

# STAFFING SCREEN - UPDATES AND INSTRUCTIONS

## Updates to the PRF Staffing Screen

For the 2011/2012 School Year there were several important changes to the PRF Staffing Screen.

### The major changes include:

- 1 The Position Code 21700 Birth-Preschool Education is now called Early Childhood Special Education.
- 2 During the summer the assignment codes for some of the elementary and middle school codes were mapped to the National Codes. The previous assignment code numbers have been changed to the new assignment codes and districts will not be responsible for updating the codes in the PRF. The new codes are located mainly in the elementary schools and most add new options for departmentalized settings in these schools. For example, General Science, Grade 3 is a new assignment code. These new codes will not impact a large number of schools but will now be an option for elementary schools who have a departmentalized setting.

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## INSTRUCTIONS - STAFF POSITIONS AND ASSIGNMENTS COLLECTION FORM

This form assists you with the collection of data on the Staffing - Teacher / Administration / School Service Specialist Screen. The purpose of this screen is to collect Demographic, Employment and Assignment information for all Administrators, Teachers and School Services Specialists.

The following steps are recommended for collection of this data, but are in no way mandatory.

- \* In an effort to collect the most accurate information, it is recommended the staff person completes this form. With the inception of Teacher 411, staff have access to the assignments that have been encoded on the PRF and there have been a growing number of staff who have noticed the assignments they teach are not correct. In addition, this information is used by DOE Staff for Program Reviews, so it is very important the information is correct. This is only a recommendation and of course depends on the size of your district.
- \* **New Staff** - All information on this form is required for new staff.
- \* **Existing Staff** - The demographic information such as Date of Birth, SSN, and Race has already been collected for staff employed at your district last year.  
NOTE: Last year several districts noticed the Years of Experience was incorrect for many staff. It is therefore recommended that these fields be updated.

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## Codes

<b>Hispanic/Latino</b>	If the staff person is Hispanic/Latino Ethnicity check Yes.
<b>Race</b>	Check all races that apply.
<b>Employment Status</b>	<ul style="list-style-type: none"> <li>a. New Employee - 1st year hired as a certified staff in any school district, in any state.</li> <li>b. New Employee - previously employed out of state.</li> <li>c. New Employee - previously employed in another SD school district.</li> <li>d. New Employee - has been absent from field of education 1 or more year(s).</li> <li>e. Employment in this school district has been continued.</li> <li>f. Re-employed in a school district following an absence of one year or more.</li> </ul>
<b>Instructor Years of Experience:</b>	Total years of classroom teaching experience prior to this school year.
<b>Admin/SSS Years of Experience:</b>	Total years as an administrator and/or school service specialist prior to this school year.
<b>Total Instructional Salary:</b>	This is not listed on the form but will need to be collected. Bonus money, extended contract pay, stipends and extra-duty pay are not included. If the staff person is also an Admin/SSS then the Admin/SSS salary should reflect that portion of their salary. In addition, if part of their job responsibility is considered Classified Staff (ie., Athletic Director, Technology Directory, etc) then this portion of their salary and time should not be included on this screen.
<b>Total Admin/SSS Salary:</b>	Functions the same as Total Instructional Salary.
<b>Attendance Center:</b>	List each Attendance Center
<b>Position Code:</b>	Identify the Position Code of the staff person. Refer to the 2011 Position Code Form.

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## Assignment Code

Identify each assignment code.

\* For a basic outline listing of assignments use the 2012 Assignment Code by School Type.

### PERSONNEL RECORD FORM ASSIGNMENT CODES FOR 2011-2012 SCHOOL YEAR

#### ELEMENTARY SCHOOL GRADES PRE-K THROUGH GRADE 8

##### SELF CONTAINED ELEMENTARY ASSIGNMENTS

73029	Pre-Kindergarten	73035	5th Grade
73030	Kindergarten	73036	6th Grade
73031	1st Grade	73037	7th Grade
73032	2nd Grade	73038	8th Grade
73033	3rd Grade	20210	Multi-Grade Combination Room
73034	4th Grade	20212	Ungraded Elementary Classroom

