

**Nebraska Student and Staff Record System**  
<http://www.nde.state.ne.us/nssrs>

# **STAFF**

## **Templates Instruction Manual**

**Version 4.3.0 – November 18, 2009**

**Staff Snapshot**  
**Staff Assignment**

**Replaces:**

- **Fall Personnel Report (NDE 02-014)**
- **IEA Fall Personnel Report (NDE 02-013)**
- **Instructional Paraprofessional Fall Personnel Report in Title I Schools (NDE 02-012)**
- **Report of Certificated Staff Hired After September 15 (NDE 02-033)**

# **2009-2010**

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This instructional manual is provided to assist school personnel in submitting data to the Nebraska Department of Education. The information contained herein is intended to be consistent with Rules 10, 14, 18, 21, and 24 and relevant statutes. However, this instruction manual is not a substitute for the actual rules and/or statutes upon which it is based. Refer to the relevant statutes and/or rules for the actual state requirements and for additional information or clarification.

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## GENERAL INSTRUCTIONS

This instruction manual describes the data elements collected by the Nebraska Student and Staff Record System (NSSRS) via the Staff Snapshot and Staff Assignment templates. The Staff Snapshot template collects staff demographic information while the Staff Assignment template collects reportable assignments. Valid values and data validation rules that can be performed prior to data submission are listed where appropriate. NSSRS validation reports ensure data submitted is of high quality.

The detailed NSSRS Data Source Templates (i.e. file layout specifications) for all NSSRS templates can be downloaded from the "NSSRS Secured Information web site", which is accessible via the NDE Portal (<http://portal.nde.state.ne.us>). The "NSSRS Desktop Database" is also available for download from this web site. Contact the NDE Help Desk ([nde.helpdesk@nebraska.gov](mailto:nde.helpdesk@nebraska.gov) or 888-285-0556) for additional information regarding the NSSRS Secured Information web site and the NSSRS Desktop Database.

### Important Dates

Please refer to the NSSRS Template Calendar for detailed date information for the current school year.

#### September 15

Staff data is required by Statute 79-804 R.R.S. The Staff Snapshot and Staff Assignment templates are to be submitted on or before September 15.

#### Upon Contracting New Staff after September 15

Certificated staff hired after September 15 are to be included in subsequent submissions of the Staff Snapshot and Staff Assignment templates, with an Assignment Date [Staff Assignment: Assignment Date (6)] reflecting the individual's start date, as soon as possible to comply with the Rule 10 requirement to report additions of certificated staff to NDE at the time of contracting (92 NAC 10-003.08A). This requirement was previously handled with the Report of Certificated Staff Hired After September 15 (NDE 02-033).

#### December Staff Extract for Curriculum

In December an extract from the staff snapshot/staff assignment templates will be used for reporting Curriculum. Check the NSSRS Template Calendar for the exact date. Curriculum Extract: Data for teachers (Assignment Code [Staff Assignment: Assignment Code (3)] values of \_-1150, \_-1160, \_-1161, and \_-1162) will be extracted from NSSRS for the Curriculum Report. Please submit any updates you have to Staff Snapshot and Staff Assignment templates on or before the December date in the NSSRS Template Calendar to ensure current data for the Curriculum data collection.

## Scope

### Reportable Staff

All employees of the district/system must be reported via NSSRS using the Staff Snapshot and Staff Assignment templates **except**:

- Substitute teachers: This information will be submitted through the new Consolidated Data Collection (CDC); Due Date June 30.
- Staff in positions not requiring certification: new Consolidated Data Collection (CDC); Due Date June 30.
  - Both instructional and non-instructional paraprofessionals FTE should be included in the Consolidated Data Collection (CDC). Instructional paraprofessionals will also be included in NSSRS for Title I schools only (see instructions below).
- Staff that are exclusively summer school staff.

### Instructional Paraprofessionals

Please report instructional paraprofessionals for Title I schools only. Title I **schoolwide** schools report all instructional paraprofessionals regardless of funding. Title I **targeted assistance** schools report only those instructional paraprofessionals funded by Title I.

### New in 2009-2010

1. NDE will not collect the Staff template during the 2009-2010 school year. The staff template will be replaced by the Staff Snapshot template.
2. The field Controlling District Code [Staff Assignment:Controlling District Code (21)] is not only for ESUs. This field should be used by any district/system where the staff are assigned to another district/system. See instructions under Controlling District Code [Staff Assignment:Controlling District Code (21)].
3. See Appendix A – Change Summary for Assignment Code [Staff Assignment: Assignment Code (3)] values that have been added or removed.
4. 0-5160 is the only valid Assignment Code [Staff Assignment:Assignment Code (3)] for Instructional Paraprofessionals.

**Conventions**

**File Names**

<b>Template</b>	<b>File Name</b>
Staff Snapshot	##-####_staff_snapshot_YYYYMMDDHHMM.xxx
Staff Assignment	##-####_staff_assignment_YYYYMMDDHHMM.xxx

<b>Where:</b>	<b>Represents:</b>
##-####	Your NDE-assigned district code
YYYYMMDDHHMM	Date and time stamp
.xxx	One of the following: .tab Tab delimited .csv Comma delimited (comma-separated values) .txt Fixed Width

**Data Element Names**

The following syntax is used throughout this document when referencing data elements.

Format: \* NDE Field Name [Template Name:Field Name(Field Number)]

Where:

- An asterisk (\*) indicates the data element is a key field. A value must be supplied in all key fields for each record or the data loading process will reject the record. If the key fields are **different**, a new record will be created. If this creates a "duplicate" record that needs to be deleted, please contact the NDE Helpdesk.
- **NDE Field Name** represents the name of the data element commonly used by the Nebraska Department of Education (NDE).
- **Template Name** indicates the formal name of the template.
- **Field Name** indicates the formal name of the field within the specified Template Name.
- **Field Number** indicates the position of the field within the specified Template Name.

Example: \* County District Number [Staff Assignment:District Code (1)] indicates a key field referenced at NDE as "County District Number" that is the first field on the Staff Assignment template with a field name of "District Code."

**School Year**

June 30 is used throughout NSSRS as the logical representation of a school year. As with all dates in NSSRS, it must be in ISO format (YYYY-MM-DD). Therefore, since this document applies to the "2009-2010" school year, all template fields that are to be populated with a logical school year will simply read: Provide the literal "2010-06-30".

# STAFF SNAPSHOT

**STAFF SNAPSHOT**

This file contains one record for each staff member working in the school district/system that should be included on the Fall Personnel Report. This template is meant to reflect the current employee status.

**\* County District Number [Staff Snapshot:District Code (1)]**

This is the 7-digit number assigned to your school district/system by NDE and should include a hyphen ("-") between county number and district number (example: XX-XXXX). The number is based on the county in which the district/system headquarters is located in assigned district number. You have used this number in reporting before NSSRS. It was preprinted on your forms in the past. This value is used in every template. This is a key field; a value must be supplied for each record or the data loading process will reject the record. You can obtain the County District Number from the Education Directory at <http://ess.nde.state.ne.us> or the Directory Search <http://educdirsrc.nde.state.ne.us>.

**\* Social Security Number [Staff Snapshot:Staff ID (2)]**

The 9-digit number assigned by the Social Security Administration for payroll. For reporting this number do not include hyphens ("-") in the number. The Social Security Number must be unique within the district/system. This is a key field; a value must be supplied for each record or the data loading process will reject the record. Ensure leading zeros are included if necessary.

**Social Security Number with dashes [Staff Snapshot:Social Security Number (3)]**

Note this field has a different template reference than the field described above. It is the same number as reported in [Staff Snapshot:Staff ID (2)] except you may include the hyphens in this number. The value should be in the format NNN-NN-NNNN; however, records will not be rejected by the data loading process if data is not provided in this format.

**Middle Initial [Staff Snapshot:Middle Initial (6)]**

Provide the middle initial of the staff member. Note that this is the middle initial only - not the full middle name. If the staff system contains the full middle name, the extract program must pull the initial only.

**School Number [Staff Snapshot:Location Code (14)]**

For this template only populate this field with 000. This field is not used as part of the key but a value must be supplied for each record. The Staff Assignment template will give us the information on the schools/locations staff are serving.

**Gender [Staff Snapshot:Gender Code (20)]**

Provide the gender of the staff member. This field should be 100% populated for reporting purposes.

Code	Description
F	Female
M	Male

**Ethnic Background [Staff Snapshot:Ethnic Code Short (21)]**

Use this field to store a coded value that represents the ethnicity of the staff member.

<b>Code</b>	<b>Description</b>
<b>AM</b>	<b>American Indian/Alaska Native-</b> a person having origins in any of the original people of North America, or who maintains cultural identification through tribal affiliation or community recognition.
<b>AS</b>	<b>Asian or Pacific Islander –</b> a person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent, or Pacific Islands. This area includes, for example, China, Japan, Korea, the Philippine Island, Samoa, India, and Vietnam.
<b>BL</b>	<b>Black, Not Hispanic -</b> a person having origins in any of the black racial groups of Africa.
<b>HI</b>	<b>Hispanic -</b> a person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.
<b>WH</b>	<b>White, Not Hispanic -</b> a person having origins in any of the original peoples of Europe, North Africa, or the Middle East.

**Date of Contract [Staff Snapshot:Current Service Date (35)]**

Provide the date in YYYY-MM-DD format of when the staff member was most recently contracted by the district/system for the current school year.

You can leave this field blank when:

- District does not hold the contract ([Staff Snapshot:Local Contract (63)] = '2' (No))
- Nonpublic systems
- Rule 18 interim programs
- Instructional paraprofessionals (Assignment Code [Staff Assignment: Assignment Code(3)] = 0-5160).

**Total Experience [Staff Snapshot:Years Experience (39)]**

Provide the total number of years of experience (in whole years) in education including the current school year; therefore the minimum number is 1. This is not required for instructional paraprofessionals (Assignment Code [Staff Assignment: Assignment Code(3)] = 0-5160). In this case, zero should be entered.

**Experience This District [Staff Snapshot:Years Experience In District (43)]**

Provide the total number of years of experience (in whole years) in this district/system including the current school year; therefore the minimum number is 1. This is not required for instructional paraprofessionals (Assignment Code [Staff Assignment: Assignment Code(3)] = 0-5160). In this case, zero should be entered.

