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Oregon Teacher Qualification Validation

2023-24 Technical Manual

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Background

The Teacher Qualification validation is a validation of data that has been submitted to the Oregon Department of Education (ODE) during the current reporting year. This validation takes place in the Achievement Data Insight (ADI) application, which is located in the applications menu of the [ODE district webpage](#). The information displayed in the Teacher Qualification validation is largely gathered through the Staff Assignment data collection, with additional data on high/low poverty schools coming from the Child Nutrition and Cumulative Average Daily Membership data collections.

The Teacher Qualification validation is in place so that districts can look both at the summed totals and percentages of their teachers' Class Instructional Full Time Equivalency (FTE) that is spent teaching out-of-field, inexperienced, or with an emergency/provisional license. This information is used in federal reporting under the Elementary and Secondary Education Act, it is important that the data are correct.

Audience

District personnel that have submitted to the Staff Assignment collection will want to check the Teacher Qualification validation to verify that the data are correct. Additionally, other district and school employees that have a stake in the outcome (such as Superintendents, Principals, etc.) likely may also want to view the data.

Validation Window

The Teacher Qualification validation will be open from **August 15, 2024 - September 13, 2024**. Information in the validation will be refreshed each Thursday during this window. It is imperative that all districts validate and/or make changes to the data by September 13, 2024.

Validation Location

To find the validation:

- Log-in to the [ODE district webpage](#)
- From the list, select the Achievement Data Insight application
- Select the "Teacher Qualification" tile under "My Validations"
- Look through the data in the Summary and Detail tabs

If you do not see the "Achievement Data Insight" under your list of applications or the "Teacher Qualification" tile under your list of open validations, contact your District Security Administrator to request access. You can find your [District Security Administrator](#).

Verifying the Data

To verify the data, compare the Class Instructional FTE and other measures of teachers that are out-of-field, inexperienced, or teaching with an emergency/provisional license to your data. **If everything matches your data, no further action is needed.**

If you have questions about the data or something needs to change, click on the “Ask a Question” button. This will open an email that will be sent to the data owner. In this email, please include:

- Your district/school that you have questions/concerns about
- Specific information about the question (teacher name, course code)
- Contact information for how to email/call

Please note that since most of these data come from the Staff Assignment collection, looking at the production download for that collection will likely answer many questions. However, if while looking at that data, you find a mistake, please contact the data owner so that the collection can be opened to make corrections.

Additional Resources

Lists of the license types that fall under each category can be found in the “Definitions” section of the [2020-21 Staff Assignment Data Manual](#), and also conveniently at the end of this guide.

The course-to-endorsement catalogue, detailing the course codes teachers are authorized to teach based on their endorsements, can be found on the [ODE Teacher Licensure webpage](#).

ODE Staff Contacts

For further questions regarding the data, contact the data owner: Ryan Clark
Ryan.clark@ode.oregon.gov or 971-208-0471.

For further questions regarding teacher qualifications, contact the Education Specialist: Sarah Martin
Sarah.Martin@ode.oregon.gov or 971-208-0333.

For technical problems with the validation (e.g. page isn't loading or you cannot log in), contact the ODE Helpdesk: ode.helpdesk@state.or.us or 503-947-5715.

Interpreting the Data Tables

The Teacher Qualification validation data are presented under two tabs: the Summary tab and the Detail tab. If you disagree with numbers in the Summary tab fields, the Detail tab may provide the necessary information to understand the derivation of those values. If the Detail tab does not seem correct, looking at the production download of your Staff Assignment data may help answer questions.

Summary Tab

The Summary tab gives an overview of the summed Class Instructional FTE and percent of Class Instructional FTE taught with and without an emergency/provisional license, in and out-of-field, and with and without a preliminary license at the district level and for each school/program. The graphic below shows what the Summary tab looks like for an example school district.

