STAFF VALIDATION GUIDANCE: STAFF FTE, STAFF ETHNICITY, AND STAFF RETENTION AND EXPERIENCE

FOR THE 2023-2024 SCHOOL YEAR

OREGON DEPARTMENT OF EDUCATION

SALEM, OREGON

Charlene Williams, Director of the Oregon Department of Education

INTRODUCTION

2023-2024 SCHOOL YEAR SCHEDULE:

The 2023-2024 Staff FTE, Staff Ethnicity, and Staff Retention and Experience Validations are scheduled to open on Thursday March 28, 2024 and close on Monday April 29, 2024.

CONTACTS

Your Regional ESD partners are your primary point of contact.

Regional ESD Partners - All Regions: InterMountain ESD

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Karen Brown Smith	Karen.Brown@imesd.k12.or.us	1-800-706-4447 x3124
Peter Campbell	Peter.Campbell@imesd.k12.or.us	1-800-706-4447 x3203

ODE Staff:

Name	Description	Email	Phone
Ryan Clark	Staff Position General Assistance & Validations	ryan.clark@ode.oregon.gov	(971) 208-0471
ODE Helpdesk	Staff Position Technical Help & USID General Assistance	ode.helpdesk@state.or.us	(503) 947-5715

WHERE ARE THE VALIDATIONS AND WHAT DO THEY LOOK LIKE?

The Staff FTE and Staff Ethnicity Validations can be accessed through the Achievement Data Insight (ADI) application by logging into the Central Login Application on the District Secure Website. If the validation is currently open, you can find its tile located under the "Open" tab. Otherwise, you can find it in the "All" tab. All tiles are now visible in the ADI. However, if these tiles appear under the "No Permissions" section, contact your District Security Administrator (DSA). Clicking on the tile also begins the process of gaining access to the validation.

Open	All	

Staff FTE

Last Visited: 04/10/2023
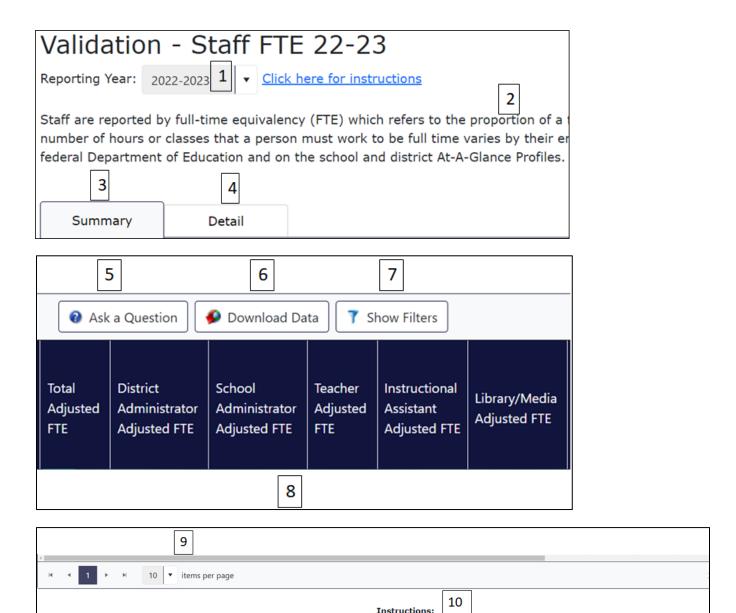Last Refreshed: 09/26/2023   Closed
Validation Open: 03/30/2023
Validation Closed: 04/24/2023
Public Release: 05/15/2023

Simply click on the tile to open the validation.

Listed below are the different elements of the validation, which are standard across ADI validations.

1) Reporting Year: You can click on the dropdown arrow to adjust the reporting year and view past years' data.
2) Validation Text: This text includes information specific to the validation being viewed.
3) Summary Tab: This tab shows aggregate level data (i.e. counts, averages, and totals).
4) Detail Tab: This tab shows staff or student level data based on the validation you are viewing.
5) Ask a Question: Click this button to send an email to the Validation's data steward if you have a question or comment.
6) Download Data: Click this button to download your data into a spreadsheet.
7) Show Filters: Click this button to add a filter to the columns, so you can more easily search your data.
8) Data Header Row: This row describes the data in the columns.
9) Page Size: Adjust the page size to view more or fewer records per screen.
10) Instructions: These instructions are specific to this validation.

