

UPDATES TO THE PERSONNEL RECORD FORM (PRF) 2013-2014 SCHOOL YEAR

District/School Information

- There was a change to the calculation of the full-time-equivalency (FTE) for staff. Rounding issues caused by unlimited decimals from the calculation to determine the FTE by assignment has prompted us to change how we collect this information. Districts will now enter the FTE. FTE stands for full-time equivalent, which is a way to measure how many full-time employees would be required to perform the work done in the school. For example, many schools have a mix of part-time and full-time employees, and part-time employees can vary widely in the number of hours worked. Some districts may have different workweek requirements, so it is important to define your own "equivalency." Full-time employment in state government is considered to be 40 hours per week.
 - Step 1: Calculate the number of hours worked per year for your full-time workers. For this example, let's use 1,650 as our full-time hours worked
 - Step 2: Compute the number of hours worked by part-time employees by multiplying the number of hours worked per week by the number of weeks worked. Continuing the example, if you had one part-time employee who worked 20 hours per week for 30 weeks of the year, you would multiply 1 by 20 by 30 to get 600.
 - Step 2a: Add the number of hours for your part-time employees. In this example, you would get a total of 600 hours worked
 - Step 2b: Divide the total number of hours worked by the number of hours a full-time worker would work for that time period. Finishing this example, you would use 1,650 for the number of hours worked by a full-time worker per year and divide 600 to calculate about 0.36 FTE. ($600/1650 = 0.36$)

District Attendance Center Information

Teacher Base Salary:

Attendance Center	GradeSpan	Term
00 System Wide	EC-12	Quarterly
01 Jane Austen HS - 01	09-12	Trimester
02 Apple Blossom Elem - 02	EC-06	Choose a Term:
05 Apple Blossom JH - 05	07-08	Quarterly
06 Apple Blossom PK - 06	PK-PK	Trimester
		Quarterly

Staffing-Teacher/Admin/SSS

- **Number of Classes:** The definition of how to count an elementary core content class has been changed. In February of 2013 the United States Department of Education released updated guidance regarding information required for the State, District and School Report Cards. This guidance impacted the calculation for highly qualified staff and how we count the "number of classes taught". With the increased number of departmentalized elementary classes in South Dakota (4th grade math, 4th grade science) you will now count self-contained classrooms as more than one class. This does not mean you have to list them as separate classes. You simply need to change the dropdown box in the below screen print to reflect four classes instead of one class.

In the past you would have counted a self-contained elementary class such as 4th grade as 1 class. With the new definition each subject taught by the 4th grade teacher would need to be counted as one. This will avoid over-representing a subject-area specialist. In this example, the

4th grade teacher was counted as teaching one class in the past but will now be counted as 4 classes if this includes math, social science, language arts and science.

Classes			
<u>Description:</u>	<u>Multiple Classes</u>	<u>One Class</u>	<u>Reason:</u>
Multi-grade combination room involves the whole class with teaching occurring across several grades or a combination of Grades	YES	NO	Basic skills such as social science, science, mathematics, and language, are generally taught at separate grade levels, meaning the teacher has to prepare a separate lesson for each grade level. Take for example in a 2-3 multi-grade classroom the children are required to be working at a specific grade level so you would count this as 8 classes.
Elementary teacher who teaches 3 different computer classes for two-grade classrooms throughout the school year, each containing a different group of students would teach 3 classes	NO	YES	Since this is a two-grade classroom and the teacher only prepares one lesson, it would only be counted as one class. Take for an example an elementary with a grade span of KG-5 where the teacher doesn't teach each classroom separately. The class of 2 nd and 3 rd grade students receive the same instruction, so that would be counted as one class.
The 5 th grade self-contained teacher teaches reading, spelling, handwriting, phonics and math.	YES	NO	This would be two classes because reading, spelling, handwriting and phonics would count as language arts plus the math.
The 3 rd grade self-contained teacher teaches language arts, math, science, social science, and computers.	YES	NO	This would be four classes because the computer class is not a core-content area. The term "core content areas" is defined as: English, reading or language arts, mathematics, science, foreign languages, social science, and arts.

District Name: Aberdeen

Assignment Information

Attendance Center: 01 - Central HS - 01

Position Code: 20400 - High School Teacher

Assignment Code: 04001 - World Geography

Trimester 1 Trimester 2 Trimester 3

Number of Classes / Periods Taught: 2 [Click here for class definition](#)

Assignment FTE: 0.13

Employed and Paid by this district but assignment carried out at another district. Not to include Shared Staff.

<input type="checkbox"/>	PDC TEACHER THROUGH THE USD PROGRAM
<input type="checkbox"/>	CLASS SIZE REDUCTION TEACHER
<input type="checkbox"/>	This assignment is offered to the student via DIGITAL CURRICULUM (not including SD Virtual School)
<input type="checkbox"/>	The teacher is providing the assignment through ELECTRONIC DISTANCE INSTRUCTION.
<input type="checkbox"/>	SPECIAL EDUCATION TEACHER, who is the teacher of record and awards the grade, is teaching the Core Content Assignment.
<input type="checkbox"/>	ENGLISH AS A SECOND LANGUAGE (ESL) Teacher, who is the teacher of record and awards the grade, is teaching the Core Content Assignment.