Summary		Detail															
Ask a Question Download Data Show Filter																	
Reporting Year	District ID	District Name	School ID	School Name	E/P Class Instructional FTE	Non-E/P Class Instructional FTE	Pct E/P	OOF Class Instructional FTE	Non-OOF Class Instructional FTE	Pct OOF	Preliminary Class Instructional FTE	Non-Preliminary Class Instructional FTE	Pct Preliminary	Number of Teachers	Count of Classes	Average Teacher Instructional FTE	Secondary Indicator
20182019	9987	Example SD 22			0.00	16.92	0.00	1.78	15.14	10.52	3.77	13.15	22.28	19	138	0.89	
20182019	9987	Example SD 22	4987	Elementary School	0.00	8.37	0.00	1.07	7.30	12.78	2.28	6.09	27.24	12	17	0.70	E
20182019	9987	Example SD 22	4989	High School	0.00	8.55	0.00	0.71	7.84	8.30	1.49	7.06	17.43	12	121	0.71	S

Page size: All 3 items in 1 pages

Detail Tab

The Detail tab contains rows for each teacher and the distinct course codes of their classes for each institution they teach at. **Each record is a distinct set of fields; the same teacher might teach multiple classes, but will only be listed once for each unique course code they teach.** Each row contains a yes or no indication for whether or not the teacher taught that course code with an emergency/provisional license, out-of-field, or with a preliminary license, as well as the teacher's summed Class Instructional FTE and count of classes teaching that course code. The graphic

below shows what the Detail tab looks like for an example elementary school.

Summary		Detail																	
		Ask a Question Download Data Hide Filter																	
Reporting Year	District ID	District Name	School ID	School Name	Reporting USID	TSPC Account ID	Last Name	First Name	Middle Initial	Date of Birth	Race/Ethnicity	Course Code	Course Name	E/P Determination Flag	OOF Determination Flag	Prelim Determination Flag	Summed Class Instructional FTE	Count of Classes	Data as of Date
20172018	2336	Oregon Department of Education	555	Elementary School	5468532	11022	Clark	Anne	E	9/28/1982	White, Not Hispanic	023012	Prior-to-Secondary Education Self-contained	N	N	Y	1.00	1	8/13/2018
20172018	2336	Oregon Department of Education	555	Elementary School	1254862	21020	Byrne	David		5/14/1952	White, Not Hispanic	023012	Prior-to-Secondary Education Self-contained	N	N	Y	1.00	1	8/13/2018
20172018	2336	Oregon Department of Education	555	Elementary School	13995462	51020	Barnett	Courtney		11/3/1987	White, Not Hispanic	023012	Prior-to-Secondary Education Self-contained	N	N	N	1.00	1	8/13/2018

Staff Assignment to Teacher Qualification

The main data elements the Teacher Qualification validation pulls from the Staff Assignment collection are the Class Instructional FTE, the three determination flag fields, and the course code for classes.

The Class Instructional FTE (CISInstrctFTE) – the proportion of a full-time instructional schedule that a class constitutes – is calculated by dividing the Class Instructional Hours (CISInstrctHrs) by the Full Time Schedule Hours (FullTimeSchedHrs).

The determination flags are based on the teacher’s TSPC licensure/endorsements and the course code for the class. Because of this, the determination flags for the teacher will be the same for Staff Assignment records with the same course codes. The exception to this would be with the addition of certain team-teaching situations.

In the Teacher Qualification validation Detail tab, a teacher’s classes with the same course code are combined into a single record for that teacher. The Class Instructional FTE is summed together for each distinct course code a teacher teaches, and there is an additional field added to give the count of the classes taught by the teacher with that course code. The “Y” or “N” value of the determination flags will be the same in the validation as they are for the Staff Assignment records.

The teacher’s summed Class Instructional FTE in the detail tab is aggregated with the Class Instructional FTE of the other teachers at the school/district to obtain the values in the summary tab fields. The categorical aggregations of the Class Instructional FTE in the Summary tab are based on the “Y” or “N” value of the determination flag fields in the detail tab.

Staff Assignment to Teacher Qualification Example

An example of how the individual records in the Staff Assignment collection feed into the Teacher Qualification validation is given below. A teacher within a single school has the Staff Assignment records in the table.

