south dakota
DEPARTMENT OF EDUCATION
Learning. Leadership. Service.

Teacher Vacancy
School Year 2011-2012

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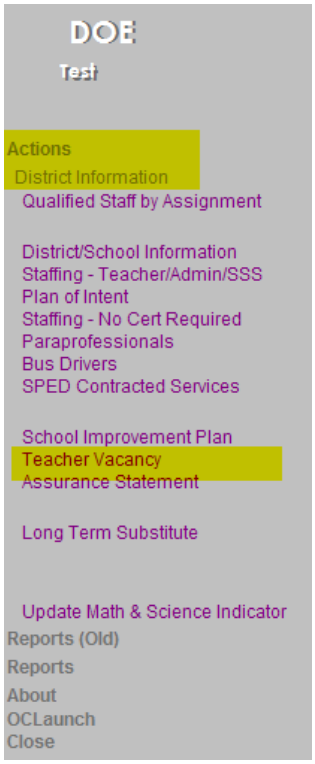
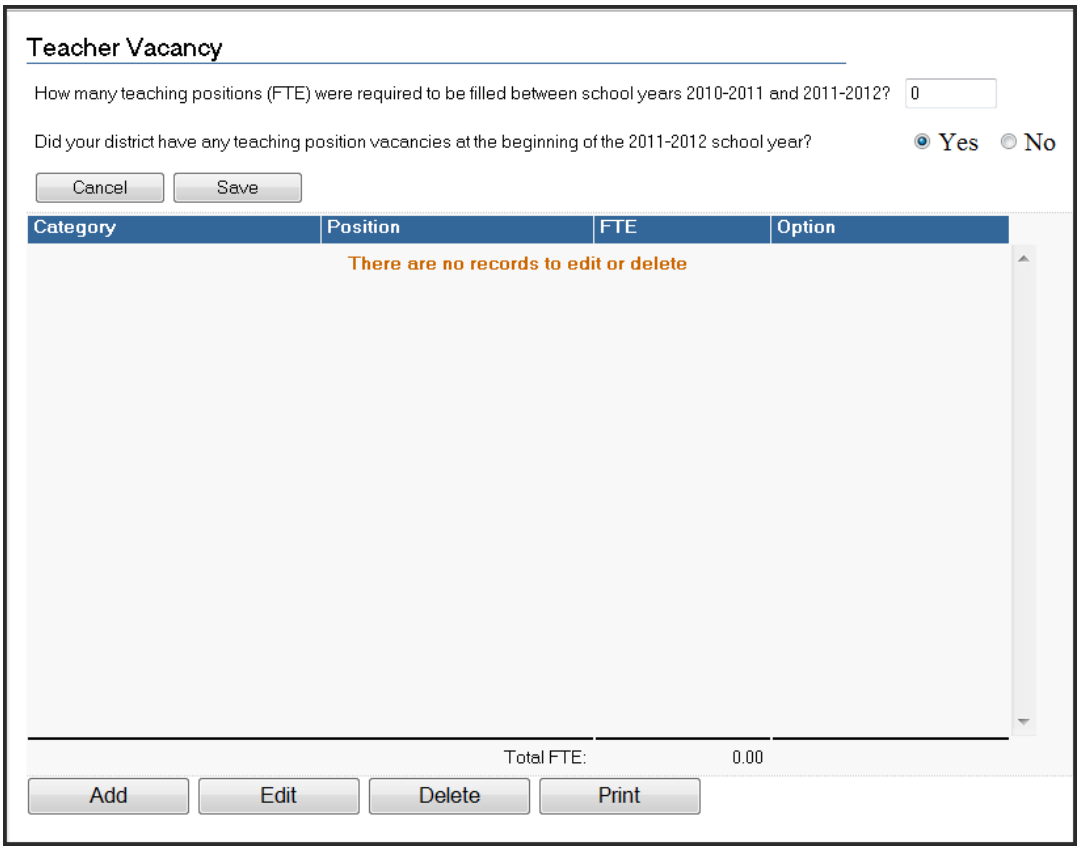
Adding Teacher Vacancy Records

