

Non-Certified Staff Instructions

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This document provides an overview of the Non-Certified Staff report.

For help, questions, or comments, please submit a ticket to the help desk at <https://support.ride.ri.gov>.

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Purpose

The Non-Certified Staff Report is a report of the number of non-certified personnel by assignment categories employed by the school district expressed in full-time equivalents (FTE). Persons included on this report should be paid directly by the school district or from funds channeled through the school district such as, federal or state grants.

Who to report

All non-certified personnel who are paid directly by the school district or from funds channeled through the school district such as federal or state grants. Exclude all certified personnel who are counted in the Personnel Data Collection (PDC). Do not include any personnel paid directly from outside sources or any volunteers.

Completing the form

Select a staff category for each employee that most clearly represents his or her work assignment. For persons who work in more than one category prorate their FTE's according to the proportion of time worked in each category. Staff category definitions are found below. Calculate the FTE for each employee in each staff category using the formula discussed in the FTE Definition and Calculation heading below. Add the FTE's for each category and enter the total in the appropriate line on the Non-Certified Staff form. Please note that FTE is expressed to the nearest tenth (one decimal place).

1. Once logged into eRIDE, click on the 'Non-Certified Staff' icon



2. Click 'click here to start report'

[click here to start report](#)

3. Enter the number of non-certified staff positions and then click 'Submit'

Position	Code	F.T.E.	
I. Instructional Staff Position			
Teacher Assistant	10		<input type="text" value="10"/>
II. Support Services Staff Position			
Library/Media Support Staff	20		<input type="text" value="2"/>
LEA Administrators	30		<input type="text" value="4"/>
LEA Administrative Support Staff	40		<input type="text" value="6"/>
School Administrative Support Staff	50		<input type="text" value="8"/>
Student Support Services Staff	60		<input type="text" value="10"/>
All Other Support Services Staff	70		<input type="text" value="12"/>

4. Click 'Submit'



5. Review the data, if you need to make updates click 'update report'

[update report](#) | [sign off/lock report](#)

6. If everything is correct, click 'sign off/lock report'

[update report](#) | [sign off/lock report](#)

7. Review this report, print it, have it signed, scan it, and email it to erideInternal@ride.ri.gov

Staff Categories

I. Instructional Staff

Teacher Assistant – Code 10

Teacher Assistants are those staff members who are deemed to include any person employed to provide instructional or other direct services to students (and/or their parents/legal guardian) under the supervision and direction of the classroom teacher or other appropriately-certified professional staff. (For further clarification, see P.L. 1996, sec.16, chapter 11.2)

INCLUDE: Paid staff only.

EXCLUDE: School office clerical and secretarial staff and volunteer aides.

II. Support Services Staff

Library/Media Support Staff – Code 20

Library/Media Support Staff are those non-certified staff members who render other professional library services, including selecting, preparing, caring for, and making available to members of the instructional staff and students the equipment, films, filmstrips, transparencies, tapes, TV programs and similar materials, whether maintained separately or as part of an instructional materials center.

INCLUDE: Activities in the audiovisual center, TV studio, and related work areas, and services provided by audiovisual personnel.

INCLUDE: Library aides and those involved in Library/Media Support.

EXCLUDE: All certified Library/Media Staff. These staff members should be reported via the Personnel Data Collection (PDC).

LEA Administrators – Code 30

LEA Administrators are those administrators who are NON-CERTIFIED and have district wide responsibilities: e.g., business managers, personnel directors, administrative assistants, supervisors of health services and food services.

EXCLUDE: All CERTIFIED administrators who are counted in the Personnel Data Collection (PDC).

LEA Administrative Support Staff – Code 40

LEA Administrative Support Staff are those staff members who provide direct support to the district administrators such as, the superintendent, assistant superintendents, curriculum directors, as well as, any non-certified directors included under (Code 30).

INCLUDE: District office clerical and secretarial staff, clerks, and other personnel who assist administrators.

School Administrative Support Staff – Code 50

School Administrative support Staff are those staff members of a school whose activities are concerned with supporting the office of the principal, guidance health services and department chair persons.

INCLUDE: School clerical and secretarial staff.

EXCLUDE: Instructional aides.

Student Support Services Staff – Code 60

Student Support Services Staff are non-certified staff members who serve as transportation supervisors, provide health services, attendance officers, and individual student aides prescribed by an IEP.

EXCLUDE: All certified personnel including psychologists, audiologists and speech pathologists (check certification files) via the Personnel Data Collection (PDC).

All Other Support Services Staff – Code 70

Other Support Services Staff are all support services staff members not reported in the categories listed above, e.g., social workers, data processing, health, maintenance, janitors, bus drivers and cafeteria workers.

EXCLUDE: Cafeteria workers paid directly by the state.

FTE Definition and Calculation

Full-time definition

Full-time equivalency is the amount of time required to perform an assignment stated as a proportion of full-time position, and computed by dividing the amount of time employed by the time normally required for a full-time position.

The formula to be used for all FTE calculations is:

$$\frac{\text{Normal hours the person works per week}}{\text{Normal hours for the full-time position}} = \text{FTE}$$

All entries should be calculated to the nearest tenth (one decimal place).

Examples

1. An employee who works one full day per week. Normal full-time hours are 7 hours per day and 35 hours per week. This employee's FTE is calculated:

$$\frac{7 \text{ hours worked per week}}{35 \text{ hours normal full-time per week}} = 0.2$$

2. For an employee who works one-half day, five days per week, FTE is calculated:

$$\frac{7 \text{ hours worked per week (3.5 hrs x 5 days)}}{35 \text{ hours normal full-time per week}} = 0.5$$