USID	LnM	Fnm	IUID	CrsCd	ClsInstrctHrs	FullTimeSchdHrs	EPDtrmntnFg	OOFDtrmntnFg	PrelimDtrmntnFg	ClsInstrctFTE
112358	Bonacci	Leo	121393	001036	360	900	N	N	N	0.4
112358	Bonacci	Leo	196418	001036	360	900	N	N	N	0.4
112358	Bonacci	Leo	317811	001068	72	900	N	Y	N	0.08
112358	Bonacci	Leo	514229	001068	72	900	N	Y	N	0.08

The example teacher has four Staff Assignment records, with two distinct course codes. The determination flags are the same for the records with the same course code. The total Class Instructional FTE is .96 for this teacher, near the expected value of 1.

The example teacher's records will look like this in the Teacher Qualification Detail tab:

School ID	School Name	Reporting USID	TSPC Account ID	Last Name	First Name	Middle Initial	Date of Birth	Race/Ethnicity	Course Code	Course Name	E/P Determination Flag	OOF Determination Flag	Prelim Determination Flag	Summed Class Instructional FTE	Count of Classes	Data as of Date
1250	Middle School	112358	132134	Bonacci	Leo		1/11/70	White, Not Hispanic	001036	Language Arts (grade 8)	N	N	N	0.80	2	8/13/2018
1250	Middle School	112358	132134	Bonacci	Leo		1/11/70	White, Not Hispanic	001068	Corrective Reading	N	Y	N	0.16	2	8/13/2018

The example teacher's four Staff Assignment records are consolidated into two Teacher Qualification detail records for each distinct course code taught. The Count of Classes for both records equal the total number of Staff Assignment records for this teacher, and all of the determination flags are the same in the validation as they are in the Staff Assignment collection.

If the example school only employed this teacher, the Summary tab would look like this for the one school:

School ID	School Name	E/P Class Instructional FTE	Non-E/P Class Instructional FTE	Pct E/P	OOF Class Instructional FTE	Non-OOF Class Instructional FTE	Pct OOF	Preliminary Class Instructional FTE	Non-Preliminary Class Instructional FTE	Pct Preliminary	Number of Teachers	Count of Classes	Average Teacher Instructional FTE	High Poverty	Low Poverty	Secondary Indicator	Data as of Date
1250	Middle School	0.00	0.96	0.00	0.16	0.80	16.67	0.00	0.96	0.00	1	4	0.96	0	0	E	8/13/2018

None of the example teacher's Class Instructional FTE was taught with an emergency/provisional license, so the teacher's total Class Instructional FTE is accounted for in the Non-E/P Class Instructional FTE column, resulting in 0.00 percent of the Class Instructional FTE at the school being emergency/provisional.

The example teacher taught one course code (2 classes) out-of-field, totaling 0.16 Class Instructional FTE. The teacher's other 0.80 Class Instructional FTE was in-field. The single-teacher example school reflects this in the OOF Class Instructional FTE and Non-OOF Class Instructional FTE columns. This results in 16.67 percent of the example school's Class Instructional FTE being out-of-field.

None of the example teacher's Class Instructional FTE was taught on a preliminary license, so the teacher's total Class Instructional FTE is accounted for in the preliminary Class Instructional FTE column, resulting in 0.00 percent of the Class Instructional FTE at the school being preliminary.

Column Header Definitions

Below are the definitions for the column headers in the Summary and Detail tabs. You can also hover your cursor over the column header in the validation, and the definitions will appear.