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

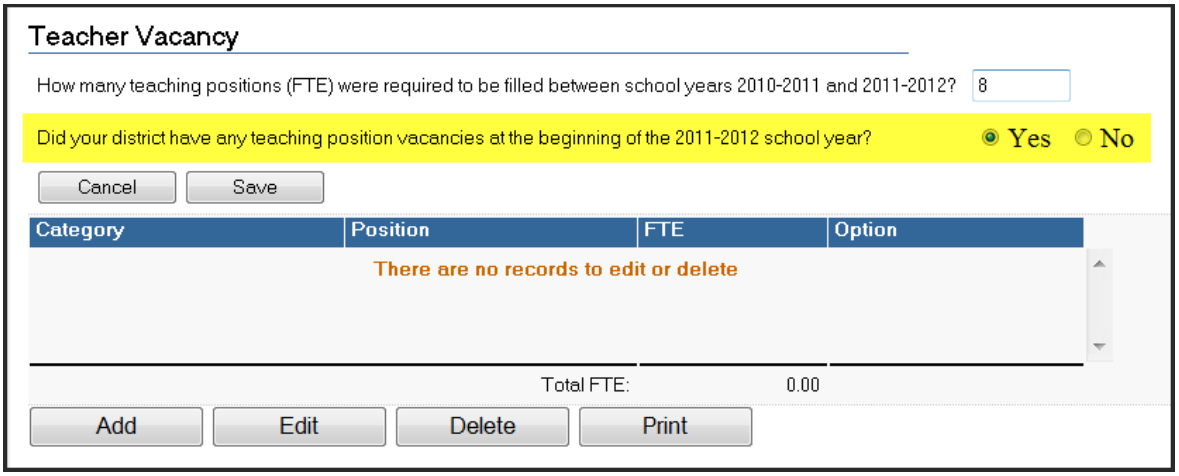


- **You will see the following screen:**



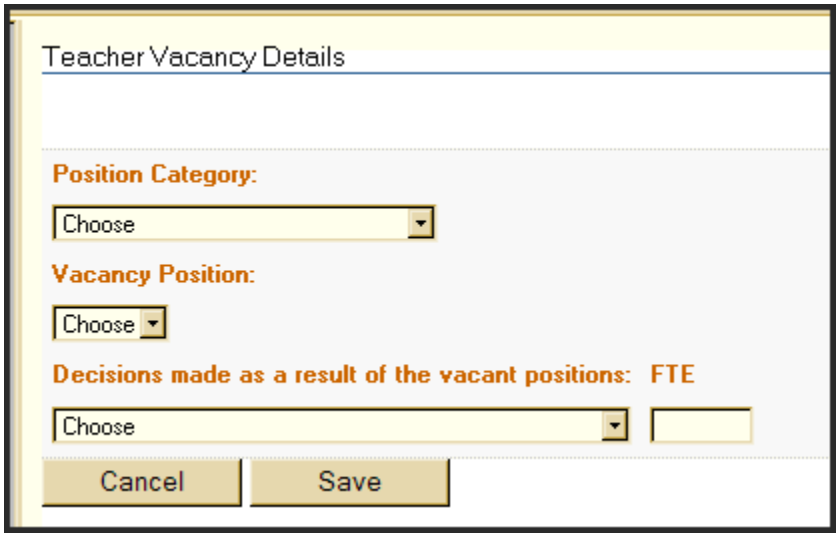
- **Add the number of teaching positions (FTE) that were filled between school years 2010-2011 and 2011-2012.**

- **Identify if your district had any *teaching* vacancies when school started for the 11-12 school year. If you had any vacancies check <u>Yes</u>, and if you did not then check <u>No</u>.**

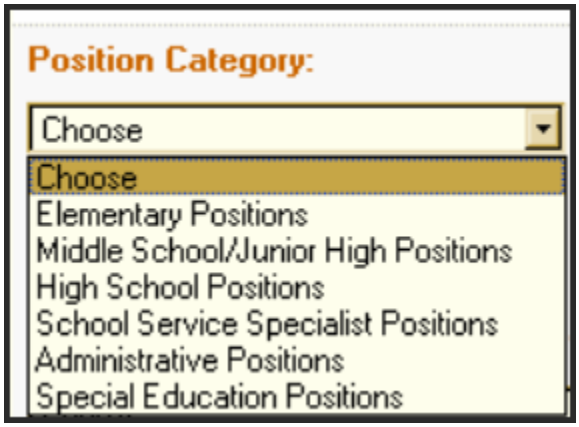


- If No, click Save and you have completed the Teacher Vacancy Screen.
- If Yes, click the Add button.