[Click here for special education and ESL definition](#)

Save Cancel Show HQ/PC

- If an individual has a position code of “non authorized” this must be changed to “middle school teacher”, “high school teacher, etc before they will be deemed highly qualified. Previously the system would recognize someone as highly qualified once they became certified, but the system has been changed so that it does not recognize the person as highly qualified until the position code has been updated.
- New Position Codes:
 - 40810 Technology Coordinator:
 - 40811 Integrationist:
- New Assignment Codes
 - **73028 Junior Kindergarten:** Previously there was only a code of Kindergarten teacher. Junior Kindergarten has been added as a new code as a request of school districts.
 - **72008 Academic Technology Enrichment K-8:** This code should be used when a teacher is assisting students through the use of computers. The purpose of this class is not to teach students how to use a computer, but to help students learn skills through a computer tool. This is not intended to be used when a computer class is being taught.
 - **40810 Technology Coordinator:** This individual assists with the planning, implementing, directing and maintaining district’s applications and use of technology within the instructional curriculum. This position is also responsible for evaluating and providing recommendations regarding complementing classroom instruction with software applications and computer technology; and assisting administrators and teachers. This was previously coded to the Classified Staffing screen.
 - **40811 Integrationist:** facilitate and model the effective use of multiple technologies into the curriculum and instructional practices across content area through the use of appropriate curriculum development models in the inclusion of educational technologies
 - **10206 Advanced Web Publishing & Design:** is a course in which students will refine their knowledge of site planning, page layout, graphic design, and the use of markup languages—such as Extensible Hypertext Markup, JavaScript, Dynamic HTML, and Document Object Model—to develop and maintain a web page. These courses may also cover security and privacy issues, copyright infringement, trademarks, and other legal issues relating to the use of the Internet. Advanced topics may include the use of forms and scripts for database access, transfer methods, and networking fundamentals.
 - **14258 Biomedical Innovations:** Biomedical Innovations courses require students to design innovative solutions for the health challenges of the 21st century. Students work

through progressively challenging open-ended problems, addressing topics such as clinical medicine, physiology, biomedical engineering, and public health. Students have the opportunity to work on an independent project with a mentor or advisor from a university, hospital, research institution, or the biomedical industry.

- **10156 Computer Programming-Other Language:** Computer Programming—Other Language courses provide students with the opportunity to gain expertise in computer programs using languages other than those specified (such as Pascal, FORTRAN, or emerging languages). As with other computer programming courses, the emphasis is on how to structure and document computer programs, using problem-solving techniques. As students advance, they learn to capitalize on the features and strengths of the language being used.

Notification of Change for the 2014-2015 school year: The code Elementary Reading (21101) will be disabled in the 2014-15 school year. It is recommended you discontinue using this code beginning in the 2013-14 school year so the assignments can be rolled forward appropriately. To assist you in identify staff using this code you can go to the Report Screen and run the “Report: Staff By Assignment Code” and type in 21101. This will provide you a list of all teachers who are currently using this assignment.

If you have teachers using this code and you need to change the code, you can refer to the list of codes below and identify the code(s) which best fit the class

- 51040 Reading, Kindergarten
- 51041 Reading, Grade 1
- 51042 Reading, Grade 2
- 51043 Reading, Grade 3
- 51044 Reading, Grade 4
- 51045 Reading, Grade 5
- 51046 Reading, Grade 6
- 51047 Reading, Grade 7
- 51048 Reading, Grade 8

School Improvement Plan

The School Improvement Plan screen has been removed. You will no longer be required to report this information.

Paraprofessionals

Speech Language Pathologist Assistants that serve as support personnel to perform tasks prescribed, directed and supervised by certified speech-language pathologists will now be collected in the “Paraprofessional” menu. They are allowed to work in an education environment under the direction of a speech-language pathologist and will be prepared to:

- Assist the speech-language pathologist with speech-language and hearing screenings
- Assist with informal documentation as directed by the speech-language pathologist
- Follow documented treatment plans or protocols developed by the supervising speech-language pathologist
- Document client performance (e.g., tallying data for the speech-language pathologist to use; preparing charts, records, and graphs) and report this information to the supervising speech-language pathologist
- Assist the speech-language pathologist during assessment of clients
- Assist with clerical duties such as preparing materials and scheduling activities as directed by the speech-language pathologist
- Perform checks and maintenance of equipment

- Assist with departmental operations (scheduling, record keeping, safety/ maintenance of supplies and equipment)
- Exhibit compliance with regulations, reimbursement requirements, and speech-language pathologist assistants' responsibilities.

District Number: 88001 Attendance Center: 06-Apple Blossom PK - 06

Name of Highly Qualified Teacher(s) or Speech Language Pathologist Providing Direct Supervision:

Funding Year:

If Contracted, Name of 3rd Party Provider:

Select a Co-op:

Funding Source and % of Staff FTE
(Include all that apply to this Attendance Center)

Select	Type	FTE
<input type="checkbox"/>	CEIS	FTE
<input type="checkbox"/>	REAP	FTE
<input checked="" type="checkbox"/>	SPED Funding	0.32 FTE
<input type="checkbox"/>	Title I Part A	FTE
<input type="checkbox"/>	Title I Part A, Neglected	FTE
<input type="checkbox"/>	Title I Migrant	FTE
<input type="checkbox"/>	Title I Part D Neglected and Delinquent	FTE
<input type="checkbox"/>	Other Funding Source	FTE

Paraprofessional Job Responsibilities
(Check All That Apply)

Act as a Translator

Assist with Classroom Management, such as by organizing materials

Conduct Parental Involvement Activities

Instructional Interventionist

Provide Instructional Assistance in a Computer Laboratory

Provide Instructional Support in a Library or Media Center

Provide one-to-one tutoring scheduled at a time when a student would not otherwise receive instruction from a teacher

Speech-Language Pathology Assistant (Ages 3-5)

Speech-Language Pathology Assistant (Ages 6-21)

Cancel Save Delete

Assurance Statement

- This year once districts sign-off on the assurance statement they will still be able to use their login to access the system and print off reports. However the data entry will be locked down to prevent inadvertent editing of data for a while. Once most of the bugs are worked out, the state department will once again release the entry to the masses so you can continually report new employees.