**NONCERTIFIED STAFF FILE**

#### INSTRUCTIONS

## Report all non-certified staff as of **October 1st of the school year**. 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.

## **Print these instructions and the data page for each school, and distribute them to your school administrators.**

## A 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.). Staff filling more than one category should be reported as part-time in each position with the appropriate FTE (e.g., a 1.0 special education paraprofessional working with both students 3 to 5 and 6-12, could be reported as 0.5 FTE ages 3-5 and 0.5 ages 6-12).

1. Noncertified Staff data must be entered into the Noncertified Staff application available here: <https://csde.ct.gov>.   
   ***Note:*** only staff with approved Noncertified Staff roles can access the Noncertified Staff application.

## Direct any questions to Raymond Martin at e-mail: [raymond.martin@ct.gov](mailto:alison.zhou@ct.gov).

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| NON-CERTIFIED INSTRUCTIONAL STAFF | |  |  |
| Category | Description | | **Subgroup** |
| Instructional | Report all staff members (paraprofessionals) assigned to assist a teacher in | | Pre-Kindergarten |
| Assistant | activities such as monitoring, conducting rote exercises, operating equip- | | Kindergarten |
|  | ment and clerking. **Do not report kindergarten or regular program** | | Regular Program |
|  | **reading instructional assistants here.** NOTE: “Other Program” includes | | ESL/Bilingual |
|  | staff in areas such as Title I. | | Other Program |
|  |  | |  |
|  | **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 to 21. **Please note these are the students’ ages, NOT the grade in which they are placed.** | | Special Education:  Students Ages 6-21 |
|  |  | |  |
| Reading Instruc- | Report all paraprofessionals providing reading instruction to students. Do | | None |
| tional Assistant | not report staff members performing only administrative functions here. | |  |
|  |  | |  |
| Library/Media | Report all staff members who assist a library/media specialist in performing | | None |
| Support Staff | professional library/media services. | |  |
|  |  | |  |
| NON-CERTIFIED NON-INSTRUCTIONAL STAFF | |  |  |
| Category | Description | | **Subgroup** |
| Technical | Report all staff members who provide computer network administration, | | None |
| Staff | database administration, and computer support services. | |  |
|  |  | |  |
| Other Student | Report all staff members who provide services not provided by regular or | | School Nurse |
| Support Services | special education instruction (e.g., attendance officers; aides providing | | Other Support Services |
|  | health, psychology, speech or social services, etc.) NOTE: all schools are re- | |  |
|  | quired by law to have a nurse on staff at least part-time. | |  |
|  |  | |  |
| Professional | Report all professional, non-certified staff members who assist the superin- | | None |
| Administrative | tendent in directing and managing the operation of the district (e.g., human | |  |
|  | resource assistant, purchasing manager, fiscal services personnel, program | |  |
|  | evaluators, etc.) | |  |
|  |  | |  |
| Auxiliary | Report all district-based clerical staff members who provide direct support to | | None |
| Administrative | administrators (e.g., secretaries, administrative assistants, data entry | |  |
| Support Staff | operators, data entry clerks, etc.) | |  |
|  |  | |  |
| Other Service/ | Report all non-certified staff members not reported elsewhere here. Report | | Maintenance |
| Support Staff | your transportation manager as well as **contracted** transportation staff (e.g., | | Custodial |
|  | employees of Laidlaw, Dattco, etc.) who provide services to your district in | | Food Service |
|  | central office form ONLY. Report a food service FTE, including contracted | | Transportation |
|  | staff (e.g., Marriott) for each school. | | Security |
|  |  | | Other |