<b>Data Validation Rules</b>
Total Experience [Staff Snapshot:Years Experience (39)] should be > or = Experience this District [Staff Snapshot:Years Experience In District (43)]

**Education Attained [Staff Snapshot: Highest Degree Earned (45)]**

Provide information on the type of degree earned by the staff member. If the staff member has multiple degrees, the highest level degree should be used as the value in this field.

Code	Description
00	No High School Diploma
09	High School Diploma/GED
12	No College Preparation (used mostly for provisional trade certificates or special services coaching certificate)
14	Associate Degree
20	Less Than Bachelors Degree (40 or less semester hours)
21	Less Than Bachelors Degree (41-47 semester hours)
22	Less Than Bachelors Degree (48-59 semester hours)
30	Less Than Bachelors Degree (60 or more semester hours)
40	Bachelors Degree
45	Bachelors Degree plus (< 30 semester hours)
48	Bachelors Degree Plus at Least 30 Graduate-level Hours
50	Masters Degree
55	Masters Degree Plus Hours
60	Education Specialist
70	Doctorate

**Paraprofessional Assessment Passed Flag [Staff Snapshot: Staff Qualification Status Code (48)]**

This is for instructional paraprofessionals only (Assignment Code [Staff Assignment: Assignment Code(3)] = 0-5160). Enter code 1 through 4 ONLY if a passing score was achieved in the assessment.

**Please note:** the current requirement for NSSRS is to ONLY report instructional paraprofessionals in Title I schools; targeted assistance and schoolwide. Title I schoolwide schools report ALL instructional paraprofessionals regardless of funding. Title I targeted assistance schools report only those instructional paraprofessionals funded by Title I. See Appendix D for further instructions related to reporting instructional paraprofessionals.

Enter zero:

- If no assessment was taken
- If a passing score was not achieved
- If this staff person is not an instructional paraprofessional
- When reported by a nonpublic system.

Code	Description
0	Not applicable
1	Parapro by ETS (passing score of 456)
2	Workkeys by ACT (passing score: Writing – 3, Reading – 4, Math – 4 and Instructional Skills Inventory – a satisfactory rating on each item included on the inventory)
3	Para Educator by Master Teacher (passing score of 70% on the comprehensive test)
4	Project Para by UNL (passing score of 116)

**\*Snapshot Date [Staff Snapshot:Snapshot Date (50)]**

Provide the date 2010-06-30 for the 2009-2010 school year. The date should be in the format YYYY-MM-DD. This is a key field; a value must be supplied for each record or the data loading process will reject the record.

**Compensation:**

NOTE: Enter zero in compensation for:

- Nonpublic systems
- Rule 18 interim programs
- Instructional paraprofessionals (Assignment Code [Staff Assignment: Assignment Code(3)] = 0-5160)
- Staff when the district does not hold the contract [Staff Snapshot:Local Contract (63)] = '2' (No)

Compensation is reported in three categories. Basic Salary, Additional Compensation, and Benefits. The table on the next page indicates what district should include in each category.

**How to Report if Salaries are Under Negotiation**

School districts and teachers may still be negotiating at the time the Staff Snapshot template data are submitted. If this is the case, report the salary that is currently being paid, even if it is temporary or is last year's salary.

**How to Report if *Additional Compensation* is Unknown.**

It is possible that the *Basic Salary* and *Benefits* are known but *Additional Compensation* may not yet be determined. If this is the case, report only the additional compensation that is known. Do not attempt to estimate what the additional compensation will be.

**Keeping Salary Data Updated**

School districts are encouraged to continuously update salary information during the school year so that the most accurate salary information is available at the end of the regular school term.

<b>COMPENSATION</b>
<b>Data Validation Rules</b>
If the reporting district does not hold the contract [Staff Snapshot:Local Contract (63)] = '2' (No), do not report Basic Salary, Number of Days Contracted, Additional Compensation and Benefits.
Nonpublic Systems and Interim Program Schools do not report Compensation (Basic Salary, Additional Compensation or Benefits) or Number of Days Contracted.
If Number of Days Contracted > 0 then Basic Salary is required. Additional Compensation and Benefits are optional.
If Date of Contract > null, then Number of Days Contracted should be > 0. Contract indicator should be 1. <b>For public districts only.</b>

**COMPENSATION ITEMS INCLUDED BY SALARY CATEGORY**

<b>Groups</b>	<b>Basic Salary</b> [Staff Snapshot:Years Annual Salary (52)]	<b>Additional Compensation</b> [Staff Snapshot:Alternate Annual Salary (58)]	<b>Benefits</b> [Staff Snapshot:Benefits Value (62)]
Gross pay for one FTE before deductions	<b>X</b>		
Compensation for activities that are outside of the regular salary schedule		<b>X</b>	
Pay for extracurricular or extra duty activities such as: Coaching, Department Head, Club Sponsor, etc.		<b>X</b>	
Extended Contracts		<b>X</b>	
Bonus pay		<b>X</b>	
Incentive Pay		<b>X</b>	
Performance Pay		<b>X</b>	
Stipends		<b>X</b>	
Insurance e.g.: Health insurance Dental insurance Disability insurance (short and long term) Life insurance Vision insurance Long term care insurance Other insurance			<b>X</b>
Cash in lieu of insurance (if paid by the school district)			<b>X</b>
Employee's share of retirement, deferred compensation or Medicaid <b>if paid by the district</b>			<b>X</b>
Employer's share of retirement and FICA			<b>X</b>
IRS value of housing allowances whether purchased or provided			<b>X</b>
IRS value of automobile allowances whether purchased or provided			<b>X</b>
Pay for unused vacation/sick leave			<b>X</b>

**Basic Salary [Staff Snapshot:Years Annual Salary (52)]**

Provide the gross pay for one FTE before deductions in whole dollars as described in the table on page 10.

Enter zero when:

- District does not hold the contract
- Nonpublic system
- Rule 18 interim programs
- Instructional paraprofessionals (Assignment Code [Staff Assignment: Assignment Code(3)] = 0-5160)

**Number of Days Contracted [Staff Snapshot:Contract Work Days (53)]**

Provide the whole number of days contracted for each staff member. If an individual's contract is in hours, it must be converted to days equivalence. Do not include summer school.

Enter zero when:

- District does not hold the contract
- Nonpublic system
- Rule 18 interim programs
- Instructional paraprofessionals (Assignment Code [Staff Assignment: Assignment Code(3)] = 0-5160)

**Local Staff ID [Staff Snapshot:Alternate Staff ID (57)]**

Provide a unique number used to designate a staff member at the local level. Social Security Number [Staff Snapshot:Staff ID (2)] is part of the key; this field is not. The Local Staff ID can be left blank if no local staff ID is available or you do not wish to provide it to NDE. This field will be included in staff verification and validation reports in order to assist districts/systems to research data issues.

**Additional Compensation [Staff Snapshot:Alternate Annual Salary (58)]**

Provide additional compensation in whole dollars as described in the table on page 10.

Enter zero when:

- District does not hold the contract
- Nonpublic system
- Rule 18 interim programs
- Instructional paraprofessionals (Assignment Code [Staff Assignment: Assignment Code(3)] = 0-5160)

**Benefits [Staff Snapshot:Benefits Value (62)]**

Provide in whole dollars the annualized amount for benefits as described in the table on page 10.

Enter zero when:

- District does not hold the contract
- Nonpublic system
- Rule 18 interim programs
- Instructional paraprofessionals (Assignment Code [Staff Assignment: Assignment Code(3)] = 0-5160)

**Contract [Staff Snapshot:Local Contract (63)]**

Provide a "1" or "2" indication of whether the staff member's contract is held by the organization designated in the County District Number [Staff Snapshot:District Code(1)].

Code	Description
1	Yes
2	No

**Data Validation Rules**

If Contract = '2' (No) then Number of Days Contracted should be zero, Date of Contract should be blank.

**Contracting Organization [Staff Snapshot:Contracting Organization (64)]**

Provide the 7-digit County District Number of the organization that holds the contract. If the entity that holds the contract is not a public district, nonpublic system, ESU, or state operated system, leave this blank. You can obtain the County District Number from the Education Directory at <http://ess.nde.state.ne.us> or the Directory Search <http://educdirsrc.nde.state.ne.us>.

**Data Validation Rules**

If **Contract** [Staff Snapshot:Local Contract (63)] = '2' (No) the **Contracting Organization** [Staff Snapshot:Contracting Organization (64)] will be different from the **County District Number** [Staff Snapshot:District Code(1)].

If **Contract** [Staff Snapshot:Local Contract (63)] = '1' (Yes) then **Contracting Organization** [Staff Snapshot:Contracting Organization (64)] and **County District Number** [Staff Snapshot:District Code(1)] will be the same.

**First Name [Staff Snapshot:First Name Long (65)]**

Provide the first name of the staff member.

**Last Name [Staff Snapshot>Last Name Long (66)]**

Provide the last name of the staff member.

**Name Suffix [Staff Snapshot:Name Suffix (67)]**

Provide a suffix for the staff member's surname, if applicable. Examples of suffix include 'Jr.' or 'III'.

# STAFF ASSIGNMENT

## STAFF ASSIGNMENT

The Staff Assignment template contains one record per assignment and contains the details of each assignment. Please keep this template updated throughout the year as assignments are changed. The data from this template will be extracted in December for the curriculum report which is used for Rule 10 endorsement checking, NCLB qualified staff, and the Instructional Units report.

The Staff Assignment may contain multiple records in a school for a particular staff member with multiple Assignment Code [Staff Assignment:Assignment Code (3)] values (see examples below):

Example 1: If a staff member is assigned to two schools with only one assignment code in each school, there will be two Staff Assignment records - one for each school.

Example 2: If a staff member is assigned to one school with two different assignments, there will be two records - one for each assignment. Each record will have the same school number. An example would be staff with the position of teacher for a portion of time and a position of counselor for a portion of their time.

A Staff Snapshot template must first be submitted for each staff appearing in a Staff Assignment template or the data loading process will reject the record.

### \* **County District Number [Staff Assignment:District Code (1)]**

This is the 7-digit number assigned to your school district/system by NDE and should include a hyphen ("-") between county number and district number (example: XX-XXXX). The number is based on the county in which the district/system headquarters is located in assigned district number. You have used this number in reporting before NSSRS. It was preprinted on your forms in the past. This value is used in every template. This is a key field; a value must be supplied for each record or the data loading process will reject the record. You can obtain the County District Number from the Education Directory at <http://ess.nde.state.ne.us> or the Directory Search <http://educdirsrc.nde.state.ne.us>.