Validation - Staff FTE 22-23

Reporting Year: 2022-2023 [1] ▼ [Click here for instructions](#) [2]

Staff are reported by full-time equivalency (FTE) which refers to the proportion of a
number of hours or classes that a person must work to be full time varies by their e
federal Department of Education and on the school and district At-A-Glance Profiles.

[3] Summary   [4] Detail

[5] ❓ Ask a Question   [6] 🌐 Download Data   [7] ▼ Show Filters

Total Adjusted FTE	District Administrator Adjusted FTE	School Administrator Adjusted FTE	Teacher Adjusted FTE	Instructional Assistant Adjusted FTE	Library/Media Adjusted FTE

[8]

[9]

⏮ ◀ 1 ▶ ⏭   10 ▼ items per page

Instructions: [10]
The staff list has information on all staff members submitted in Staff Position as assigned to your institution or to an institution of whom you are the parent.

Notes: Clicking the header in a column will sort the data by that column. Hovering your mouse over a heading will display more information about that data element.

REVIEWING YOUR DATA

When viewing your summary data, you should see a row for each school under the Assigned Institution Name column. You may also see an Assigned Institution with the name of your School District. This row contains staff who were assigned to the school district in the Staff Position collection (e.g. the Superintendent and other district-level staff). You should also see a row without an Assigned Institution ID. This is the total row and contains the totals for all staff within the district.

REFRESHING DATA

The data displayed in these validations are not automatically updated when changes are made to the Staff Position Collection. In most cases, the data are refreshed on Thursdays, but it occasionally will refresh on another day. The validation tile shows when the last data refresh occurred. In the example below the Last Refreshed date appears as the second item in the validation tile. If changes were made after 5 am on the refresh date, the changes will not be reflected until the next data refresh. You may also contact the validation data owner or Regional ESD Partner to ask when the next refresh will occur.

Staff FTE

Last Visited:	04/10/2023
Last Refreshed:	09/26/2023
Validation Open:	03/30/2023
Validation Closed:	04/24/2023
Public Release:	05/15/2023

Closed

STAFF FTE

WHAT'S NEW THIS YEAR?

- No changes this year.

PURPOSE OF THE STAFF FTE VALIDATION

This validation provides aggregate and staff-level data to districts and schools for the purpose of improving the accuracy of federally required EdFacts reports, State School Funding calculations, school and district At-A-Glance Profiles, and public reports.

WHO IS INCLUDED IN THIS VALIDATION

All staff submitted in the current year's staff position collection are included in this validation.

See the At-A-Glance Staff Categories section at the end of this document for help determining which staff positions are included in each of the categories.

Staff are aggregated by their assigned institution's parent institution[1], not by the employer institution ID associated with the staff member's staff position record. For example, a staff member may be reported in Staff Position with Fruit ESD as the employer and Granny Smith Elementary as the assigned institution. In the Oregon Department of Education's (ODE) records, Apple School District is the parent for Granny Smith Elementary (not Fruit ESD), so this staff member would appear in the Detail tab for Apple School District but not Fruit ESD. Two other examples are listed in the table below for reference.

Employer	Assigned Institution	Parent	Appears in FTE Validation
Fruit ESD	Granny Smith Elementary	Apple School District	Apple School District and Granny Smith Elementary
Fruit ESD	Apple School District	Apple School District	Apple School District
Fruit ESD	Fruit ESD	Fruit ESD	Fruit ESD

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[1] Staff assigned to an ODE Long Term Care and Treatment (LTCT) program will be aggregated under the ODE LTCT District (ID 3559). Log into the individual LTCT program to view these records in the ADI Validation.

ADJUSTED FTE

This adjusted FTE calculation is used for all of the *Adjusted FTE* columns in the Summary tab.

To reproduce the FTE counts displayed on the Staff FTE validations, it is necessary to adjust reported FTE values proportionally in order to account for partial year employment.

The formula to produce the adjusted FTE value displayed in the validation is:

$$\sum \left(FTE \times \frac{CntrctLgth}{FullCntrctLgth} \right)$$

For example:

Name	FTE	Contract Length	Full Contract Length	Adjusted FTE
Wayne, Bruce	1.00	205	220	$1.0 \times 205 \div 220 = \mathbf{0.932}$
Stark, Tony	0.50	30	220	$0.5 \times 30 \div 220 = \mathbf{0.0682}$
Parker, Peter	1.00	220	220	$1.0 \times 220 \div 220 = \mathbf{1.0}$

Total Adjusted FTE rounded to the nearest hundredth: $0.932 + 0.0682 + 1.0 = \mathbf{2.00}$

AVERAGE TEACHER EXPERIENCE:

The teacher experience value displayed is an FTE-weighted average of teacher experience. Note: Years in District are not included in this calculation.