Summary Tab

Reporting Year: School year of reported data

District ID: ODE-issued number that uniquely identifies the school district

District Name: School district name

School ID: ODE-issued number that uniquely identifies the school

School Name: Name of the school for which the numbers have been compiled

E/P Class Instructional FTE: Sum of Class Instructional FTE that is spent teaching with an Emergency/Provisional license

Non-E/P Class Instructional FTE: Sum of Class Instructional FTE spent teaching with a Non-Emergency/Provisional license

Pct E/P: Percent of class instructional FTE that is taught with an Emergency/Provisional license

OOF Class Instructional FTE: Sum of Class Instructional FTE that is spent teaching out-of-field

Non-OOF Class Instructional FTE: Sum of Class Instructional FTE spent teaching in-field

Pct OOF: Percent of Class Instructional FTE that is taught out-of-field

Preliminary Class Instructional FTE: Sum of Class Instructional FTE that is taught with a preliminary license

Non-Preliminary Class Instructional FTE: Sum of Class Instructional FTE that is taught with a non-preliminary license

Pct Preliminary: Percent of Class Instructional FTE that is taught with a preliminary license

Number of Teachers: The number of teachers submitted into the Staff Assignment collection

Count of Classes: The number of unique classes submitted into the Staff Assignment collection

Average Teacher Instructional FTE: The average summed Class Instructional FTE per teacher at this school

High Poverty: A value of Y indicates that this school is in the top quartile of students experiencing poverty for that school type (Secondary or Elementary)

Low Poverty: A value of Y indicates that this school is in the bottom quartile of students experiencing poverty for that school type (Secondary or Elementary)

Secondary Indicator: Indicator for the school's grade range. Any school that has grades 9, 10, 11, or 12 will be 'h' and any schools that do not offer 9th grade or higher will be marked 's'

Detail Tab

Reporting Year: School year of reported data

District ID: ODE-issued number that uniquely identifies the school district

District Name: School district name

School ID: ODE-issued number that uniquely identifies the school

School Name: Name of the program or school where the class being reported is conducted

Reporting USID: The reporting USID number of the teacher for that course; if team teaching, both will have a record for the course

TSPC Account ID: The TSPC account number reported by the data submitter for this teacher

Last Name: The legal last name of the teacher

First Name: The legal first name of the teacher

Middle Initial: The middle initial of the teacher

Date of Birth: The birthdate of the teacher

Race/Ethnicity: The race and/or ethnicity of the teacher

Course Code: The NCES/SCED course code for the instruction being delivered to the class

Course Name: The NCES/SCED course name associated with the reported course code

E/P Determination Flag: The yes/no determination of a teacher teaching this course code with an emergency/provisional license

OOF Determination Flag: The yes/no determination of a teacher teaching this course code out of their licensed and endorsed areas

Prelim Determination Flag: The yes/no determination of a teacher teaching this course code with a preliminary license

Summed Class Instructional FTE: The total Class Instructional FTE that the teacher teaches this course code at this school

Count of Classes: The total number of classes that this teacher teaches this course code at this school

Teaching Qualifications Definitions

These are the definitions from [Oregon's State Plan](#) for the [Every Student Succeeds Act \(ESSA\)](#).

Emergency/Provisional License – Credentials that are less than a full Oregon Teaching License.

A teacher is defined as teaching with an emergency/provisional license if:

- For the course, they have one of the following licenses:
 - Approved ESEA Alternative Route Teaching
 - Career and Technical Education I Teaching
 - Career and Technical Education Restricted Substitute Teaching License
 - Charter School Registry
 - Emergency Teaching
 - Emergency Three-Year Professional Technical Teacher License
 - International Visiting Teacher
 - Limited Teaching
 - NCLB Alternative Route Teaching
 - Restricted Substitute Teaching
 - Restricted Teacher
 - Restricted Teaching
 - Restricted Transitional Teaching
 - Substitute Teaching

Out-of-Field – Teacher teaching a subject area (course) in which they have neither a regular license and the proper endorsement, nor a License for Conditional Assignment (LCA).

A teacher is defined as teaching out-of-field if:

- For the course, they have an emergency/provisional license
- Or, they do not hold an Oregon license
- Or, they do not hold the proper endorsement for the course (see the [Course to Endorsement Catalogue](#)).

Inexperienced Teacher – Teacher with a preliminary license type for the course(s) taught.

A teacher is defined as inexperienced if:

- For the course, they have one of the following licenses:
 - Preliminary License
 - Initial I Teaching
 - Preliminary Career and Technical Education License