**For Educational Service Unit Staff providing reportable services to districts/systems or district/system staff assigned to another district/system other than the contracting district/system.**

The County District Number and School Number may be different than your other staff, see instructions on Controlling District Code [Staff Assignment: Controlling District Code (21)] for detailed instructions.

### \* **Social Security Number [Staff Assignment:Staff ID (2)]**

The 9-digit number assigned by the Social Security Administration for payroll. For reporting this number do not include hyphens ("-") in the number, just report the 9 digits. The Social Security Number must be unique within the district/system. This is a key field; a value must be supplied for each record or the data loading process will reject the record. Ensure leading zeros are included if necessary.

**\* Assignment Code [Staff Assignment:Assignment Code (3)]**

Provide the 6-position code (X-YYYY) for the staff member’s assignment, where X is the one-position Special Program Indicator (see table below) and YYYY represents the four-position code corresponding to the staff member’s assignment (see Appendix C – Position Assignment Code Descriptions, formerly referred to as a Position Assignment Code). This is a key field; a value must be supplied for each record or the data loading process will reject the record.

See Appendix B – Assignment Codes for the appropriate Assignment Code [Staff Assignment:Assignment Code (3)] codes and Appendix C – Position Assignment Code Descriptions for position descriptions and regulatory and statutory requirements.

<b>Special Program Indicator</b>	
<b>Code</b>	<b>Description</b>
0	No Special Program Assignment.
2	Title I Targeted Assistance – Personnel performing activities in projects in Targeted Assistance Schools ONLY. These school are approved under No Child Left Behind (Title I, Part A). School-wide projects should <u>not</u> report personnel funded by Title I in this category.
7	Early Childhood Special Education – ECSE shall mean special education programs which serve children with verified disabilities below age five.
9	Title I Migrant Education – certified personnel performing activities ONLY as approved by the No Child Left Behind (Title I, Part C). Services performed MUST be supplemental to school district effort for children ages three through twenty-one and may include support services.
<del>C</del>	<del>Community Learning Center – instructional paras only funded through 21<sup>st</sup>-Century Community Learning Center programs of NCLB.</del>
E	ESL/LEP Federally Funded – Certified personnel funded under No Child Left Behind, Title III.
F	Other Federal Programs – This would include any other federally funded programs. Exceptions would be those included in SPI codes 2, 9, C and E.
H	High Ability Education includes staff funded through the High Ability Learners Grants.
<del>L</del>	<del>ELL/LEP/ESL District Funded – instructional paras only</del>
P	Early Childhood (Non-Sped) –Personnel funded by the district or other source of funds in a program that serves children in a program below the age of five
R	Class Size Reduction for teachers funded through NCLB Title II, Part A for class size reduction.
S	Special Education – includes personnel providing special education services to school-age students. Special Education services shall include all administrative, diagnostic, consultative and vocational adjustment counselor services.
<del>W</del>	<del>Title I School-wide – instructional paras only in a school-wide Title I program.</del>

<b>Data Validation Rules</b>
SPI Codes "C", "L", "P" and "W" are only applicable for "Instructional Paraprofessional" (Assignment Code [Staff Assignment: Assignment Code(3)] 0-5160).

**Notes:**

1. Staff with assignment code ending in 1150 (Head Teacher), 1160 (Teacher), 1161 (SPED Teacher Teaching Core Academic Subjects/Grading) and 1162 (SPED Teacher Teaching Core Academic Subjects/Alternate Standards/Assessment) require curriculum reports.

2. For Title I teachers serving nonpublic students, the Title I teacher must be reported by the public district. In cases where the teacher is not assigned to a school they should be reported at the closest public school to the nonpublic school.
3. For **nonpublic systems and interim programs**, the Special Program Indicator will most often be 0 (No Special Program Assignment).

**Data Validation Rules**

Use Assignment Code [Staff Assignment:Assignment Code (3)] values of _-1150, _-1160, _-1161, _-1162, _-1163, _-1164, _-1170 and _-1180 (where _ is substituted by Special Program Indicator) for all individuals working in the school/location who are employed to teach students. Do not use these codes unless a Subject Area [Staff Assignment:Subject Code (17)] and Grade Taught Code [Staff Assignment:Assignment Grade Level(20)] can be reported for an individual.
Assignment Code [Staff Assignment:Assignment Code (3)] values of 0-2410, 7-2410, 0-2415 and 7-2415 must have a School Number [Staff Assignment:Location Code (4)] other than "000".
Assignment Code [Staff Assignment:Assignment Code (3)] values of 0-2320 and 0-2321 must have a School Number [Staff Assignment:Location Code (4)] of "000".
Assignment Code [Staff Assignment:Assignment Code (3)] values of 0-2322 (Chief Administrator) and S-2322 (Chief Administrator - Special Education) are for use <u>only</u> by Educational Service Unit.
Assignment Code [Staff Assignment:Assignment Code (3)] values of S-1161, S-1162, S-1163 and S-1164 must have Subject Area [Staff Assignment:Subject Code (17)] = 19.
Assignment Code [Staff Assignment:Assignment Code (3)] values of 0-2120, 7-2120, 9-2120, E-2120, F-2120 and S-2120 must have a School Number [Staff Assignment:Location Code (4)] corresponding to a secondary school.
Assignment Code [Staff Assignment:Assignment Code (3)] values of 0-2121, 7-2121, 9-2121, E-2121, F-2121 and S-2121 must have a School Number [Staff Assignment:Location Code (4)] corresponding to an elementary school.
Assignment Code [Staff Assignment:Assignment Code (3)] values of 2-1150 and 2-1160 must have a Subject Area [Staff Assignment:Subject Code (17)] of "25" (Title I Curriculum) and should <u>only</u> be used in Targeted Assistance schools.
Assignment Code [Staff Assignment:Assignment Code (3)] values of 7-1150 and 7-1160 must have a Subject Area [Staff Assignment:Subject Code (17)] of "19" (Special Education and Adaptive Physical Education).

**\* School Number [Staff Assignment:Location Code (4)]**

Provide the school number(s) the staff member is assigned to. This number is the last 3 digits of the county district school number (example XX-XXXX-XXX). You can obtain the County District School Number from the Education Directory at <http://ess.nde.state.ne.us> or the Directory Search <http://educdirsrc.nde.state.ne.us>. This is a key field; a value must be supplied for each record or the data loading process will reject the record.

If the staff member is not assigned to a specific school, use 000 for the school number indicating they are assigned to a district level assignment. For example, assignment codes ending in 2320 (Superintendent) and 2321 (Assistant Superintendent) must have 000 in school number. Assignment codes ending in 2410 (Principal), 2415 (Assistant Principal), 2120 (Secondary Counselor), 2121 (Elementary Counselor (2121), 1150 (Head Teacher), 1160 (Teacher), 1161 (SPED Teacher), 1162 (SPED Teacher), 1163 (SPED Teacher), 1164 (SPED Facilitator), 1170 (Teacher Facilitator), and 1180 (Teacher Collaborator) cannot have 000 in their school number.

**\* School Year [Staff Assignment: School Year Date (5)]**

Provide the literal "2010-06-30". This is a key field; a value must be supplied for each record or the data loading process will reject the record.

**\* Assignment Date [Staff Assignment: Assignment Date (6)]**

Provide the date in YYYY-MM-DD format when the staff member starts the assignment during the current school year. This is a key field; a value must be supplied for each record or the data loading process will reject the record. This may be the same as the Date of Contract on the Staff Snapshot Template if they only have one assignment during the school year.

**Completion Date [Staff Assignment: Completion Date (7)]**

Provide the date in YYYY-MM-DD format when the staff member completes the assignment during this school year. This may be the actual last day of contract, or the logical end-of-year value of YYYY-06-30, if the staff had only one assignment during the school year.

If a staff member is separated before the end of the year, this date should reflect the date of separation.

**Subject Area [Staff Assignment:Subject Code (17)]**

Use this field to provide the code of the subject area. For Assignment Code [Staff Assignment: Assignment Code(3)] ending in 1150, 1160, 1161, 1162, 1163, 1164, 1170 or 1180 this is a 2-digit code from the table below. For all other assignments this code will be 00. For Assignment Code [Staff Assignment:Assignment Code (3)] = S-1161, S-1162, S-1163, S-1164 or 7-1160 the subject area will always be 19.

<b>Code</b>	<b>Description</b>
00	Subject Area Not Applicable
01	Environmental and Agricultural Systems
02	Visual & Performing Arts (Art)
03	Business, Marketing, and Management
05	English/Language Arts
06	Foreign Language
07	Health Science
08	Personal Health & Physical Fitness
09	Human Services and Resources
10	Industrial, Manufacturing, and Engineering Systems
11	Mathematics
12	Visual & Performing Arts (Music)
13	Natural Sciences
15	Social Sciences/Social Studies
18	Self-Contained Classroom
19	Special Education and Adaptive Physical Education
21	Driver Education/Safety Education
22	Visual & Performing Arts (Drama/Theatre)
23	Miscellaneous Curriculum (Includes on ROTC and Spanish for Native Speakers)
25	Title I Curriculum
26	Personal Development
27	Communication and Information Systems
29	Supplemental Curriculum
30	High Ability Education
31	English As A Second Language
32	Career Education Foundational

**Full-Time Equivalency (FTE) [Staff Assignment:Percent Time Assigned (18)]**

Provide a value between 1 and 100 that indicates the percentage of the staff member's time that is allocated to the assignment (no decimal). This is an indication of the time a staff member spends in their assignment as it relates to the total time in the workweek defined for that assignment. Full-time FTE is reported as 100.

**Data Validation Rules**

FTE should never exceed 100 in a district/system.

**Grade Taught Code [Staff Assignment:Assignment Grade Level (20)]**

Provide an indication of the primary grade level of the students the staff with Assignment Code [Staff Assignment: Assignment Code(3)] ending in 1150, 1160, 1161, 1162, 1163, 1164, 1170 or 1180 are serving. For all other assignments the Grade Taught Code will be 00.

