



Teacher Vacancy School Year 2010-2011

TABLE OF CONTENTS

Adding Teacher Vacancy Records 1
Printing a report 9

Adding Teacher Vacancy Records

NOTE: All districts are required to access this menu, even if you have no data to report.

- **Open the PRF and Click on:**
 - Actions
 - District Information
 - Teacher Vacancy



- You will see the following screen:

Teacher Vacancy

How many teaching positions (FTE) were required to be filled between school years 2009-2010 and 2010-2011?

Did your district have any teaching position vacancies at the beginning of the 2010-2011 school year? Yes No

Category	Position	FTE	Option
There are no records to edit or delete			

Total FTE: 0.00

- Add the number of teaching positions (FTE) that were filled between school years 2009-2010 and 2010-2011.
- Identify if your district had any *teaching* vacancies when school started for the 10-11 school year. If you had any vacancies check Yes, and if you did not then check No.

Teacher Vacancy

How many teaching positions (FTE) were required to be filled between school years 2009-2010 and 2010-2011?

Did your district have any teaching position vacancies at the beginning of the 2010-2011 school year? Yes No

Category	Position	FTE	Option
There are no records to edit or delete			

Total FTE: 0.00

- If No, click Save and you have completed the Teacher Vacancy Screen.
- If Yes, click the Add button.

NOTE: You will need to complete the following steps for all Vacant Positions

The screenshot shows a web form titled "Teacher Vacancy Details". It contains three dropdown menus: "Position Category:" with a "Choose" option, "Vacancy Position:" with a "Choose" option, and "Decisions made as a result of the vacant positions: FTE" with a "Choose" option and an adjacent empty text box. At the bottom are "Cancel" and "Save" buttons.

- **Select the Position Category.**

The screenshot shows the "Position Category:" dropdown menu expanded. The options listed are: "Choose", "Elementary Positions", "Middle School/Junior High Positions", "High School Positions", "School Service Specialist Positions", "Administrative Positions", and "Special Education Positions".

- Depending on the Position Category you choose, you will need to select the Vacancy Position.

Teacher Vacancy Details

Position Category:
Middle School/Junior High Positions

Vacancy Position:
Choose

Decisions made as a result of the vacant positions: FTE
Choose

Cancel Save

- If **Elementary** is selected you will have the following options:
 - Classroom Teacher
 - Computer Science
 - Health and Physical Education
 - Music
- If **Middle School/Junior High** Position is selected you will have the following options:
 - Art
 - Computer Science
 - English/Language Arts
 - Foreign Language
 - Health and Physical Education
 - Math
 - Music
 - Science
 - Social Science
 - Vocational Programs (Ag, Home Ec., Industrial Arts, Tech Ed., Business)

- If **High School** Position is selected you will have the following options:
 - Art
 - Computer Science
 - English/Language Arts
 - Foreign Language
 - Health and Physical Education
 - Math
 - Music
 - Science
 - Social Science
 - Vocational Programs (Ag, Home Ec., Industrial Arts, Tech Ed., Business)

- If **School Service Specialist** Position is selected you will have the following options:
 - Curriculum Director
 - Guidance Counselor
 - Librarian/Media

- If **Administrative** Position is selected you will have the following options:
 - Business Manager
 - School Principal
 - Superintendent

- If **Special Education** Position is selected you will have the following options:
 - Adapted Physical Education Teachers
 - Audiologists
 - Brailist
 - Bus Driver
 - Early Childhood Special Education Teacher (ages 3-5)
 - Interpreters
 - Licensed Psychologist
 - Occupational Therapist
 - Orientation and Mobility Specialists
 - Other Occupational Technician
 - Other Support Staff in Special Education
 - Physical Therapist
 - Psychiatrist
 - Psychological Examiner
 - Rehabilitation Counselor
 - School Psychologist
 - Special Education Bus Drivers not required to have a CDL
 - Special Education Counselors
 - Special Education Department Manager
 - Special Education Director
 - Special Education Elementary
 - Special Education High School
 - Special Education Middle School / Junior High
 - Special Education Non Professional Staff
 - SPED Paras (3-5)
 - SPED Paras (6-21)
 - Special Education Recreation and Therapeutic Recreation Specialist
 - Special Education School Nurse
 - Special Education Social Worker
 - Special Education Specialized Food Service Worker
 - Special Education Work Study Coordinators (Job Coaches)
 - Speech and Language Pathologist (ages 3-5)
 - Speech and Language Pathologist (ages 6-12)

- Select the decision you made as a result of the vacant position.

Teacher Vacancy Details

Position Category:
Middle School/Junior High Positions

Vacancy Position:
Choose

Decisions made as a result of the vacant positions: FTE
Choose

Cancel Save

Decisions made as a result of the vacant positions:

Choose

- Choose
- Hired a Non-Certified Educator
- Course/Program Eliminated
- Contracting with another School
- Increase Class Size
- Utilize Delivery Method of Distance Learning
- Hired a Certified Teacher after School Started
- Position is still Vacant
- Give Additional Duties to Existing Staff
- Other (please identify)

- Add the FTE for the Position that is vacant.

The Total FTE Counts for staff categories must be reported to the nearest hundredth. Count part-time staff in terms of full-time equivalency. If, for example, a position is filled by two part-time persons, each working one half day, count each as 0.50.

NOTE: A full-time employee having more than one assignment should be counted in terms of full-time equivalency in each assignment. For example, a person assigned 6 hours per day as a math teacher and 2 hours per day as a history teacher should be counted 0.75 for the math position and 0.25 for history.

- Click on "Save". Continue the above steps to add the next vacant position record.

Category	Position	FTE	Option
Middle School/Junior High Positions	Math	1.00	Increase Class Size

Total FTE: 1.00

Printing a Report

- To print a report click on the Print button.

Teacher Vacancy

How many teaching positions (FTE) were required to be filled between school years 2008-2009 and 2009-2010?

Did your district have any teaching position vacancies at the beginning of the 2009-2010 school year? Yes No

Category	Position	FTE	Option
Middle School/Junior High Positions	Math	1.00	Increase Class Size

Total FTE: 1.00



- Below is an example of the report.

Teacher Vacancy Data Summary of Data Received					
88008 Apple Blossom School District 88-8					
How many teaching positions (FTE) were required to be filled between school years 2008-2009 and School Year 2009-2010?					0.00
Did your district have any teaching position vacancies at the beginning of the School Year 2009-2010 school year?					Y
Decisions made as a result of the vacant positions					
		Contracting with another School	Course/Program Eliminated	Give Additional Duties to Existing Staff	Hired a Certified Teacher after School Started
<i>Administrative Positions</i>	Business Manager	0.00	0.00	0.00	0.00
	School Principal	0.00	0.00	0.00	0.00
	Superintendent	0.00	0.00	0.00	0.00
	Total	0.00	0.00	0.00	0.00
<i>Elementary Positions</i>	Classroom Teacher	0.00	0.00	0.00	0.00
	Computer Science	0.00	0.00	0.00	0.00
	Health and Physical Education	0.00	0.00	0.00	0.00
	Music	0.00	0.00	0.00	0.00
	Total	0.00	0.00	0.00	0.00
<i>High School Positions</i>	Art	0.00	0.00	0.00	0.00
	Computer Science	0.00	0.00	0.00	0.00
	English/Language Arts	0.00	0.00	0.00	0.00
	Foreign Language	0.00	0.00	0.00	0.00
	Health and Physical Education	0.00	0.00	0.00	0.00
	Math	0.00	0.00	0.00	0.00
	Music	0.00	0.00	0.00	0.00