To calculate, sum the years in and outside of Oregon for each teacher (position codes 5, 8, 22, and 23), weight is by their respective **unadjusted** FTEs, and divide by the total **unadjusted** FTE. The formula is:

$$\frac{\sum\left(FTE \times (YrsInORCnt + YrsOutORCnt)\right)}{\sum(FTE)}$$

For example:

Name	FTE	Years In Oregon	Years Outside of Oregon	FTE-Weighted Experience
Yor	1.00	5	2	$1.0 \times (5 + 2) = \mathbf{7}$
Anya	0.75	0	0	$0.75 \times (0 + 0) = \mathbf{0}$
Loid	0.50	10	15	$0.5 \times (10 + 15) = \mathbf{12.5}$

Total FTE-Weighted Experience: $7 + 0 + 12.5 = \mathbf{19.5}$

Total FTE: $1.0 + .75 + .5 = \mathbf{2.25}$

Average Teacher Experience rounded to the nearest hundredth: $19.5 \div 2.25 = \mathbf{8.67}$

PERCENT OF TEACHERS FTE WITH GRADUATE DEGREE

To reproduce the percent displayed, sum the **unadjusted** FTE of teachers (position codes 5, 8, 22, and 23) with a Level of Staff Education Code of 4 or 5, and divide it by the total **unadjusted** FTE of teachers.

For example:

Name	FTE	Level of Staff Education Code
Gray, Jean	1.00	5 (Doctorate)
Banner, Bruce	0.50	5 (Doctorate)
Kent, Clark	1.00	2 (Baccalaureate Degree)

FTE with Graduate degree: $1.0 + 0.5 = \mathbf{1.5}$

Total FTE: $1.0 + 0.5 + 1.0 = \mathbf{2.5}$

Percent with Graduate Degree: $1.5 \div 2.5 = 0.6 = \mathbf{60}\%$

STAFF ETHNICITY

WHAT'S NEW THIS YEAR?

No changes for 2023-2024.

HISTORICAL CHANGES:

The changes listed below were new to the 2017-18 reporting year and are listed here for reference.

The Staff Ethnicity Validation has added the following columns under the Summary tab:

- Total Linguistically Diverse Staff – The number of staff included in this validation having a non-English language of origin.
- Percent Linguistically Diverse Staff – The percentage of staff included in this validation having a non-English language of origin.
- Total Ethnically and/or Linguistically Diverse Staff – The number of staff included in this validation who either have a non-English Language of Origin or who have a non-White race/ethnicity.
- Percent Ethnically and/or Linguistically Diverse Staff – The percentage of staff included in this validation who either have a non-English language of origin or who have a non-White race/ethnicity.

The Detail tab has added:

- Resolved Language of Origin – A single language of origin selected for each staff member in this validation to correct for those staff members submitted with multiple languages in the Staff Position Collection.

These additional elements have been added to the validation because they are reported in the Oregon Educator Equity Report.

PURPOSE OF THE STAFF ETHNICITY VALIDATION

This validation produces staff data to be used on the At-a-Glance Profiles and the Oregon Educator Equity Report per ORS 342.433 – 342.450.

WHO IS INCLUDED IN THE VALIDATION

This validation only includes Teachers, Library/Media Specialists and Non-Special Education School Administrators and Guidance Counselors (position codes 3, 4, 5, 8, 9, 10, 22, 23).

As with the Staff FTE Validation, staff are aggregated by their assigned institution's parent institution, not by the employer ID associated with the staff member's staff position record. See the Who is Included in the Validation section of the Staff FTE Validation above for more information on parent district aggregation.

RESOLVED ETHNICITY/LANGUAGE OF ORIGIN

In cases where a staff member has been reported with multiple races/ethnicities or multiple languages of origin, one ethnic code and one language code have been chosen per parent district of that staff member's assigned institutions. The resolved codes are the ones that are associated with the highest total FTE for the staff member within that parent district. This was done because ethnicity and language aggregates (as shown on the summary tab) are totaled by headcount.