Code	Description
00	No Assigned Grade Level
01	1 <sup>st</sup> Grade
02	2 <sup>nd</sup> Grade
03	3 <sup>rd</sup> Grade
04	4 <sup>th</sup> Grade
05	5 <sup>th</sup> Grade
06	6 <sup>th</sup> Grade
07	7 <sup>th</sup> Grade
08	8 <sup>th</sup> Grade
09	9 <sup>th</sup> Grade
10	10 <sup>th</sup> Grade
11	11 <sup>th</sup> Grade
12	12 <sup>th</sup> Grade
14	Grades PK-2
15	Grades PK-3
16	Grades PK-6
17	Grades PK-8
18	Grades 1-2
19	Grades 1-3
20	Grades 2-3
21	Grades 2-4
22	Grades 3-4
23	Grades 3-5
24	Grades 4-5

Code	Description
25	Grades 4-6
26	Grades 4-8
27	Grades 5-6
28	Grades 5-7
29	Grades 5-8
30	Grades 6-7
31	Grades 6-8
32	Grades 7-8
33	Grades 7-9
34	Grades 7-12
35	Grades 8-9
36	Grades 9-10
37	Grades 9-11
38	Grades 9-12
39	Grades 10-11
40	Grades 10-12
41	Grades 11-12
42	Grades K-2
43	Grades K-3
44	Grades K-6
45	Grades K-8
97	PK-K
98	PreKindergarten
99	Kindergarten

**Updated in 2009-2010****Controlling District Code [Staff Assignment:Controlling District Code (21)]**

This field is used to report staff that are assigned to serve districts/systems other than the district/system that holds the contract. This field will also be used for Educational Service Units to report staff that are assigned to districts/systems.

Provide the County District number, in the format ##-#### assigned by NDE, of the entity that holds the contract for this staff person assigned to another district/system. Note that the hyphen ("-") is to be included between the county number and the district number. You can obtain District Codes from the Education Directory at <http://ess.nde.state.ne.us> or the Directory Search <http://educdirsrc.nde.state.ne.us>.

**IF the staff are serving your district and you hold the contract this field will be blank.**

If you have staff that are assigned to other districts/systems please report as follows:

County District Number [Staff Assignment:District Code (1)] – district/system where staff are assigned

School Number [Staff Assignment:Location Code (4)] – location where staff are assigned that corresponds with County District Number [Staff Assignment:District Code (1)]

Controlling District Code [Staff Assignment:Controlling District code (21) – district/system that holds the contract.

Example 1: contracted staff serving another district/system: A Title I teacher employed by Exampleville Public District(County District Number 99-9999) serves in a nonpublic system (County District Number 98-0700) at school number 001.

County District Number [Staff Assignment:District Code (1)] = 98-0700

School Number [Staff Assignment:Location Code (4)] = 001

Controlling District Code [Staff Assignment:Controlling District code (21)= 99-9999

Example 2: ESU staff serving in a district/system: ESU 22 staff (County District Number 00-0022) serving Exampleville Public District(County District Number 99-9999) at school number 001.

County District Number [Staff Assignment:District Code (1)] = 99-9999

School Number [Staff Assignment:Location Code (4)] = 001

Controlling District Code [Staff Assignment:Controlling District code (21)= 00-0022

## Appendix A – Change Summary

### Version 4.3.0

November 18, 2009

1. Added the following Grade Taught Code [Staff Assignment:Assignment Grade Level (20)] codes:
  - a. 42 Grades K-2
  - b. 43 Grades K-3
  - c. 44 Grades K-6
  - d. 45 Grades K-8

### Version 4.2.0

September 1, 2009

1. Removed references to obsolete "Position Assignment Code [Staff Assignment: Assignment Job Code (8)], which was removed in version 2.1.0.
2. Updated Appendix B to remove the following Assignment Codes.
  - a. 7-5160 Instructional Paraprofessional - Early Childhood Special Education
  - b. 9-5160 Instructional Paraprofessional - Title I Migrant Education
  - c. E-5160 Instructional Paraprofessional - ESL/LEP Federally Funded
  - d. F-5160 Instructional Paraprofessional - Other Federal Programs
  - e. S-5160 Instructional Paraprofessional - Special Education
3. Removed Special Program indicators and Data Validation Rules for instructional paraprofessionals from Assignment Code [Staff Assignment:Assignment Code (3)].
  - a. C - Community Learning Center
  - b. L - ELL/LEP/ESL District Funded
  - c. W - Title I School-wide

### Version 4.1.0

August 13, 2009

1. 0-5160 is the only valid Assignment Code [Staff Assignment:Assignment Code (3)] for Instructional Paraprofessionals.
2. Updated Appendix B to remove the following Assignment Codes:
  - a. 2-5160 Instructional Paraprofessional - Title I Targeted Assistance
  - b. C-5160 Instructional Paraprofessional - Community Learning Center
  - c. L-5160 Instructional Paraprofessional - ELL/LEP/ESL District Funded
  - d. P-5160 Instructional Paraprofessional - Early Childhood (Non-SPED)
  - e. W-5160 Instructional Paraprofessional - Title I School Wide

**Version 4.0.0**

July 27, 2009

1. Collecting Staff Snapshot template instead of Staff template.
2. Added [Staff Snapshot:Snapshot Date (50)].
3. Removed the reference to instructional paras only on Special Program Indicator "P" see Assignment Code [Staff Assignment:Assignment Code (3)]. This Special Program Indicator can be used for Position Assignment Code 1160 (teacher) too. See Appendix B.
4. Added to notes for Special Program Indicator [Staff Assignment:Assignment Code (3)] that nonpublic systems and interim programs will most often use 0 (No Special Program Assignment).
5. Added code 97 (PK-K) to Grade Taught Code [Staff Assignment:Assignment Grade Level (20)].
6. Updated the instructions on Controlling District Code [Staff Assignment:Controlling District Code (21)]. The instructions broaden the use to this field to include not only ESU Staff but also any staff that are assigned to a district/system that is different than the district/system that holds their contract.
7. Updated Appendix B to add Assignment Codes:
  - a. 9-2120 Secondary Counselor – Title I Migrant Education
  - b. 9-2121 Elementary Counselor - Title I Migrant Education
  - c. E-2120 Secondary Counselor – ESL/LEP Federally Funded
  - d. E-2121 Elementary Counselor - ESL/LEP Federally Funded
  - e. P-1160 Teacher – Early Childhood (Non-SPED)

**Version 3.0.2**

February 27, 2009

1. Paraprofessional Assessment Passed Flag [Staff Snapshot:Qualification Status (48)]
  - a. Nonpublic systems are to provide 0 (Not Applicable) for Paraprofessional Assessment Passed Flag [Staff Snapshot:Staff Qualification Status Code (48)] in all cases.
  - b. "Appendix D – Instructional Paraprofessional Information" changed to reflect "Enter zero" for Paraprofessional Assessment Passed Flag [Staff Snapshot:Qualification Status (48)] instead of leaving blank.

**Version 3.0.1**

August 12, 2008

1. Subject Area [Staff Assignment:Subject Code (17)]
  - a. Removed:
    - i. 24 "Diversified Occupations"

**Version 3.0.0**

July 29, 2008

1. Renamed **Controlling** District Code [Staff Assignment: Controlling District Code (21)], which is to be left blank in district submissions. Educational Service Unit (ESU) submissions will place the ESU's NDE-assigned District Code in District Code [Staff Assignment: Controlling District Code (21)], the NDE-assigned District Code of the district being served in County District Number [Staff Assignment: District Code (1)], and the NDE-assigned School Code within the district being served in School Number [Staff Assignment: Location Code (4)].
2. Compensation
  - a. Removed table of items included and excluded from Basic Salary, Additional Compensation and Benefits.
  - b. Simplified description of basic salary to "Gross pay for one FTE before deductions."
3. Subject Area [Staff Assignment: Subject Code (17)]
  - a. Added:
    - i. 32 "Career Education"
  - b. Renamed:
    - i. 01 will be "Environmental and Agricultural Systems" (formerly "Agriculture")
    - ii. 03 will be "Business, Marketing, and Management" (formerly "Business")
    - iii. 07 will be "Health Science" (formerly "Health Occupations")
    - iv. 09 will be "Human Services and Resources" (formerly "Family & Consumer Sciences")
    - v. 10 will be "Industrial, Manufacturing, and Engineering Systems" (formerly "Industrial Technology")
    - vi. 26 will be "Personal Development" (previously "Career Education")
    - vii. 27 will be "Communication and Information Systems" (formerly "Computer Education")
  - c. Removed:
    - i. 04 "Marketing Education"
    - ii. 17 "Trade & Industrial Occupations"
    - iii. 28 "Vocational Special Needs"
4. Added "Conventions" section, which includes file and data element naming conventions.

**Version 2.1.0**

April 21, 2008

1. All key fields noted with an asterisk.
2. Effective immediately, Position Assignment Code [Staff Assignment: Assignment Job Code (8)] will no longer be collected and values submitted will be ignored.
  - a. This value will be derived from the last four positions of the Assignment Code [Staff Assignment: Assignment Code (3)].
  - b. Removed "Appendix C – Position Assignment Codes", therefore:
    - i. "Position Assignment Code Descriptions" moved from Appendix D to Appendix C.
    - ii. "Instructional Paraprofessional Information" moved from Appendix E to Appendix D.
3. Effective immediately, Special Program Indicator [Staff Assignment: Programs Code (12)] will no longer be collected and values submitted will be ignored.
  - a. This value will be derived from the first position of the Assignment Code [Staff Assignment: Assignment Code (3)].
4. Beginning with the 2008-2009 school year:
  - a. Staff Snapshot will not be collected.
  - b. Educational Service Unit (ESU) staff will serving districts/systems will only be included in Staff and Staff Assignment submissions made by the ESU.
    - i. Added Assignment District Code [Staff Assignment: Controlling District Code (21)] that will only be used in ESU submissions. Districts/systems will continue leave this field blank and will no longer include ESU staff in their Staff and Staff Assignment submissions.
  - c. Removed the following from Appendix B – Assignment Codes:
    - i. 0-2323 Special Education Administrator/Director
    - ii. 7-1121 Technology Coordinator
    - iii. 7-2410 Principal - Early Childhood Special Education
    - iv. 7-2415 Assistant Principal - Early Childhood Special Education
    - v. E-1121 Technology Coordinator
    - vi. H-1121 Technology Coordinator
    - vii. R-1121 Technology Coordinator
    - viii. S-1121 Technology Coordinator
    - ix. 9-1121 Technology Coordinator
  - d. Added the following to
    - i. 7-2323 Special Education Administrator/Director - Early Childhood Special Education

**Version 2.0.1**

August 23, 2007

**Added Important Date for Curriculum to page 2 and page 15**

December 15 will be the date the Staff and Staff Assignment data for teachers will be extracted for the Curriculum preprint. Described the positions that require curriculum reports on page 16.