##### DEPARTMENTALIZED ELEMENTARY ASSIGNMENTS

##### LANGUAGE ARTS AND READING

51028	Language Arts, Kindergarten
51029	Language Arts, Grade 1
51030	Language Arts, Grade 2
51031	Language Arts, Grade 3
51032	Language Arts, Grade 4
51033	Language Arts, Grade 5
51034	Language Arts, Grade 6
51035	Language Arts, Grade 7
51035	Language Arts, Grade 8
21101	Elementary Reading (KG-4)
51040	Reading, Kindergarten
51041	Reading, Grade 1
51042	Reading, Grade 2

##### SOCIAL SCIENCE

54430	Social Science, Kindergarten
54431	Social Science, Grade 1
54432	Social Science, Grade 2
54433	Social Science, Grade 3
54434	Social Science, Grade 4
54435	Social Science, Grade 5
54436	Social Science, Grade 6
54437	Social Science, Grade 7
54438	Social Science, Grade 8

##### ART AND MUSIC

55154	Creative Art - Comprehensive
05107	Piano

\* For a list of the High School Assignments including the Course Descriptions use the 2012 HS Assignment Codes with Course Descriptions.

#### Language Arts

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Previous Code	Previous Title	New Code	New Title	Description
57601	AP English Language Composition	01005	AP English Language and Composition	Following the College Board's suggested curriculum designed to parallel college-level English courses, AP English Language and Composition courses expose students to prose written in a variety of periods, disciplines, and rhetorical contexts. These courses emphasize the interaction of authorial purpose, intended audience, and the subject at hand, and through them, students learn to develop stylistic flexibility as they write compositions covering a variety of subjects that are intended for various purposes.
57602	AP English Literature Composition	01006	AP English Literature and Composition	Following the College Board's suggested curriculum designed to parallel college-level English courses, AP English Literature and Composition courses enable students to develop critical standards for evaluating literature. Students study the language, character, action, and theme in works of recognized literary merit; enrich their understanding of connotation, metaphor, irony, syntax, and tone; and write compositions of their own (including literary analysis, exposition, argument, narrative, and creative writing).
		01051	English/Literature (I and II)	English/Literature (freshmen and sophomores) courses are designed for freshmen and/or sophomores and typically introduce them to two or more genres of literature (novel, short story, poetry, and so on). Exploration of each genre's literary elements; determination of theme and intent; and examination of vocabulary and semantics are often included in the course content. Writing assignments are required as an additional method to improve understanding and comprehension.
		01052	English/Literature (III and IV)	English/Literature (juniors and seniors) courses are designed for juniors and/or seniors and emphasize comprehension, discernment, and critical-thinking skills in the reading of texts and literature. These courses introduce and explore more advanced literary techniques (irony, satire, humor, connotation, tone, rhythm, symbolism, and so on) through two or more literary genres, with the aim of creating sophisticated readers. Writing assignments are required as an additional method to develop and improve critical-thinking and analytic skills.

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A mapping document was developed to highlight the assignments that are required to have a response for the following fields: 1) Assignment Category, 2) School Type, 3) Core Content, 4) Number of Classes, 5) CORE SPED, and 6) CORE ESL. This document is called the Assignment Code Mapping for Staff Assignment Form. A page from this document is shown below.

Assign Code	Assignment Code Description	Category	School Type	Core Content	Number of Classes	SPED/ CORE Y/N
09104	Naval Junior ROTC IV	Military	HS			
09151	Air Force Junior ROTC I	Military	HS			
09152	Air Force Junior ROTC II	Military	HS			
09153	Air Force Junior ROTC III	Military	HS			
09154	Air Force Junior ROTC IV	Military	HS			
09201	Marine Corps Junior ROTC I	Military	HS			
09202	Marine Corps Junior ROTC II	Military	HS			
09203	Marine Corps Junior ROTC III	Military	HS			
09204	Marine Corps Junior ROTC IV	Military	HS			
02001	Informal Mathematics	Math	HS	Y	1 or more	Y
02002	General Math	Math	HS	Y	1 or more	Y
02051	Pre-Algebra I	Math	HS	Y	1 or more	Y
02052	Algebra I	Math	MS/JH HS	Y	1 or more	Y
02053	Algebra I—Part 1	Math	HS	Y	1 or more	Y
02054	Algebra I—Part 2	Math	HS	Y	1 or more	Y
02055	Transition Algebra	Math	HS	Y	1 or more	Y
02056	Algebra II	Math	MS/JH HS	Y	1 or more	Y
02057	Algebra III	Math	HS	Y	1 or more	Y
02058	Accelerated Algebra II	Math	HS	Y	1 or more	Y
02061	Integrated Math	Math	HS	Y	1 or more	Y
02071	Informal Geometry	Math	HS	Y	1 or more	Y