GRADE BAND

In the Staff Ethnicity Validation, it is also important to pay attention to the Grade Band column. Each school should have a row with their totals per grade band (e.g. K-3, 4-5, etc.). All schools will have at least one "Total" row and at least one Grade Band row. Schools offering grades that span more than one grade band will have one row per grade band offered.

	Summary	Detail				
District ID	District Name	Assigned Institution ID	Assigned Institution Name	Grade Band	Total Staff Count
6789	Apple SD			K-3	28
6789	Apple SD			4-5	14
6789	Apple SD			6-8	25
6789	Apple SD			9-12	26
6789	Apple SD			Total	66
6789	Apple SD	6666	Granny Smith Elementary	K-3	24
6789	Apple SD	6666	Granny Smith Elementary	4-5	10
6789	Apple SD	6666	Granny Smith Elementary	Total	27
6789	Apple SD	8888	Braeburn High	9-12	21
6789	Apple SD	8888	Braeburn High	Total	21

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In the example above, the Assigned Institution is blank for rows that reflect district totals per Grade Band. Granny Smith Elementary has three rows: One for aggregates with K-3 staff; one for aggregates

with 4-5 staff; and a final *total* row for all Granny Smith Elementary staff. The Total row is not a sum of the grade band rows, since a single staff member may be counted in more than one grade band row. For example, if a K-5 PE teacher is submitted, this teacher would be counted once in the K-3 grade band row and once in the 4-5 grade band row. The Total row would only count this staff member once.

Grade Band information comes from the low/high grade served fields of staff position records. All of a staff member's records at the shown Assigned Institution were looked at in order to fill the Grade Band flags.

For example, if the staff position records of two teachers show this:

Name	Employer Institution ID	Assigned ID	Low Grade	High Grade
Lehnsherr, Eric	6789	8888	6	7
Lehnsherr, Eric	6789	6666	KG	5
Xavier, Charles	6789	8888	11	12

Then the districts logging in will see on their detail tabs:

Assigned ID	Staff Name	Serves PK Flag	Serves K-3 Flag	Serves 4-5 Flag	Serves 6-8 Flag	Serves 9-12 Flag
6666	Lehnsherr, Eric		Y	Y		
8888	Lehnsherr, Eric				Y	
8888	Xavier, Charles					Y

Note that on the summary tab, Eric Lehnsherr will be included in multiple rows for both institutions because he works with multiple grade bands (once in the K-3 Grade Band and once in the 4-5 Grade Band for institution ID 6666 and once in grade band 6-8 for institution 8888). However, he will only be counted once in institution ID 6789's total. Charles Xavier will only appear in one summary row for each institution, because he works in a single Grade Band in each place.

STAFF RETENTION AND EXPERIENCE

PURPOSE

The Staff Retention and Experience validation consists of three components: The Same Principal Metric, the Teacher Retention Metric, and the Teacher Experience Metric. These data appear on the School and District At-a-Glance Profiles.

WHAT'S NEW THIS YEAR?

There are no changes in 2023-2024

SUMMARY COLUMNS

Once logged into the ADI, there are two tabs, the *Summary* tab and the *Detail tab*. The Summary view allows the user to review the aggregate data at the district or school level. The columns in the Summary view are:

- District ID: The parent district's ID number of the assigned institution.
- District Name: The parent district's name of the assigned institution.
- School ID: The assigned institution's ID number for which the rates will be published.
- School Name: The assigned institution's name for which the rates will be published.
- Years Open: Refers to the number of years an institution has been open. Possible values are 1, 2, 3, or 4+.
- Same Principal Flag: A Yes or No determination of the Same Principal Metric.
- Teacher Retention Rate: The Teacher Retention Rate rounded to the nearest whole number.
- Percent Licensed Experienced Teachers: The Percentage of Licensed Experienced Teachers rounded to the nearest percent.

DETAIL COLUMNS

The Detail view will show the data going into the calculations summarized on the Summary tab. Staff will have multiple rows if they work at more than one institution within the district, worked in more than one year as a teacher within the last five years, or worked as a teacher or principal. The columns in the Detail view are:

- District ID: The parent district's ID number of the assigned institution.
- District Name: The parent district's name of the assigned institution.
- Assigned Institution ID: The institution's ID number for which the rates will be published.
- Assigned Institution Name: The institution's name for which the rates will be published.