**Updated Subject Area [Staff Assignment:Subject Code (17)]**

Added Code 17 Trade and Industrial Occupations and sorted the codes in alphabetical order by description.

**Updated Appendix D page listings for position assignments on page 30.**

Updated the description for Position Assignment Code 1180 Teacher-Collaborator on page 38.

Updated the description for Position Assignment Code 2130 School Nurse on page 39 to include: The person filling this position can be a Registered Nurse (RN) or a Licensed Practical Nurse (LPN).

**Version 2.0.0**

July 30, 2007

**Scope Updates**

Added a reference to the NEW Consolidated Data Collection that replaces the Annual Statistical Summary for Substitute Teachers and Staff Not Requiring Certification.

Clarified that currently we are only collecting instructional paraprofessional data for Title I schools only.

Please report instructional paraprofessionals for Title I schools ONLY. Title I schoolwide schools report ALL instructional paraprofessionals regardless of funding. For Title I targeted assistance schools report ONLY those instructional paraprofessionals funded by Title I.

Clarified instructions on ESU employees

**Districts that have ESU staff working in their school(s):**

Employees providing reportable services in your system that are employed by an Intermediate Education Agency such as an ESU must be reported by your district on Staff, Staff Snapshot (if appropriate) and Staff Assignment templates. The following fields will be populated as noted below:

- Date of Contract [Staff Snapshot:Current Service Date (35)] leave blank
- Number of Days Contracted [Staff Snapshot:Contract Work Days (53)] enter zero
- Contract [Staff Snapshot:Local Contract (63)] = 2 (No)
- Basic Salary [Staff Snapshot:Years Annual Salary (52)] enter zero
- Additional Compensation [Staff Snapshot:Alternate Annual Salary (58)] enter zero
- Benefits [Staff Snapshot:Benefits Value (62)] enter zero.
- Contracting Organization [Staff Snapshot:Contracting Organization (64)] will be the county district number of the ESU (i.e. 00-0001 for ESU 1)

**ESUs that have staff assigned to schools:**

You will report ONLY the Staff and Staff Snapshot (if appropriate), not Staff Assignment on these staff.

The district the staff are serving will report the Staff, Staff Snapshot (if appropriate) and Staff Assignment for the ESU staff that are serving in their school(s).

**ESU staff that work exclusively at the ESU:**

The ESU will report Staff, Staff Snapshot (if appropriate), and Staff Assignment for these staff.

**Updates to Staff Template Instructions:**

**Experience Updates:**

Updated the requirements on Total [Staff Snapshot:Years Experience (39)] and Experience This District [Staff Snapshot:Years Experience In District (43)]. These fields are not required for instructional paraprofessionals (Position Assignment Code [Staff Assignment: Assignment Job Code(8)] = 5160), enter zero (previously the instructions were to leave the field blank).

Updated the field requirements on Paraprofessional Assessment Passed Flag [Staff Snapshot:Staff Qualification Status Code (48)] enter zero if not an instructional paraprofessional (previously the instructions were to leave the field blank).

**Added some clarification to the paragraph under Compensation:**

Updated the instructions on compensation to report zero (not blank or null) in fields where no salary is required.

Changed the requirements for Number of Days Contracted [Staff Snapshot:Contract Work Days (53)], enter zero not blank in the bulleted situations described below:

- District does not hold the contract
- Nonpublic system
- Rule 18 interim programs
- Instructional paraprofessionals (Position Assignment Code [Staff Assignment: Assignment Job Code(8)] = 5160)

**Updates to Staff Snapshot Template Instructions**

Clarified the instructions for Staff Snapshot, see below:

The Staff Snapshot template contains identical information as the Staff Template described in the previous pages except that the snapshot will **ONLY** provide data regarding Staff as of September 15 with a snapshot date of 10/1 (as per Statute 79-804 R.R.S. The report is to be filed on or before September 15. This template is used to record a moment in time view of the staff population. For example, if a staff person was working in the district from the beginning of school and leaves before 9/15 this person would **not** be included in the Staff Snapshot Template but would be included in the Staff Template.

**REMINDER:**

**New/Additional Staff hired after the staff snapshot:**

Include additions of certificated staff after the October 1<sup>st</sup> Staff Snapshot template submission in the Staff template. You must submit a Staff Template update as soon as possible to comply with the Rule 10 requirement to report additions of certificated staff to NDE at the time of contracting (92 NAC 10-003.08A). This requirement was previously handled with the Report of Certificated Staff Hired After September 15 (NDE 02-033).

**Updates to Staff Assignment Template Instructions**

Position Assignment Code [Staff Assignment:Assignment Job Code (8)]

Added positions (See Appendix B, C, and D for details)

Code	Description
1121	Technology Coordinator
1164	SPED Teacher – Facilitator
1170	Teachers/Facilitator
1180	Teacher/Collaborator

Special Program Indicator [Staff Assignment: Programs Code(12)]

Remove “D” – District Funded Instruction. Use 0 for district funded staff. This code was used for Instructional Paraprofessionals only.

Added Subject Area 00 Subject Area Not Applicable to Subject Area [Staff Assignment:Subject Code(17)] and updated the description see below:

Use this field to provide the code of the subject area for Position Assignment Code [Staff Assignment: Assignment Job Code (8)] = 1150, 1160, 1161, 1162, 1163, 1164, 1170 and 1180 this is a 2-digit code. For all other positions this code will be 00.

Code	Description
00	Subject Area Not Applicable

Updates to School Number[Staff Assignment:Location Code (4): School Number is not a key field. Provide the school number(s) the staff member is assigned to. This number is the last 3 digits of the county district school number (example XX-XXXX-XXX), you can obtain the County District School Number from the Education Directory at <http://ess.nde.state.ne.us> or the Directory Search <http://educdirsrc.nde.state.ne.us>.

Clarified Instructions on School Number related to position assignment codes adding teachers and counselors to the positions that cannot be district level:

If the staff member is not assigned to a specific school, use 000 for the school number indicating they are assigned to a district level assignment. For example, Position assignment codes 2320 (Superintendent) and 2321 (Assistant Superintendent). Positions assignment codes 2410 (Principal), 2415 (Assistant Principal), 2120 (Secondary Counselor), 2121 (Elementary Counselor (2121), 1150 (Head Teacher), 1160 (Teacher), 1161 (SPED Teacher), 1162 (SPED Teacher), 1163 (SPED Teacher), 1164 (SPED Facilitator), 1170 (Teacher Facilitator), and 1180 (Teacher Collaborator) cannot have 000 in their school number.

**Appendix Updates:**

Change Summary has been changed to Appendix A, moving previous Appendix A to Appendix B, B to C, C to D and D to E.

Appendix B update remove:

- 0-2131 Speech Pathologist
- 7-2326 Business Manager - Early Childhood Special Education
- E-2326 Business Manager - ESL/LEP Federally Funded

**Appendix B – Assignment Codes**

**NDE Staff Assignment Codes**

**Template: STAFF ASSIGNMENT**

**Field: ASSIGNMENT CODE (#3)**

Code	Description
-----	-----
0-1110	Program Supervisor/Director
0-1120	Program Consultant/Coordinator
0-1121	Technology Coordinator
0-1125	Staff Development Coordinator
0-1130	Department Head
0-1140	Curriculum Specialist
0-1150	Head Teacher
0-1160	Teacher
0-1170	Teacher - Facilitator
0-1180	Teacher - Collaborator
0-2111	Social Worker
0-2120	Secondary Counselor
0-2121	Elementary Counselor
0-2130	School Nurse
0-2132	Physical Therapist
0-2133	Audiologist
0-2134	Speech Language Technician
0-2135	Sign Language Interpreter
0-2137	Occupational Therapist
0-2138	Psychologist
0-2139	Psychologist Assistant
0-2150	Home School Liaison
0-2152	School Transition Specialist
0-2222	Librarian
0-2223	Media Specialist
0-2320	Superintendent
0-2321	Assistant Superintendent
0-2322	Chief Administrator
0-2324	Staff Development Director
0-2325	Supervisor/Director
0-2326	Business Manager
0-2327	Coordinator
0-2329	Administrative Assistant
0-2410	Principal
0-2415	Assistant Principal
0-5160	Instructional Paraprofessional
2-1110	Program Supervisor/Director - Title I Targeted Assistance
2-1120	Program Consultant/Coordinator - Title I Targeted Assistance
2-1121	Technology Coordinator - Title I Targeted Assistance
2-1125	Staff Development Coordinator - Title I Targeted Assistance
2-1130	Department Head - Title I Targeted Assistance
2-1140	Curriculum Specialist - Title I Targeted Assistance

- 2-1150 Head Teacher - Title I Targeted Assistance
- 2-1160 Teacher - Title I Targeted Assistance
- 2-1170 Teacher – Facilitator - Title I Targeted Assistance
- 2-1180 Teacher – Collaborator - Title I Targeted Assistance
- 2-2134 Speech Language Technician - Title I Targeted Assistance
- 2-2135 Sign Language Interpreter - Title I Targeted Assistance
- 2-2152 School Transition Specialist - Title I Targeted Assistance
- 2-2325 Supervisor/Director - Title I Targeted Assistance
- 2-2326 Business Manager - Title I Targeted Assistance
- 2-2327 Coordinator - Title I Targeted Assistance
- 2-2329 Administrative Assistant - Title I Targeted Assistance
- ~~2-5160 Instructional Paraprofessional – Title I Targeted Assistance~~
- 7-1110 Program Supervisor/Director - Early Childhood Special Education
- 7-1120 Program Consultant/Coordinator - Early Childhood Special Education
- 7-1125 Staff Development Coordinator - Early Childhood Special Education
- 7-1130 Department Head - Early Childhood Special Education
- 7-1140 Curriculum Specialist - Early Childhood Special Education
- 7-1150 Head Teacher - Early Childhood Special Education
- 7-1160 Teacher - Early Childhood Special Education
- 7-1170 Teacher - Facilitator - Early Childhood Special Education
- 7-1180 Teacher - Collaborator - Early Childhood Special Education
- 7-2111 Social Worker - Early Childhood Special Education
- 7-2120 Secondary Counselor - Early Childhood Special Education
- 7-2121 Elementary Counselor - Early Childhood Special Education
- 7-2130 School Nurse - Early Childhood Special Education
- 7-2131 Speech Pathologist - Early Childhood Special Education
- 7-2132 Physical Therapist - Early Childhood Special Education
- 7-2133 Audiologist - Early Childhood Special Education
- 7-2134 Speech Language Technician - Early Childhood Special Education
- 7-2135 Sign Language Interpreter - Early Childhood Special Education
- 7-2137 Occupational Therapist - Early Childhood Special Education
- 7-2138 Psychologist - Early Childhood Special Education
- 7-2139 Psychologist Assistant - Early Childhood Special Education
- 7-2150 Home School Liaison - Early Childhood Special Education
- 7-2152 School Transition Specialist - Early Childhood Special Education
- 7-2323 Special Education Administrator/Director - Early Childhood Special Education
- 7-2325 Supervisor/Director - Early Childhood Special Education
- 7-2327 Coordinator - Early Childhood Special Education
- 7-2329 Administrative Assistant - Early Childhood Special Education
- ~~7-5160 Instructional Paraprofessional – Early Childhood Special Education~~
- 9-1110 Program Supervisor/Director - Title I Migrant Education
- 9-1120 Program Consultant/Coordinator - Title I Migrant Education
- 9-1125 Staff Development Coordinator - Title I Migrant Education
- 9-1130 Department Head - Title I Migrant Education
- 9-1140 Curriculum Specialist - Title I Migrant Education
- 9-1150 Head Teacher - Title I Migrant Education
- 9-1160 Teacher - Title I Migrant Education
- 9-1170 Teacher – Facilitator - Title I Migrant Education
- 9-1180 Teacher – Collaborator - Title I Migrant Education
- 9-2111 Social Worker - Title I Migrant Education
- 9-2120 Secondary Counselor – Title I Migrant Education
- 9-2121 Elementary Counselor – Title I Migrant Education