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<b># of Classes</b>	The number of classes by assignment should be added for all Core Content Assignments and is used for the Highly Qualified Calculation. At the Elementary, each self-contained assignment should be coded as 1 Class. All departmentalized Elementary classes, Middle School and High School classes, each taught to an unduplicated class of students should be counted individually. For example, if an instructor teaches 5 classes of World History then the number of classes is 5.
<b>Minutes Per Week</b>	The minutes per week the class is taught. This is based on the Average Minutes per Week for the Attendance Center. This column may best be completed by the PRF contact.
<b>Quarter or Trimesters</b>	An (X) should be placed in the Quarter or Trimester when the assignment is taught. There are times when an assignment is taught, for example, 3 times in Quarters 1 and 2 and then 2 times in Quarters 3 and 4. It is recommended the information for each scenario be coded on a separate line. In the first example, the number of classes would be 3 and the Quarters checked would be Q1 and Q2. On the following line the Number of Classes would be 2 and the Quarter checked would be Q3 and Q4.

Attendance Center	Position Code	Assign Code	# of Classes	Minutes Per Week	Quarters or Trimesters				CORE SPED	CORE ESL	Other Staff Type	If Assign provided at another District, list district
					Q1 T1	Q2 T2	Q3 T3	Q4 T4				
Jefferson High School	20400	01053	3		X	X						
Jefferson High School	20400	01054	2				X	X				

<b>CORE SPED</b>	An (x) should be placed in CORE SPED if the Teacher is considered the teacher of record and is providing direct instruction to students with disabilities in a core academic subject.
<b>CORE ESL</b>	An (x) should be placed in CORE ESL if the Teacher of Record is providing Core Content instruction to ESL students.

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## OTHER STAFF TYPE

<b>PDC/USD Teacher</b>	This code should be checked when a school district partners with the University of South Dakota for the Professional Development Center Teacher Program. If the district does not have a formal agreement with USD for this program then this code should not be used.
<b>Class Size Reduction Teacher</b>	This code should be checked when Title II A funds are used for the purpose of hiring a Class Size Reduction Teacher.
<b>Interventionist</b>	This code should be checked when a teacher is providing interventions for students. This is based on the practice of providing high quality instruction and intervention based on a student's needs, changing instruction and/or goals through frequent monitoring of progress. Evidence-based instruction and behavioral strategies should be provided by highly qualified staff that is matched to student needs.
<b>Class Offered through Digital Curriculum</b>	This code should be checked when a district offers a class through the purchase of a specific curriculum. The digital curriculum does not provide a teacher to work with the student, therefore a highly qualified teacher in the content area should be present. This does not include South Dakota Virtual School which is collected in a separate screen.
<b>Electronic Distance Education Teacher</b>	This should be checked when the teacher is providing the instruction to a class located in another district or attendance center. If this is checked then you will need to identify the district and attendance center which is receiving instruction via electronic distance education.

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**Assignments Provided at another District**

The response to this column will be used in two ways on the Staffing Screen.

- 1. Employed and Paid by this District but Assignment carried out at another District. Not to include Shared Staff.** This box should be checked when a district sends one of their paid employees to another district/school to provide an assignment. An example is when a district employs a teacher, paid with Title funds, to teach the assignment at a Private School. This should NOT be used if two districts are sharing a staff person. If it is a shared staff person then each district should add the individual, assignment and appropriate FTE.
  - 2. Assignment carried out at another District/School and the salary of the staff person is paid by the "Receiving District".** This box will be seen only by Coops/Multi-Dist and should be checked when the Coop employs a staff person who goes to other districts to provide services through a 3rd Party Contract. Previously, many of these assignments would have been collected in the SPED Contracted Services Screen and encoded by the "receiving district". This change allows the Coop to enter the information about their staff person instead of providing the information to the other district to be encoded.
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