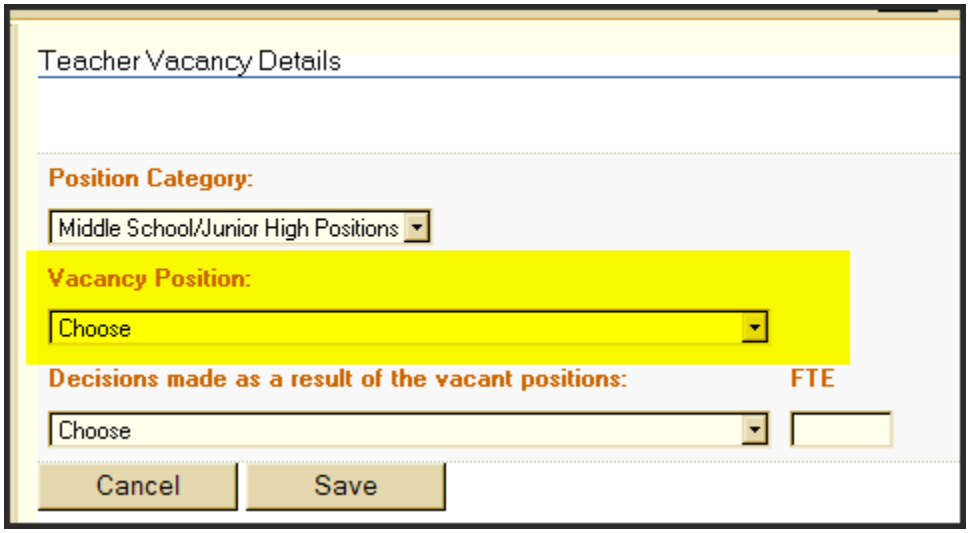
NOTE: You will need to complete the following steps for all Vacant Positions



- **Select the Position Category.**



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



  - 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)

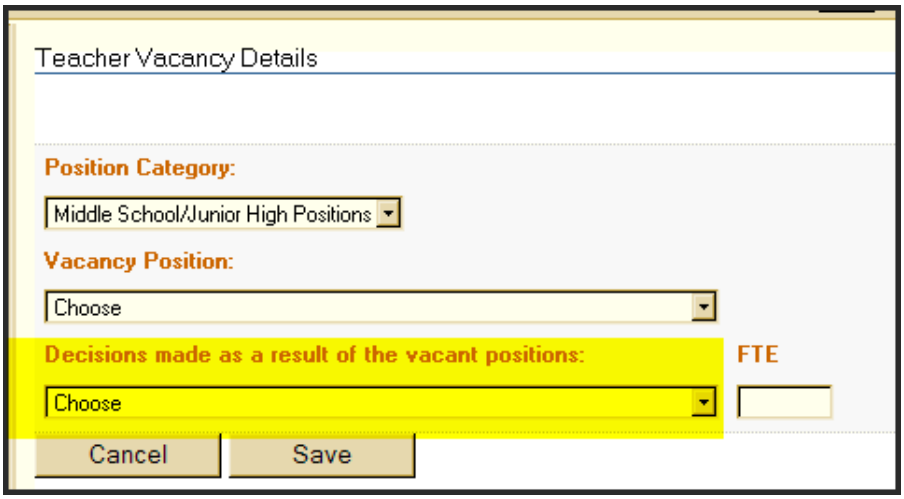
- If **High School** Position is selected you will have the following options:
  - Art
  - Computer Science
  - English/Language Arts
  - Foreign Language
  - Health and Physical Education
  - Math
  - Music
  - Science
  - Social Science
  - Vocational Programs (Ag, Home Ec., Industrial Arts, Tech Ed.,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