- 9-2325 Supervisor/Director - Title I Migrant Education
- 9-2326 Business Manager - Title I Migrant Education
- 9-2327 Coordinator - Title I Migrant Education
- 9-2329 Administrative Assistant - Title I Migrant Education
- ~~9-5160 Instructional Paraprofessional - Title I Migrant Education~~
- ~~C-5160 Instructional Paraprofessional - Community Learning Center~~
- E-1110 Program Supervisor/Director - ESL/LEP Federally Funded
- E-1120 Program Consultant/Coordinator - ESL/LEP Federally Funded
- E-1125 Staff Development Coordinator - ESL/LEP Federally Funded
- E-1130 Department Head - ESL/LEP Federally Funded
- E-1140 Curriculum Specialist - ESL/LEP Federally Funded
- E-1150 Head Teacher - ESL/LEP Federally Funded
- E-1160 Teacher - ESL/LEP Federally Funded
- E-1170 Teacher - Facilitator - ESL/LEP Federally Funded
- E-1180 Teacher - Collaborator - ESL/LEP Federally Funded
- E-2120 Secondary Counselor - ESL/LEP Federally Funded
- E-2121 Elementary Counselor - ESL/LEP Federally Funded
- E-2325 Supervisor/Director - ESL/LEP Federally Funded
- E-2327 Coordinator - ESL/LEP Federally Funded
- E-2329 Administrative Assistant - ESL/LEP Federally Funded
- ~~E-5160 Instructional Paraprofessional - ESL/LEP Federally Funded~~
- F-1110 Program Supervisor/Director - Other Federal Programs
- F-1120 Program Consultant/Coordinator - Other Federal Programs
- F-1121 Technology Coordinator - Other Federal Programs
- F-1125 Staff Development Coordinator - Other Federal Programs
- F-1130 Department Head - Other Federal Programs
- F-1140 Curriculum Specialist - Other Federal Programs
- F-1150 Head Teacher - Other Federal Programs
- F-1160 Teacher - Other Federal Programs
- F-1170 Teacher - Facilitator - Other Federal Programs
- F-1180 Teacher - Collaborator - Other Federal Programs
- F-2120 Secondary Counselor - Other Federal Programs
- F-2121 Elementary Counselor - Other Federal Programs
- F-2325 Supervisor/Director - Other Federal Programs
- F-2327 Coordinator - Other Federal Programs
- F-2329 Administrative Assistant - Other Federal Programs
- ~~F-5160 Instructional Paraprofessional - Other Federal Programs~~
- H-1110 Program Supervisor/Director - High Ability Education
- H-1120 Program Consultant/Coordinator - High Ability Education
- H-1125 Staff Development Coordinator - High Ability Education
- H-1130 Department Head - High Ability Education
- H-1140 Curriculum Specialist - High Ability Education
- H-1150 Head Teacher - High Ability Education
- H-1160 Teacher - High Ability Education
- H-1170 Teacher - Facilitator - High Ability Education
- H-1180 Teacher - Collaborator - High Ability Education
- H-2325 Supervisor/Director - High Ability Education
- H-2327 Coordinator - High Ability Education
- H-2329 Administrative Assistant - High Ability Education
- ~~L-5160 Instructional Paraprofessional - ELL/LEP/ESL District Funded~~
- P-1160 Teacher - Early Childhood (Non-SPED)
- ~~P-5160 Instructional Paraprofessional - Early Childhood (Non-SPED)~~

- R-1110 Program Supervisor/Director - Class Size Reduction
- R-1120 Program Consultant/Coordinator - Class Size Reduction
- R-1125 Staff Development Coordinator - Class Size Reduction
- R-1130 Department Head - Class Size Reduction
- R-1140 Curriculum Specialist - Class Size Reduction
- R-1150 Head Teacher - Class Size Reduction
- R-1160 Teacher - Class Size Reduction
- R-1170 Teacher - Facilitator - Class Size Reduction
- R-1180 Teacher - Collaborator - Class Size Reduction
- R-2325 Supervisor/Director - Class Size Reduction
- R-2327 Coordinator - Class Size Reduction
- R-2329 Administrative Assistant - Class Size Reduction
- S-1110 Program Supervisor/Director - Special Education
- S-1120 Program Consultant/Coordinator - Special Education
- S-1125 Staff Development Coordinator - Special Education
- S-1130 Department Head - Special Education
- S-1140 Curriculum Specialist - Special Education
- S-1161 SPED Teacher Teaching Core Academic Subjects/Grading - Special Education
- S-1162 SPED Teacher Teaching Core Academic Subjects/Alternate Standards/Assessment – Special Education
- S-1163 SPED Teacher Collaborating/Co-teaching - Special Education
- S-1164 SPED Teacher - Facilitator - Special Education
- S-2111 Social Worker - Special Education
- S-2120 Secondary Counselor - Special Education
- S-2121 Elementary Counselor - Special Education
- S-2130 School Nurse - Special Education
- S-2131 Speech Pathologist - Special Education
- S-2132 Physical Therapist - Special Education
- S-2133 Audiologist - Special Education
- S-2134 Speech Language Technician - Special Education
- S-2135 Sign Language Interpreter - Special Education
- S-2137 Occupational Therapist - Special Education
- S-2138 Psychologist - Special Education
- S-2139 Psychologist Assistant - Special Education
- S-2150 Home School Liaison - Special Education
- S-2152 School Transition Specialist - Special Education
- S-2322 Chief Administrator - Special Education
- S-2323 Special Education Administrator/Director - Special Education
- S-2324 Staff Development Director - Special Education
- S-2325 Supervisor/Director - Special Education
- S-2327 Coordinator - Special Education
- S-2329 Administrative Assistant - Special Education
- ~~S-5160 Instructional Paraprofessional – Special Education~~
- ~~W-5160 Instructional Paraprofessional – Title I School Wide~~

**Appendix C – Position Assignment Code Descriptions**

The following is a list of position assignments with their definitions, statutory requirements, and regulatory requirements. The references to Rule 10 are based upon the version effective June 24, 2007. The references to regulations are to editions effective as of July 1, 2007.

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Program Supervisor/Director .....	34	Teacher – Facilitator .....	37
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Psychologist .....	40		
Psychologist Assistant .....	40		

**GENERAL ADMINISTRATION**

**NOTE:** If the duties of these positions include supervision or evaluation of certificated staff, a valid administrative certificate is required. 79-801 R.R.S

**Superintendent (2320)**

An assignment to perform the highest level, system-wide executive management functions of a school system.

Statutory Requirement	A valid administrative certificate. Section 79-801 R.R.S.
Regulatory Requirement	A valid administrative certificate with a superintendent endorsement (92 NAC 10-008.05A.)

**Assistant Superintendent (2321)**

An assignment (e.g., assistant, deputy, or associate superintendent) to perform high level, system-wide, executive management functions in a school system.

Statutory Requirement	A valid administrative certificate. Section 79-801 R.R.S.
Regulatory Requirement	A valid administrative certificate with a superintendent endorsement (92 NAC 10-008.05A.)

**Chief Administrator (2322)**

An assignment to perform the highest level, agency-wide executive management functions of an Intermediate Education Agency, in Nebraska Educational Service Unit or ESU.

Statutory Requirement	A valid administrative certificate. Section 79-801 R.R.S.
Regulatory Requirement	A valid administrative certificate with a superintendent endorsement (92 NAC 10-008.05A.)

**Special Education Administrator/Director (2323)**

An assignment to administer or direct special education programs or functions and supervise other staff members.

Statutory Requirement	A valid administrative certificate. Section 79-801 R.R.S.
Regulatory Requirement	A valid administrative certificate with any Special Education endorsement (except provisional special education endorsements) appropriate for the position. (92 NAC 10-008.05B, 92 NAC 24 and 92 NAC 51-10.02)

**Staff Development Director (2324)**

An assignment to direct the design and implementation of staff training, in-service, and staff development programs **and supervises other staff members.**

Statutory Requirement	A valid administrative certificate. Section 79-801 R.R.S.
Regulatory Requirement	A valid administrative certificate (92 NAC 10-008.05B.)

**Supervisor/Director (2325)**

An assignment to direct or manage a program or a function **and supervise other staff members**. Example: curriculum assessment, school improvement and technology.

Statutory Requirement	A valid administrative certificate. Section 79-801 R.R.S.
Regulatory Requirement	A valid administrative certificate (92 NAC 10-008.05B.)

**Business Manager (2326)**

An assignment to perform the fiscal management activities of the education agency. These duties may include financial planning, budgeting, accounting, and purchasing of materials and operational supplies of the education agency.

Statutory Requirement	None.
Regulatory Requirement	None.

*\*NOTE: If the duties of the Business Manager include supervision of certificated staff, a valid administrative certificate is required (79-1229 R.R.S and 92 NAC 10-004.03A2).*

**Coordinator (2327)**

An assignment to coordinate and articulate an educational program **and supervise other staff members**.