- USID: The Unique Staff ID number assigned by ODE.
- Staff Name: The First and Last name of the staff member reported in a single column.
- Position: The Position of the Staff Member. The possible values of this column are "Teacher" or "Principal".
- Adjusted FTE: The Staff Member's reported FTE adjusted for the length of the year the staff member was employed.
- School Year Employed: The School Year that applies to the data in that row.
- License Flag: Whether the staff member was reported as having a license or not. This column will only be filled in when referencing the Licensed Experienced Teachers Metric.
- Years of Licensed Experience: The sum of the Years in Oregon Count and the Years Outside Oregon Count from the Staff Position collection.
- Included in Same Principal Metric: "Y" if the row is included in the Same Principal Metric.
- Included in Teacher Retention Metric: "Y" if the row is included in the Teacher Retention Metric.
- Included in Teacher Experience Metric: "Y" if the row is included in the Teacher Experience Metric.

SAME PRINCIPAL METRIC

The Same Principal Metric takes Staff Position data from the last three years to see if at least one person (based on USID) has been reported in each of those three years. The Detail tab is populated with any staff member that has been reported with Position Code 3 in the Staff Position collection. In this validation, you will be able to tell who is in the detail tab if they have a 'Y' in the Included in Same Principal Metric column. This is also the only metric in the validation where the staff member would have a position of 'Principal' instead of 'Teacher'. The Summary tab will show all the schools in your school district, and a 'Y' for yes if the same person has worked as a principal in each of the last three years or an 'N' for no if no staff member has been employed as a principal at that school for all three years.

EXCEPTIONS

There are a few exceptions to the rule above.

- If an institution did not report a principal, but did report a head teacher (Position Code 5), then the head teacher was used to determine the same principal metric. If a principal and a head teacher are reported, only the principal record will be used in the determination.
- If the institution is a new school this year, they will automatically be given a 'Y' determination for this metric.
- If an institution has been open for 3 or fewer years, and no principals have been reported in any of the years since they have been open, that institution will be given a 'Y' determination.

If an institution has more than one principal reported, then as long as at least one of principals has been reported in each of last three years, the determination will be 'Y'.

SAME PRINCIPAL EXAMPLE

Detail Tab:

Assigned Inst.	USID	Staff Name	Position	School Year Employed
Greendale	11111	Annie Edison	Principal	2021-2022
Greendale	11111	Annie Edison	Principal	2022-2023
Greendale	22222	Dean Craig	Principal	2023-2024
Greendale	11111	Annie Edison	Principal	2023-2024

Summary Tab:

Assigned Inst.	Years Open	Same Principal
Greendale	4+	Y

Even though Greendale had co-principals in the most recent school year, because Annie Edison (USID 11111) was reported as a principal in all three of the most recent school years, the Same Principal Metric would be a yes.

Other Scenarios:

Institution ID	Years Open	2021-2022	2022-2023	2023-2024	Same Principal?
1111	1	School Not Open	School Not Open	Gary Peterson	Yes
2222	3	No principal or head teacher reported	No principal or head teacher reported	No principal or head teacher reported	Yes
3333	3	No principal or head teacher reported	No principal or head teacher reported	Sylvia Jordan	No
4444	6	Maria Hernandez	Maria Hernandez; Mike Potter	Maria Hernandez	Yes
5555	9	Debbie Anderson	Zach Miller	Debbie Anderson	No

Institution ID 1111: Because the school has only been open for one year, the Same Principal result is "Yes".

Institution ID 2222: Because the school has been open for less than 4 years and there has been no principal in any of the 3 years they have been open, the Same Principal result is "Yes" for this year.

Institution ID 3333: Even though the school has been open for less than 4 years, because there is a principal reported in 2023-2024 and no principal reported in the previous two years, then the Same Principal result is "No".

Institution ID 4444: Maria Hernandez has been reported as a principal in each of the last 3 years, so the Same Principal result is "Yes".

Institution ID 5555: The same principal has not been reported in each of the last 3 years, so this gets a No.

TEACHER RETENTION RATE

The teacher retention rate is calculated by looking at all the teachers (Position Codes: 5, 8, 22, 23) reported at a given institution, then looking at the next two years to see if that teacher returned to the same institution in any position. In the Detail tab, each teacher will have a unique row for each USID, School Year Employed, and Assigned Institution. If a teacher also has a principal record, they would also have a row for each position group, but only the teacher rows would factor into this calculation. The summary tab will have one row per institution, and will show the Teacher Retention Rate. The District Rate shows the sum of all the numerators in the district divided by the sum of all the denominators excluding staff assigned to the district.

