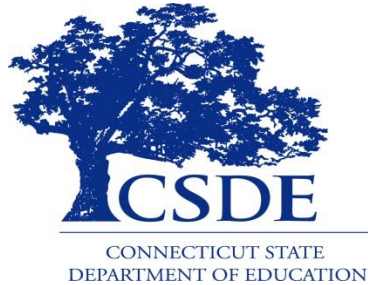# CONNECTICUT STATE DEPARTMENT OF EDUCATION

CSDE
Data & Performance
Summit

2018

CONNECTICUT STATE DEPARTMENT OF EDUCATION

ED162 Non-Certified Staff File

https://www.csde.state.ct.us/public/help/Ed162/default.asp

2018

WHAT IS IT ?

The Non-Certified Staff file is a data collection of paraprofessional staff as of October 1 every school year.

ED162: NON-CERTIFIED STAFF DATA

- Collect **para-professional** staff in nine instructional and eleven non-instructional categories.
- Used for **federal and state grants** under the Connecticut General Statues Section 10-20 and 10-220. Statutory Reference C.G.S. Section 10-4.
- Have **no changes** in the 2018-19 school year.
- Include regular non-certified, **contracted** food service, and transportation staff (e.g., employees of Laidlaw, Dattco, Marriott, etc.).
- Report full-time equivalent (**FTE)** for a full-time position as 1.0 and a part-time position as a percentage of 1.0 (e.g., 0.4, 0.6, etc.).

INSTRUCTIONAL STAFF:

- Pre-Kindergarten,
- Kindergarten,
- Regular Program,
- Special Education: age 3-5, and age 6-21,
- ESL/Bilingual,
- Other Program,
- Reading Instructional Assistant,
- Library/Media Support Staff

NON-INSTRUCTIONAL STAFF:

- Technical Staff,
- School Nurse,
- Other Student Support Services,
- Professional Administrative Support Staff,
- Auxiliary Support Staff, Maintenance,
- Custodial,
- Food Service,
- Transportation,
- Security,
- Other

WHAT ARE THE ED162 DATA USED FOR?

❖ the District Profile and Performance Report (PPR replacing SSP): the October 1st snapshot;

❖ the Connecticut Data Warehouse and other education-related websites;

❖ research; and

❖ federal reporting.

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COMMON PROBLEMS

1. Computer got stuck in the ED162 application

❖ An incompatibility issue between the ED162 and Internet Explorer.   You're using a newer version of IE which blocks the old scripting in the page by default. You need to go into the Tools menu in IE and click View Compatibility Settings, then add "state.ct.us" to the list of sites, then refresh the page.

2. Can't enter 0 FTE value while in ED162.

❖ Please enter 0.001 FTE in order to continue.

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DATA DEADLINES

Due Date Submission: (TIMELY):

October 31, 2018

Final Revision Date: (ACCURATE):

Freeze Date January 2, 2019

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ED 162
Non-Certified Staff File
2012

STATE OF CONNECTICUT

CONTACT PERSON: Alison Zhou | (860) 713-6893

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Exit

ADMINISTRATOR MAIN MENU
Data Entry And Modification
Non-Certified Staff Maintenance
Sign-Off File Maintenance
Reports And Instructions
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Summary Report - All Districts
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Instructions and Position Descriptions

Instructions

-1 - Administrator

ED162 | REV. 04/08 | C.G.S. 10-220 | PA 97-290(4) | PA 98-243 | PA 00-157(3)

1) Report all non-certified staff as of October 1, 2012. This includes regular non-certified staff employed by your district as well as **contracted** food service and transportation staff (e.g., employees of Laidlaw, Dattco, Marriott, etc.) who provide services to your district. See below specifically how to report these FTEs.

2) **Print these instructions and the data page for each school, and distribute them to your principals. The data displayed in the left-hand column of the page are 2011-12 data. Enter 2012-13 data in the right-hand column.**

3) Full-time equivalent (FTE) for a full-time position is 1.0. Part-time positions should be reported as a percentage of 1.0 (e.g., 0.4, 0.6, etc.).

4) Direct any questions to Alison Zhou at (860) 713-6893 (email alison.zhou@ct.gov). The data are due **November 30, 2012** .