Statutory Requirement	A valid administrative certificate. Section 79-801 R.R.S.
Regulatory Requirement	A valid administrative certificate (92 NAC 10-008.05B.)

**Administrative Assistant (2329)**

An assignment to perform activities assisting a school supervisor or administrator in performing his/her assigned activities.

Statutory Requirement	A valid administrative certificate. Section 79-801 R.R.S.
Regulatory Requirement	A valid administrative certificate (92 NAC 10-008.05B.)

**SCHOOL ADMINISTRATION**

**NOTE:** Administrative certificate required.

**Principal (2410)**

An assignment to perform the highest level executive management functions in an individual school. This code may only be used on a School form.

Statutory Requirement	A valid administrative certificate. Section 79-801 R.R.S.
Regulatory Requirement	A valid administrative certificate with an endorsement for principal at the level of the assignment or a superintendent endorsement. (92 NAC 10-008.02A, 008.03A, 008.03A1, 008.03A2, 008.04A)

**Assistant Principal (2415)**

An assignment to perform high-level executive management functions in an individual school. This code may only be used on a School form.

Statutory Requirement	A valid administrative certificate. Section 79-801 R.R.S.
Regulatory Requirement	A valid administrative certificate (92 NAC 10-008.05B.)

**REGULAR INSTRUCTIONAL PROGRAMS**

**NOTE:** If the duties of these positions include supervision or evaluation of certificated staff, a valid administrative certificate is required. 79-801 R.R.S.

**Program Supervisor/Director (1110)**

An assignment to manage or direct an instructional program(s). Example: curriculum, assessment, school improvement, and technology.

Statutory Requirement	A valid teaching or administrative certificate. Section 79-802, 79-101(9), 79-101(12) R.R.S.
Regulatory Requirement	A valid teaching or administrative certificate (92 NAC 10-003.01)

**Program Coordinator/Consultant (1120)**

An assignment to provide coordinative services and articulation within an instructional program or area of instruction.

Statutory Requirement	A valid teaching or administrative certificate. Section 79-802, 79-101(9), 79-101(12) R.R.S.
Regulatory Requirement	A valid teaching or administrative certificate (92 NAC 10-003.01)

**Technology Coordinator (1121)**

A staff person assigned to provide guidance and assistance to other staff members in planning for and using technology to support classroom instruction.

Statutory Requirement	None
Regulatory Requirement	None

**Staff Development Coordinator (1125)**

An assignment to assist in the implementation of staff training, in-service, and staff development programs.

Statutory Requirement	A valid teaching or administrative certificate. Section 79-801, 79-802 R.R.S.
Regulatory Requirement	A valid teaching or administrative certificate (92 NAC 10-003.01)

**Department Head (1130)**

An assignment to coordinate and improve the instructional program in a specific area (usually at the school level). May also include the job title: Department Chairperson.

Statutory Requirement	A valid teaching or administrative certificate. Section 79-802, 79-101(9), 79-101(12) R.R.S.
Regulatory Requirement	A valid teaching or administrative certificate (92 NAC 10-003.01)

**Curriculum Specialist (1140)**

An assignment to provide information and guidance to other staff members in a specialized field.  
An example would be reading coach.

Statutory Requirement	A valid teaching or administrative certificate. Section 79-802, 79-101(9), 79-101(12) R.R.S.
Regulatory Requirement	A valid teaching or administrative certificate (92 NAC 10-003.01)

**Head Teacher (1150)**

An assignment to instruct students and perform professional duties. This code may only be used on School forms.

Statutory Requirement	A valid teaching or administrative certificate. Section 79-802, 79-101(9), 79-101(12) R.R.S.
Regulatory Requirement	A valid teaching or administrative certificate (92 NAC 10-003.01)

**Teacher (1160)**

An assignment to instruct students. This code may only be used on School forms.

Statutory Requirement	A valid teaching or administrative certificate. Section 79-802, 79-101(9), 79-101(12) R.R.S.
Regulatory Requirement	A valid teaching or administrative certificate with an endorsement appropriate for the position (92 NAC 10-003.01,002.21, 007.01A, 007.02A, 007.03A)

**SPED Teacher – Core Academic Subjects/Grading (1161)**

Responsible for instruction of elementary and secondary students and serve as the teacher solely responsible for delivering academic content and assigning grade(s).

*(Students participate in a modification of general curriculum at an instructional level below their general education peers).*

Statutory Requirement	A valid teaching or administrative certificate. Section 79-802, 79-101(9), 79-101(12) R.R.S.
Regulatory Requirement	A valid teaching or administrative certificate with an endorsement appropriate for the position (92 NAC 10-003.01,002.21, 007.01A, 007.02A, 007.03A, 92 NAC 51-010)

**SPED Teacher - Core Academic Subjects/Alternate Standards/Assessment (1162)**

Responsible for teaching students with the most significant disabilities; those students who participate in a functional, life-skills curriculum. Does evaluate progress.

*(Students participate in the special education alternate assessment based on special education alternate standards).*

Statutory Requirement	A valid teaching or administrative certificate. Section 79-802, 79-101(9), 79-101(12) R.R.S.
Regulatory Requirement	A valid teaching or administrative certificate with an endorsement appropriate for the position (92 NAC 10-003.01,002.21, 007.01A, 007.02A, 007.03A, 92 NAC 51-010)

**SPED Teacher - Collaborating/Co-Teaching (1163)**

Responsible for providing consultative services to content endorsed general education teachers; or responsible for collaborating/co-teaching with a content endorsed general education teacher for students enrolled in the academic content area. Responsibilities may include assisting with adjustments to the learning environment, modifications or instructional methods, adaptation of curricula, use of positive behavioral supports and interventions, or design, use, or implementation of appropriate accommodations to meet individual needs of students with disabilities. **Does not assign grades.**

*(Student participates in the general curriculum).*

Statutory Requirement	A valid teaching or administrative certificate. Section 79-802, 79-101(9), 79-101(12) R.R.S.
Regulatory Requirement	A valid teaching or administrative certificate with an endorsement appropriate for the position (92 NAC 10-003.01,002.21, 007.01A, 007.02A, 007.03A, 92 NAC 51-010)

**SPED Teacher – Facilitator (1164)**

A teacher who facilitates special education instruction provided through alternative delivery systems such as web based courses, alternative programs and other similar circumstances.

**Does not assign grade(s).**

*(Student participates in a modification of the general curriculum at or below the instructional level of general education peers).*

Statutory Requirement	A valid teaching or administrative certificate. Section 79-802, 79-101(9), 79-101(12) R.R.S.
Regulatory Requirement	A valid teaching or administrative certificate with any approvable special education endorsement under (92 NAC 51-010.01 D except 010.01.D8, 010.01D9, 010.01D16, 010.01D20 and 010.01D23).

**Teacher – Facilitator (1170)**

A teacher who facilitates non-special education instruction provided through alternative delivery systems such as web based courses, alternative programs and other similar circumstances.

**Does not assign grades.**

Statutory Requirement	A valid teaching or administrative certificate. Section 79-802, 79-101(9), 79-101(12) R.R.S.
Regulatory Requirement	A valid teaching or administrative certificate. Sections (92 NAC 10-003.01 or 10-004.04D2b)

**Teacher – Collaborator (1180)**

A non-special education teacher who is assigned to work collaboratively or co-teach with other general education classroom teachers holding the appropriate endorsement(s). This includes integrated courses as provided in 92 NAC 10.002.09 or 10.004.0C1 that should be reported on the Integrated Courses Report (NDE 02-015.2). **Does not assign grades.**

Statutory Requirement	A valid teaching or administrative certificate. Section 79-802, 79-101(9), 79-101(12) R.R.S.
Regulatory Requirement	A valid teaching or administrative certificate. Sections (92 NAC 10-003.01 or 10-004.04D2b)

**Librarian (2222)**

An assignment to develop plans for and manage the use of teaching and learning resources.

Statutory Requirement	A valid teaching or administrative certificate. Section 79-802, 79-101(9), 79-101(12) R.R.S.
Regulatory Requirement	A valid teaching or administrative certificate with an endorsement appropriate for library science or educational media specialist (92 NAC 10-007.04A, 10-007.04A1, 10-007.04A2 and 10-007.04B) (or a valid teaching or administrative certificate and acquiring 6 credit hours per year toward the endorsement).

**Media Specialist (2223)**

An assignment to develop plans for and manage the use of teaching and learning resources.

Statutory Requirement	A valid teaching or administrative certificate. Section 79-802, 79-101(9), 79-101(12) R.R.S.
Regulatory Requirement	A valid teaching or administrative certificate with an endorsement appropriate for library science or educational media specialist (92 NAC 10-007.04A, 10-007.04A1, 10-007.04A2, 10-007.04B) (or a valid teaching or administrative certificate and acquiring 6 credit hours per year toward the endorsement).

**Secondary Counselor (2120)**

An assignment to perform the activities of advising students and assisting parents and teachers to aid students in making personal plans and decisions in relation to education, career, or personal development. This code may only be used on School forms.

Statutory Requirement	A valid teaching or administrative certificate. Section 79-802, 79-101(9), 79-101(12) R.R.S.
Regulatory Requirement	A valid teaching or administrative certificate with an endorsement appropriate for guidance and counseling and at the level of assignment. (92 NAC 10-007.05A, 10-007.05B, 10-007.05D) (or a valid teaching or administrative certificate and acquiring 6 credit hours per year toward the counseling endorsement).

**Elementary Counselor (2121)**

An assignment to provide guidance in the development of positive attitudes and behaviors in elementary children primarily through work with school staff, other professionals, and families.

Statutory Requirement	A valid teaching or administrative certificate. Section 79-802, 79-101(9), 79-101(12) R.R.S.
Regulatory Requirement	A valid teaching or administrative certificate with an elementary endorsement or a K-6, K-8 or K-12 guidance and counseling endorsement. (92 NAC 10-003.01, 007.05C, 007.05D, 007.05E, 92 NAC 006.17C)

**School Nurse (2130)**

An assignment to perform activities requiring substantial specialized judgment and skill in the observation, care, and counsel of ill and injured persons, and in illness prevention. The person filling this position can be a Registered Nurse (RN) or a Licensed Practical Nurse (LPN).

