NEBRASKA DEPARTMENT ᴼꟳ EDUCATION
CDC Consolidated Data Collection Helpdesk (888) 285-0556

Nebraska Department of Education
301 Centennial Mall South, PO Box 94987
Lincoln, NE 68509 -4987
NDE Helpdesk 1-888-285-0556 or ADVISERHelp@nebraskacloud.org

Directions updated August 24, 2018

Non-Certificated Staff

Due Date – The Non-Certificated Staff collection is due on or before October 15th. The Audit window close date is October 31st.

Scope – This collection is to be completed by Public Districts, State Operated Systems and ESU's. The collection is a report of non-certificated employees who were at the District/System on October 1st.

Table of Contents

DIRECTIONS FOR COMPLETING THE ON-LINE SUBMISSION

The Non-Certificated Staff collection is found in the Nebraska Department of Education's Consolidated Data Collection (CDC).

To gain access to the Consolidated Data Collection, please refer to "Accessing the Consolidated Data Collection" instructions found on the NSSRS Resources page, under the heading "Consolidated Data Collection (CDC)", at the following url: http://www.education.ne.gov/nssrs/Resources.html#Instructions

Once in the Consolidated Data Collection (CDC), click on the link for **Non-Certificated Staff.**

A list of all non-certificated roles are displayed. A description for each category is below.

Non-Certificated Staff - Other Personnel	
Report all personnel (round to two decimal places) who are employed by the District on October 1.	TOTAL FTE (2 decimal places)
School administrative support staff	0.00
District/System Administrative Support Staff	0.00
Clerical assistants to instructional personnel (non-classroom)	0.00
Teacher aides (work in classroom)	0.00
Plant operation personnel (custodians, engineers, etc.)	0.00
Regular bus drivers	0.00
Food service personnel (cooks, supervisors, etc.)	0.00
Library aide	0.00
Other personnel	0.00

School administrative support staff
School administrative support staff are those whose activities are concerned with support of the teaching and administrative duties of the office of the Principal or department chairpersons. This includes clerical staff and secretaries.

District/System Administrative Support Staff
District/System administrative support staff are members who provide direct support to the District/System Administrators (i.e., Superintendent), business office, human resources, data processing, technical support, secretarial and clerical staff.

Clerical assistants to instructional personnel (non-classroom)
This includes support staff not reported in the categories above: School administrative or District/System administrative support staff.

Teacher Aides (work in classroom)
Teacher aides who work in the classroom are staff members assigned to assist a teacher with routine activities associated with teaching. For example, activities requiring minor decisions regarding students, such as monitoring, conducting rote exercises, operating equipment and clerking. This should include only paid staff by direct hire and contracting. It also includes instructional and non-instructional paras, even if they are included in Staff Reporting. This does not include volunteer aides and vacant positions.

Plant operation personnel (custodians, engineers, etc.)
Plant operation personnel are support staff not reported in instructional or student support. Examples include

custodians, engineers, and plant and equipment maintenance staff.

Regular bus drivers
Regular bus drivers are support staff not reported in instructional or student support.

Food service personnel (cooks, supervisors, etc.)
Food service personnel are support staff not reported in instructional or student support. Examples include cooks and supervisors.

Library aide
Library aides are staff members who render other library or media services, such as preparing, caring for, and making available to members of the instructional staff the equipment, films, filmstrips, transparencies, tapes, TV programs, and similar materials (whether maintained separately as part of an instructional materials center).

Other personnel
Other personnel are support staff not reported in instructional or student support or included in descriptions above.

The FTE (description below) for all staff are added per personnel category by selecting the text box, deleting the current content (0.00) and replacing with the district total per category. This must include 2 decimal places after the full number.

Non-Certificated Staff - Other Personnel	
Report all personnel (round to two decimal places) who are employed by the District on October 1.	TOTAL FTE (2 decimal places)
School administrative support staff	0.00
District/System Administrative Support Staff	0.00
Clerical assistants to instructional personnel (non-classroom)	0.00
Teacher aides (work in classroom)	0.00
Plant operation personnel (custodians, engineers, etc.)	0.00
Regular bus drivers	0.00
Food service personnel (cooks, supervisors, etc.)	0.00
Library aide	0.00
Other personnel	0.00

FTE is Full Time Equivalency. This is the indication of the time an individual spends in their position assignment as it relates to the total time in the work week defined for that position by each School, District, or System. The number of hours in a work week may vary between school District or Systems, schools within District or Systems, and within a school. For example, the number of hours in the work week for school administrative staff may differ from the number of hours in the work week for teaching staff. In all cases, full-time (as defined by each School, District, or System) is equal to 1.00. Additionally, FTE is reported as a decimal number. For example: 1.00 is full-time (100%) 0.50 is half-time (50%), and 0.25 is quarter-time (25%). This differs from how FTE is reported in Staff Reporting.

Once all information has been entered click on the grey **Save Data** button below the chart.

Library aide
Other personnel

Save Data

View Summary Report

To review the data entered, click the **View Summary Report** button.

SUBMISSION
Once all data has been entered and saved, click on the **Submit** button. This will indicate that the collection is ready to be reviewed by your District/System Administrator.

ACTION	STATUS	DATE	USER
SUBMIT	Not Submitted	N/A	N/A
APPROVE	Not Approved	N/A	N/A
Print Page			

When the District/System Administrator has reviewed the data and determined it to be correct, the District/System Administrator will click on the **Approve** button to submit the data to NDE.

ACTION	STATUS	DATE	USER
SUBMIT	Submitted	8/24/2018 11:21:26 AM	nkohles
APPROVE	Not Approved	N/A	N/A
Print Page			

Once the collection has been approved, you will no longer be able to make changes to it. If changes are necessary after approval, please contact the NDE Helpdesk as they will need to re-open the collection.

NOTE: Only the person who is designated as District/System Administrator for the Non-Certificated Staff collection in the CDC will see the **Approve** button in the box below the **Submit** button. The District/System Administrator can **Submit** and **Approve** the collection.