NON-CERTIFIED INSTRUCTIONAL STAFF		
Category	**Description**	**Subgroup**
Instructional Assistant	Report all staff members (paraprofessionals) assigned to assist a teacher in activities such as monitoring, conducting rote exercises, operating equipment and clerking. **Do not report kindergarten or regular program reading instructional assistants here.** NOTE: "Other Program" includes staff in areas such as Title I.	• Pre-Kindergarten • Kindergarten • Regular Program • ESL/Bilingual • Other Programs
	Special education paraprofessionals must be reported in two categories in order to comply with the Individuals with Disabilities Act (IDEA).	
	Report an FTE for all paraprofessionals teaching students ages 3, 4, or 5. **Please note these are the students' ages, NOT the grade in which they are placed.**	Special Education: Students Ages 3-5
	Report an FTE for all paraprofessionals teaching students ages 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, or 21. **Please note these are the students' ages, NOT the grade in which they are placed.**	Special Education: Students Ages 6-21
Reading Instructional Assistant	Report all paraprofessionals providing reading instruction to students. Do not report staff members performing only administrative functions here.	None
Library/Media Support Staff	Report all staff members who assist a library/media specialist in performing professional library/media services.	None

NON-CERTIFIED NON-INSTRUCTIONAL STAFF		
Category	**Description**	**Subgroup**
Technical Staff	Report all staff members who provide computer network administration, database administration, and computer support services.	None
Other Student Support Services	Report all staff members who provide services not provided by regular or special education instruction (e.g., attendance officers; aides providing health, psychology, speech or social services, etc.) NOTE: all schools are required by law to have a nurse on staff at least part-time.	• School Nurse • Other Support Services
Professional Administrative	Report all professional, non-certified staff members who assist the superintendent in directing and managing the operation of the district (e.g., human resource assistant, purchasing manager, fiscal services personnel, program evaluators, etc.).	None
Auxiliary Administrative Support Staff	Report all district-based clerical staff members who provide direct support to administrators (e.g., secretaries, administrative assistants, data entry operators, data entry clerks, etc.).	None
Other Service/Support Staff	Report all non-certified staff members not reported elsewhere here. Report your transportation manager as well as **contracted** transportation staff (e.g., employees of Laidlaw, Dattco, etc.) who provide services to your district in central office form ONLY. Report a food service FTE, including contracted staff (e.g., Marriott) for each school.	• Maintenance • Custodial • Food Service • Transportation • Security • Other

Basic Print Version

Exit

SECTION I: ED 162 Non-Certified Staff Data Entry		
Areas shaded in yellow contain invalid input.		
Variable	**2011-12 FTEs**	**2012-13 FTEs**
Instructional Staff		
Pre-Kindergarten	0.00	0.00
Kindergarten	0.00	0.00
Regular Program	2.00	0.00
Special Education: Ages 3-5	0.00	0.00
Special Education: Ages 6-21	8.50	0.00
ESL/Bilingual	0.00	0.00
Other Program	3.00	0.00
Reading Instructional Assistant	0.00	0.00
Library/Media Support Staff	1.00	0.00
Non-Instructional Staff		
Technical Staff	0.00	0.00
School Nurse	1.00	0.00
Other Student Support Services	0.00	0.00
Professional Administrative Support Staff	0.00	0.00
Auxiliary Administrative Support Staff	4.00	0.00
Maintenance	0.00	0.00
Custodial	4.00	0.00
Food Service	14.00	0.00
Transportation	0.00	0.00
Security	1.00	0.00
Other	0.00	0.00

Reading Instructional Assistant	0.00	0.00
Library/Media Support Staff	1.00	0.00
Non-Instructional Staff		
Technical Staff	0.00	0.00
School Nurse	1.00	0.00
Other Student Support Services	0.00	0.00
Professional Administrative Support Staff	0.00	0.00
Auxiliary Administrative Support Staff	4.00	0.00
Maintenance	0.00	0.00
Custodial	4.00	0.00
Food Service	14.00	0.00
Transportation	0.00	0.00
Security	1.00	0.00
Other	0.00	0.00

SECTION II: Title I Information
Does this school receive Title I funds? [▼]
If yes, please complete one column below:

[▼]	Targeted Assistance School	[▼]	Schoolwide
[ ]	Number of instructional paraprofessionals funded by Title I monies	[ ]	Total number of instructional paraprofessionals in the school
[ ]	Number of Title I paraprofessionals above meeting NCLB education requirements of "highly qualified"	[ ]	Number of instructional paraprofessionals meeting NCLB education requirements of "highly qualified"

If you wish to print this information, please see our basic print version.

Save Data

FINAL STEPS

❖ Run the reports to identify outdated or erroneous data elements.

❖ Send the reports along with a copy of the instructions to each principal.

❖ Ask them to provide current data.

❖ Enter and edit records to reflect all FTE changes.

❖ **Complete by October 31st**

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Need help?

For Help, please contact:

SDE Data Manager/Analyst	**Y.H. Alison Zhou**	Alison.Zhou@ct.gov	**860-713-6893**