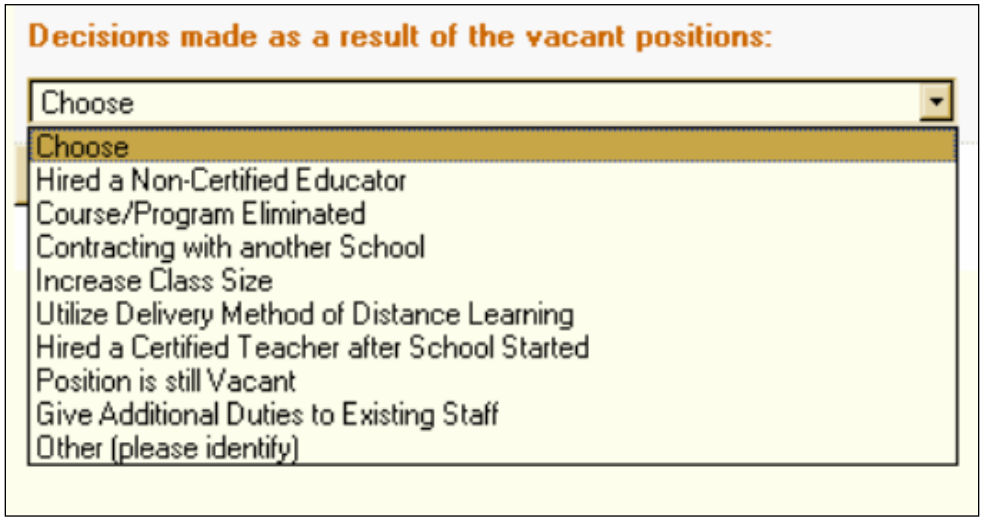
- If **School Service Specialist** Position is selected you will have the following options:
  - Curriculum Director
  - Guidance Counselor
  - Librarian/Media

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

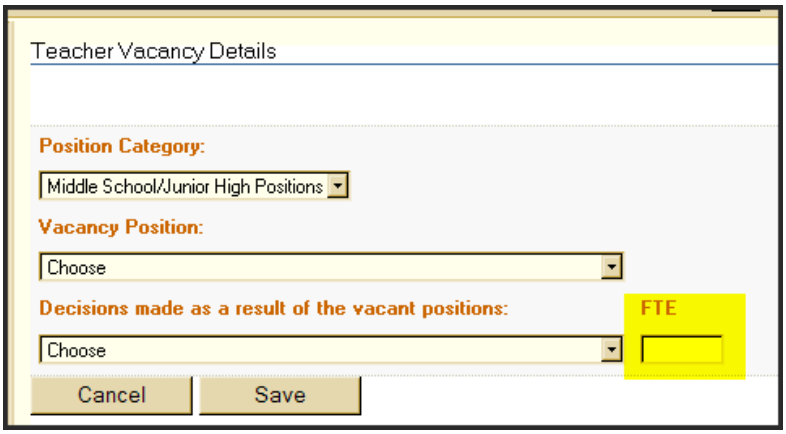
- If **Special Education** Position is selected you will have the following options:
  - Adapted Physical Education Teachers
  - Audiologists
  - Braillist
  - Bus Driver
  - Early Childhood Special Education Teacher (ages 3-5)
  - Interpreters
  - Licensed Psychologist
  - Occupational Therapist
  - 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.**