Statutory Requirement	Chapter 71, Article 17 R.R.S.
Regulatory Requirement	Nebraska Department of Education Certification and appropriate endorsement or State of Nebraska licensure by the appropriate board of examiners or a multi-state compact license. (92 NAC 24-007.02D, 92 NAC 21, 92 NAC 51-010.03)

**Speech Pathologist (2131)**

An assignment to assess communicative disorders; to plan, direct, and participate in many habilitative and instructional programs for children and youth who have communicative disorders; and to seek to prevent language, speech, and hearing disorders whenever possible. May also include the job title: Language Pathologist, Speech Therapist.

Statutory Requirement	Section 71-1,186 R.R.S. et.seq.
Regulatory Requirement	Nebraska Department of Education Certification and appropriate endorsement, or State of Nebraska licensure by the appropriate board of examiners. (92 NAC 24-006.65, 92 NAC 21-005, 92 NAC 51- 010.01D19 NAC 51- 010.04)

**Physical Therapist (2132)**

An assignment to perform activities involving physical methods of treatment and rehabilitation without the use of drugs or surgery.

Statutory Requirement	Chapter 71, Article 28 R.R.S.
Regulatory Requirement	State of Nebraska licensure by the appropriate board of examiners. (92 NAC 51-010.04)

**Audiologist (2133)**

An assignment to identify and remediate hearing disorders. Involved in programming for hearing conservation by assisting with the development and implementation of aural rehabilitation programs.

Statutory Requirement	Section 71-1,186 R.R.S. et.seq.
Regulatory Requirement	Nebraska Department of Education Certification and appropriate endorsement, or State of Nebraska licensure by the appropriate board of examiners. (92 NAC 24, and 92 NAC 51- 010.04)

**Speech Language Technician (Non-teaching) (2134)**

An assignment to assist with the provision of speech and language services in collaboration with a Speech Pathologist.

Statutory Requirement	Section 71-1,186 R.R.S. et.seq.
Regulatory Requirement	Nebraska Department of Education Certification and appropriate endorsement, or State of Nebraska licensure by the appropriate board of examiners. (92 NAC 21-007, 92 NAC 24)

**Sign Language Interpreter (2135)**

A person who provides interpreter services for educators and for deaf and hard of hearing individuals for special education evaluations or services pursuant to IEPs and IFSPs; and who is qualified to facilitate communication between people who do not share a common language or mode of communication.

Statutory Requirement	Section 20-150 R.R.S
Regulatory Requirement	92 NAC 51-010.06A-H

**Occupational Therapist (2137)**

An assignment to perform activities involving occupational methods of treatment and rehabilitation without the use of drugs or surgery.

Statutory Requirement	Chapter 71, Article 61, R.R.S.
Regulatory Requirement	State of Nebraska licensure by the appropriate board of examiners. (92 NAC 51-010.04)

**Psychologist (2138)**

An assignment to a staff member who is licensed as a psychologist to evaluate and analyze a student's behavior by measuring and interpreting their intellectual, emotional, and social development, and diagnosing their educational and personal disabilities.

Statutory Requirement	See 71-1, 206 through 71-1, 206.35 R.R.S
Regulatory Requirement	Nebraska Department of Education Certification and appropriate endorsement, or State of Nebraska licensure by the appropriate board of examiners. (92 NAC 21-007, 92 NAC 24-007.03, 92 NAC 51-010.04)

**Psychologist Assistant (2139)**

An assignment to perform activities assisting a Psychologist.

Statutory Requirement	See 71-1, 206 through 79-1, 206.35 R.R.S.
Regulatory Requirement	State of Nebraska licensure by the appropriate board of examiners. (92 NAC 21-007, 92 NAC 51-010.04)

**Home School Liaison (2150)**

An assignment to coordinate services with home and school for children with verified disabilities.

Statutory Requirement	None.
Regulatory Requirement	Nebraska Department of Education Certification (92 NAC 51-010.01D9)

**School Transition Specialist (2152)**

An assignment to coordinate plans and activities for students with verified disabilities as they transition from school to adult life. **Includes** development and coordination assessment and work experience programs.

Statutory Requirement	A valid special services certificate. Sections 79-801, 79-802, 79-101(9), 79-101(12) R.R.S.
Regulatory Requirement	A valid teaching, special services, or administrative certificate with an endorsement appropriate for the position (92 NAC 51-010.01D23).

**Social Worker (2111)**

An assignment to assist in the prevention of, or solution to, those personal, social, and emotional problems of individuals and their relationship with the family, school, and community.

Statutory Requirement	See Sections 71-1, 311 and 71-1, 317 through 71-1, 323 R.R.S.
Regulatory Requirement	State of Nebraska licensure by the appropriate board of examiners. (92 NAC 51-010.04)

**Instructional Paraprofessional (5160)**

An assignment to assist a teacher with routine activities associated with teacher, ie: activities requiring minor decisions regarding students, such as conducting rote exercises, operating equipment and clerking. **Include only paid staff, exclude volunteer aides.**

Statutory Requirement	79-802 R.R.S.
Regulatory Requirement	None.

## Appendix D – Instructional Paraprofessional Information

### GENERAL INSTRUCTIONS

The instructions below reflect the fields that are specific to instructional paraprofessional or where data is reported differently for instructional paraprofessionals.

The current requirement for NSSRS is to ONLY report instructional paraprofessionals in Title I schools; targeted assistance and schoolwide. Title I schoolwide schools report ALL instructional paraprofessionals regardless of funding. Title I targeted assistance schools report only those instructional paraprofessionals funded by Title I.

### New in 2009-2010

0-5160 is the only valid Assignment Code [Staff Assignment:Assignment Code (3)] for Instructional Paraprofessionals.

Report only paraprofessionals performing **instructional activities**, even if assisting with the instruction of students is only part of their responsibilities. Do not include paraprofessionals whose only responsibilities include assisting with lunch-room, transportation, nurses, computer technicians, family service coordination or serving as a translator. The Full-Time-Equivalency for ALL paraprofessionals (instructional and non instructional) will be recorded on the NEW "Consolidated Data Collection (CDC)"; Due Date June 30<sup>th</sup>.

NCLB requires all Instructional Paraprofessionals (Assignment Code [Staff Assignment: Assignment Code(3)] = 0-5160 in **Title I** programs to meet one of the following, in addition to having a High School Diploma or General Equivalency Diploma (GED):

- 48 semester hours of college or
- Associates Degree (if an accredited institution and gave credit hours) or
- As passing score on one of the approved assessments listed below.

### Date of Contract [Staff Snapshot:Current Service Date (35)]

Leave blank.

### Total Experience [Staff Snapshot:Years Experience (39)]

Enter zero.

### Experience This District [Staff Snapshot:Years Experience in District (43)]

Enter zero.

**Education Attained [Staff Snapshot: Highest Degree Earned (45)]**

Provide information on the type of degree earned by the staff member. If the staff member has multiple degrees, the highest level degree should be used as the value in this field.

Code	Description
00	No High School Diploma
09	High School Diploma/GED
12	No college preparation (used mostly for provisional trade certificates, or special services certificates, i.e. coaching)
14	Associate's Degree
20	Less Than Baccalaureate (40 or less semester hours)
21	Less Than Bachelors Degree (41-47 semester hours)
22	Less Than Baccalaureate (48 or more semester hours)
30	Less Than Baccalaureate (60 Hours or more semester hours)
40	Baccalaureate
45	Bachelors Degree plus hours
48	Bachelors Degree plus at least 30 graduate-level hours
50	Masters
55	Master Degree plus hours
60	Education Specialist
70	Doctorate

**Paraprofessional Assessment Passed Flag [Staff Snapshot: Qualification Status (48)]**

This is for instructional paraprofessionals only (Assignment Code [Staff Assignment: Assignment Code(3)] = 0-5160). Enter code 1 through 4 ONLY if a passing score was achieved in the assessment.

Enter zero:

- If no assessment was taken
- If a passing score was not achieved
- If this staff person is not an instructional paraprofessional
- When reported by a nonpublic system.

One of the options for meeting the NCLB requirements is achieving a passing score on an approved assessment of the competency of the instruction paraprofessionals to assist in providing instruction in Reading, Math or pre-Reading and pre-Mathematics. The following assessments have been approved. The passing score for each is provided. Additional information regarding these requirements can be found at <http://www.nde.state.ne.us/TITLE1/title1.htm>. If any instructional paraprofessional used this option to meet NCLB requirements, enter the code for the assessment taken **ONLY IF a passing score was achieved**.

Code	Description
0	Not applicable
1	Parapro by ETS (passing score of 456)
2	Workkeys by ACT (passing score: Writing – 3, Reading – 4, Math – 4 and Instructional Skills Inventory – a satisfactory rating on each item included on the inventory)

3	Para Educator by Master Teacher (passing score of 70% on the comprehensive test)
4	Project Para by UNL (passing score of 116)

**Basic Salary [Staff Snapshot:Years Annual Salary (52)]**

Enter zero.

**Number of Days Contracted [Staff Snapshot:Contract Work Days (53)]**

Enter zero.

**Additional Compensation [Staff Snapshot:Alternate Annual Salary (58)]**

Enter zero.

**Benefits [Staff Snapshot:Benefits Value (62)]**

Enter zero.

**Contract [Staff Snapshot:Local Contract (63)]**

Provide a "1" or "2" indication of whether the staff member's contract is held by the organization designated in the County District Number [Staff Snapshot:District Code(1)].

Code	Description
1	Yes
2	No

**Data Validation Rules**

If Contract = '2' (No) then Number of Days Contracted should be zero, Date of Contract should be blank.

**Contracting Organization [Staff Snapshot:Contracting Organization (64)]**

Provide the 7-digit County District Number of the organization that holds the contract. If the entity that holds the contract is not a public district, nonpublic system, ESU, or state operated system, leave this blank. You can obtain the County District Number from the Education Directory at <http://ess.nde.state.ne.us> or the Directory Search <http://educdirsrc.nde.state.ne.us>.

**Data Validation Rules**

If **Contract** [Staff Snapshot:Local Contract (63)] = '2' (No) the **Contracting Organization** [Staff Snapshot:Contracting Organization (64)] will be different from the **County District Number** [Staff Snapshot:District Code(1)].

If **Contract** [Staff Snapshot:Local Contract (63)] = '1' (Yes) then **Contracting Organization** [Staff Snapshot:Contracting Organization (64)] and **County District Number** [Staff Snapshot:District Code(1)] will be the same.

**Staff Assignment**

**Subject Area [Staff Assignment:Subject Code (17)]**

Enter "00".

**Grade Taught Code [Staff Assignment:Assignment Grade Level (20)]**

Enter "00".