TEACHER RETENTION CALCULATION

The calculation for the 2023-2024 school year is shown by the definitions below:

- The Teacher Retention rate is the sum of teacher adjusted FTE that return to a given school over the sum of the teacher adjusted FTE for the 19-20 through 21-22 school years. The numerator and denominator for this calculation are defined below.

- Denominator for each year is the total Adjusted FTE of teachers in a given school during the 19-20 through 21-22 school years.

- Numerator for each year is the total adjusted FTE for teachers from that year who returned to the same school in any position in either of the next two years. For 23-24 the calculation starts by looking at the 19-20 school year, and will use staff position data through the current year.

Adjusted FTE = FTE * (Contract Length/Full Contract Length).

TEACHER RETENTION EXAMPLE

The table below shows a hypothetical situation for five years of teacher data at a given school. In this example, we are assuming that all teachers shown have an adjusted FTE of 1.00.

19-20	20-21	21-22	22-23	23-24
Sofia Williams	Sofia Williams	Sofia Williams	Sofia Williams	Sofia Williams
Rosa Little	Rosa Little	Jason Day	Wilbur Wayne	Jason Day
Marco Pena	Jordan Fern	--	Hiro Lee	Kevin Stein
Frida Holt	Frank Allister	Frida Holt	Frida Holt	Frida Holt

Adjusted FTE from 19-20 = 4.00. This is the denominator for the 19-20 school year.

Returning Adjusted FTE from 19-20 = 3.00. This is the numerator for the 19-20 school year.

Adjusted FTE from 20-21 = 4.00. This is the denominator for the 20-21 school year.

Returning Adjusted FTE from 20-21 = 1.00. This is the numerator for the 20-21 school year.

Adjusted FTE from 21-22 = 3.00. This is the denominator for the 21-22 school year.

Returning Adjusted FTE from 21-22 = 3.00. This is the numerator for the 21-22 school year.

Putting all this information together, the calculation of the teacher retention rate looks like this:

$$\text{Teacher Retention Rate} = \frac{3.00 + 1.00 + 3.00}{4.00 + 4.00 + 3.00} = \frac{7}{11} = 64\%$$

TEACHER EXPERIENCE RATE

The Teacher Experience Rate is the ratio of licensed teachers (position codes: 5, 8, 22, 23) in the 2023-2024 school year with more than three years of total experience over the total number of licensed teachers. Teachers that do not have a 'Y' in the license flag field of the Staff Position collection are not included in this calculation. Total Experience is the sum of the teacher's years in Oregon count and years outside Oregon count from the staff position collection. Teachers that are assigned to more than one institution will appear once per institution.

TEACHER EXPERIENCE CALCULATION

The Teacher Experience Rate equation is shown below:

$$\frac{\text{Number of Teachers with License Flag Y and more than 3 years of total Experience}}{\text{Number of Teachers with License Flag Y}}$$

TEACHER EXPERIENCE EXAMPLE

Assigned Institution	USID	Staff Name	License Flag	Total Experience	Included in Teacher Experience
A	11111	Melody	Y	10	Y
A	22222	Jeff	N	5	N
A	33333	Brittany	Y	4	Y
A	44444	Troy	Y	3	Y

In the table above, Melody, Brittany, and Troy would all be included in the denominator. However, only Melody and Brittany would be included in the numerator because Troy has 3 or less years of total experience. Jeff is not included in either the numerator or denominator because Jeff does not have a 'Y' in the license flag field.

FAQS

Q: I don't see the Staff Ethnicity, Staff FTE, or the Staff Retention and Experience tile in ADI. What do I do?

A: First, verify that you are looking in the Achievement Data Insight application for it during the open window. If it is before the window has opened or after the window has closed, you can find the tile under the *All* tab. If the tiles are located under the *No Permissions* section, then you do not have access to it. If you click on the tile, it will begin the process of requesting access to that validation. Contact your District Security Administrator to gain access to the Achievement Data Insight Application and the Staff FTE, Staff Ethnicity, and the Staff Retention and Experience validations.

Q: I just made changes to the Staff Position collection. Why can't I see them in the validation?