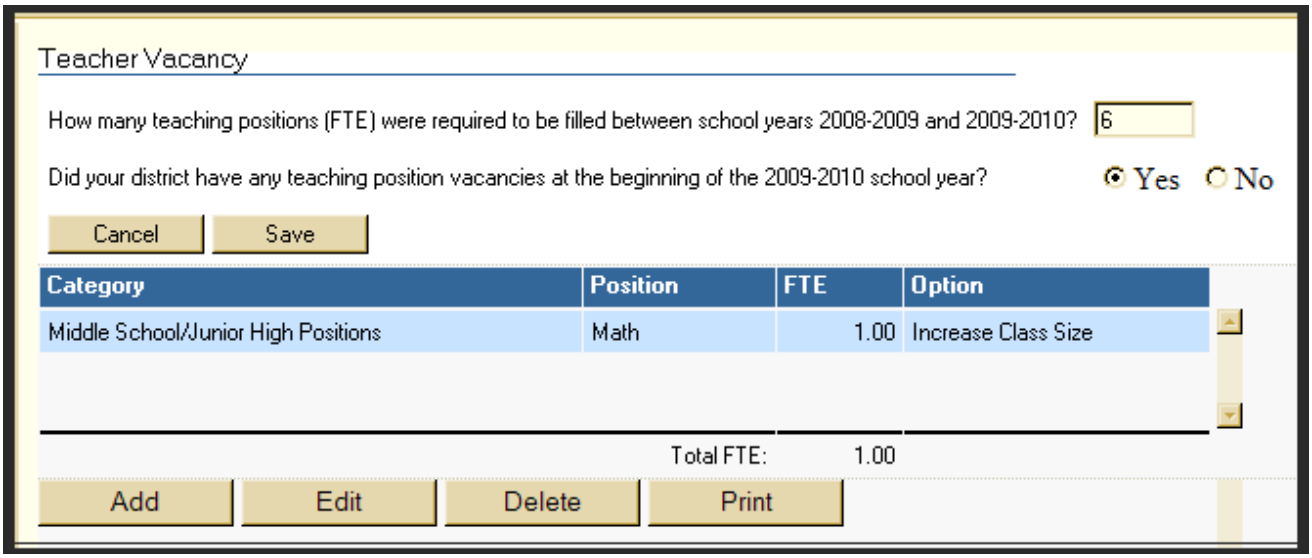
- **Add the FTE for the Position that is vacant.**



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.

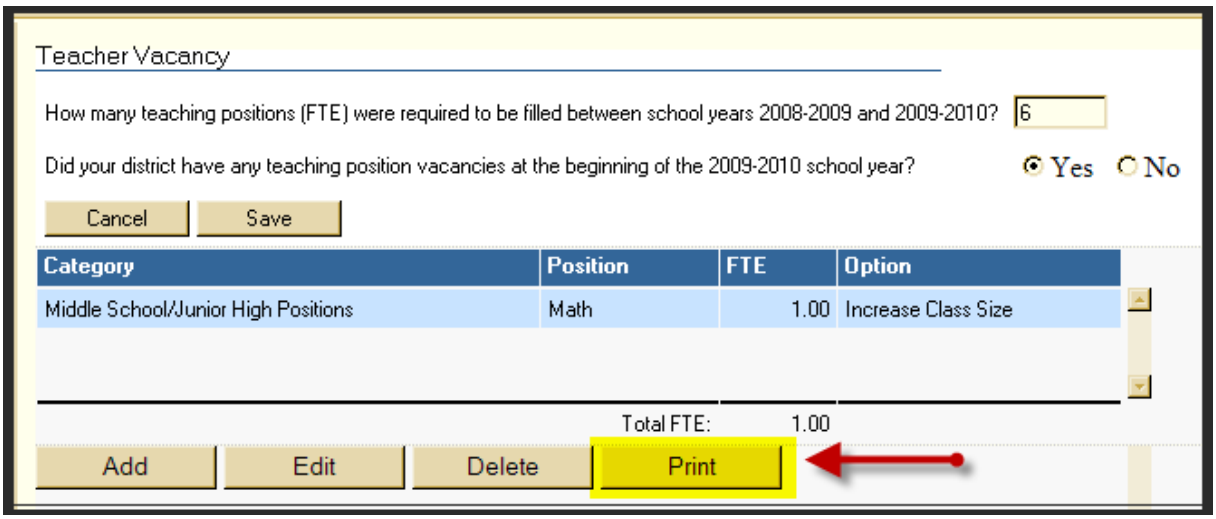
NOTE: A full-time employee having more than one assignment should be counted in terms of full-time equivalency in each assignment. For example, a person assigned 6 hours per day as a math teacher and 2 hours per day as a history teacher should be counted 0.75 for the math position and 0.25 for history.

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



Printing a Report

- **To print a report click on the Print button.**



- **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
Administrative Positions	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***
Elementary Positions	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***
High School Positions	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