-8*
MG-Social Studies	11304-Middle Grades Social Studies Teacher, Grades 5-8 OR 11334-Middle Grades Social Studies Teacher Elementary Extension, Grades 5-8 OR 11344-Middle Grades Social Studies Teacher Secondary Extension, Grades 5-8
MG-World Language	11305-Middle Grades World Language Teacher, Grades 5-8 OR 11335-Middle Grades World Language Teacher Elementary Extension OR 11345-Middle Grades World Language Teacher Secondary Extension
Music	11506-All Grades Music Teacher, Grades PK-12
Music Supervisor	95046-Music Supervisor
Physical Education	11507-All Grades Physical Education Teacher, Grades PK-12
Physical Education Supervisor	95047-Physical Education Supervisor
Physics	11409-Secondary Grades Physics Teacher, Grades 7-12
Reading Supervisor	95048-Reading Supervisor
SG-Computer Science	91440-Teacher Of Secondary Computer Science
SG-Earth Science	91441-Teacher Of Secondary Earth Science
SG-ELA	11406-Secondary Grades English Teacher, Grades 7-12
SG-Math	11408-Secondary Grades Mathematics Teacher, Grades 7-12
SG-Philosophy	91444-Teacher Of Secondary Philosophy
SG-Physical Sciences	91445-Teacher Of Secondary Physical Sciences
SG-Psychology	91446-Teacher Of Secondary Psychology
SG-Sciences	91447-Teacher Of The Secondary Sciences
SG-Social Studies	11410- Secondary Grades Social Studies Teacher, Grades 7-12
SG-World Language	11411-Secondary Grades World Language Teacher, Grades 7-12
Special Education-EC	11181-Early Childhood Special Education Teacher, Birth through Grade 2 AND 11101-Early Childhood Education Teacher, Grades PK-2
Special Education-EG	11681-Elementary/Middle Special Education Teacher, Grades K-8
Special Education-MG	11681-Elementary/Middle Special Education Teacher, Grades K-8 OR 11781-Middle/Secondary Special Education Teacher, Grades 7-12
Special Education-SG	11781-Middle/Secondary Special Education Teacher, Grades 7-12
Special Education-Arts	11681-Elementary/Middle Special Education Teacher, Grades K-8 OR 11781-Middle/Secondary Special Education Teacher, Grades 7-12. <b>Must be highly qualified in the Arts.</b>
Special Education-Biology	11681-Elementary/Middle Special Education Teacher, Grades K-8 OR 11781-Middle/Secondary Special Education Teacher, Grades 7-12. <b>Must be highly qualified in Biology.</b>
Special Education-Chemistry	11681-Elementary/Middle Special Education Teacher, Grades K-8 OR 11781-Middle/Secondary Special Education Teacher, Grades 7-12. <b>Must be highly qualified in Chemistry.</b>
Special Education-English	11681-Elementary/Middle Special Education Teacher, Grades K-8 OR 11781-Middle/Secondary Special Education Teacher, Grades 7-12. <b>Must be highly qualified in English.</b>
Special Education-General Science	11681-Elementary/Middle Special Education Teacher, Grades K-8 OR 11781-Middle/Secondary Special Education Teacher, Grades 7-12. <b>Must be highly qualified in General Science.</b>
Special Education-Physics	11681-Elementary/Middle Special Education Teacher, Grades K-8 OR 11781-Middle/Secondary Special Education Teacher, Grades 7-12. <b>Must be highly qualified in Physics.</b>
Special Education-Mathematics	11681-Elementary/Middle Special Education Teacher, Grades K-8 OR 11781-Middle/Secondary Special Education Teacher, Grades 7-12. <b>Must be highly qualified in Mathematics.</b>
Special Education-Reading	11681-Elementary/Middle Special Education Teacher, Grades K-8 OR 11781-Middle/Secondary Special Education Teacher, Grades 7-12. <b>Must be highly qualified in Reading.</b>

Teach Subject	Certificate Areas that qualify:
Special Education-Science	11681-Elementary/Middle Special Education Teacher, Grades K-8 OR 11781-Middle/Secondary Special Education Teacher, Grades 7-12. <b>Must be highly qualified in Science.</b>
Special Education-Social Studies	11681-Elementary/Middle Special Education Teacher, Grades K-8 OR 11781-Middle/Secondary Special Education Teacher, Grades 7-12. <b>Must be highly qualified in Social Studies.</b>
Special Education-World Language	11681-Elementary/Middle Special Education Teacher, Grades K-8 OR 11781-Middle/Secondary Special Education Teacher, Grades 7-12. <b>Must be highly qualified in World Language.</b>
Technology Education	11509-All Grades Technology Education Teacher, Grades PK-12
Theatre	11510-All Grades Theatre Teacher, Grades PK-12