A: The validations do not refresh automatically. Check the last refresh date on the validation tile. If the date you made the change was after the data as of date, which is generally the Monday morning prior to that Thursday's refresh, then your change would not appear until the next refresh. The data are generally refreshed on Thursdays at 1:00 PM during the validation window and every other Thursday over the Summer. The latest data refresh will always appear

on the tile. If you still do not see them, contact the Staff Position Data Owner or your Regional ESD Partner.

Q: Why is my school listed as a High School when it's a K-12 School?

A: All elementary and middle schools are classified as "School." Any school containing a high school level grade (including K-12 schools) is considered a "High School."

AT-A-GLANCE STAFF CATEGORIES

Code	Position	At-A-Glance Category	At-A-Glance Staff FTE Validation
1	Superintendent	District Administrator	Staff FTE: District Administrator
2	Assistant Superintendent	District Administrator	Staff FTE: District Administrator
37	Special Education Administrator, Director	School or District Administrators[i]	Staff FTE: District/School Administrators
38	Special Education Administration, Other	School or District Administrators[i]	Staff FTE: District/School Administrators
3	Principal	School Administrator	Staff FTE: School Administrator
4	Assistant Principal	School Administrator	Staff FTE: School Administrator
5	Head Teacher, Non-Special Ed	Teachers	Staff FTE: Teachers
8	Teacher, Non-Special Ed	Teachers	Staff FTE: Teachers
22	Special Education Teacher (Non-PE)	Teachers	Staff FTE: Teachers
23	Special Education Teacher (PE)	Teachers	Staff FTE: Teachers
16	Paraprofessional (Educational Assistant), Non-Special Ed	Instructional Assistants	Staff FTE: Instructional Assistants
35	Special Education Paraprofessional	Instructional Assistants	Staff FTE: Instructional Assistants
9	Library/Media Specialist	Library and Media	Staff FTE: Library/Media
20	Library/Media Support	Library and Media Support Staff	Staff FTE: Library Support
10	Guidance Counselor, Non-Special Ed	Counselors	Staff FTE: Counselor
33	Special Education Counselors and Rehab Counselors	Counselors	Staff FTE: Counselor
7	Psychologist, Non-Special Ed	Psychologist	Staff FTE: Psychologist
27	Special Education Psychologist	Psychologist	Staff FTE: Psychologist

Code	Position	At-A-Glance Category	At-A-Glance Staff FTE Validation
31	Special Education School Social Workers	Social Workers	Staff FTE: Social Workers
41	Social Worker (Licensed, Non-Special Ed)	Social Workers	Staff FTE: Social Workers
11	Other Licensed Staff, Non-Special Ed	All Other Support Staff	Staff FTE: Other Staff
15	Nurse, Non-Special Ed	All Other Support Staff	Staff FTE: Other Staff
21	Other Non-Licensed Staff, Non-Special Ed	All Other Support Staff	Staff FTE: Other Staff
24	Special Education Audiologist	All Other Support Staff	Staff FTE: Other Staff
25	Special Education Speech Pathologist	All Other Support Staff	Staff FTE: Other Staff
26	Special Education Interpreter	All Other Support Staff	Staff FTE: Other Staff
28	Special Education Occupational Therapist	All Other Support Staff	Staff FTE: Other Staff
29	Special Education Physical Therapist	All Other Support Staff	Staff FTE: Other Staff
30	Special Education Recreational/Therapeutic Specialists	All Other Support Staff	Staff FTE: Other Staff
32	Special Education Medical and Nursing Staff	All Other Support Staff	Staff FTE: Other Staff
34	Special Education Orientation and Mobility Specialists	All Other Support Staff	Staff FTE: Other Staff
36	Special Education Other Services, Licensed	All Other Support Staff	Staff FTE: Other Staff
39	Special Education Administration, Support Staff	All Other Support Staff	Staff FTE: Other Staff
40	Special Education Other Services, Non-Licensed	All Other Support Staff	Staff FTE: Other Staff
17	District Support (Non-Licensed, Non-Special Ed)	District Support Staff	Staff FTE: Other Staff
6	Instructional Coordinator/Supervisor, Non-Special Ed	Instructional Coordinators and Supervisors	Staff FTE: Other Staff
18	School Support (Non-Licensed, Non-Special Ed)	School Administrative Support Staff	Staff FTE: Other Staff
19	Student Support (Non-Licensed, Non-Special Ed)	Student Support Staff (Prof. and Supervisory Only)	Staff FTE: Other Staff

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[i] If the assigned institution is a school, then these staff members are categorized as school administrators. Otherwise, they are categorized as district administrators.