

Profile of Educational Personnel

2012 Data Management Workshop

April 2012

Session Overview

- **PEP Reminders**
- **PEP EOY 2011-2012 Reminders**
 - Actual Salary Data Reported
 - Non-Attendance Data
 - HQ Category Updates
 - Food and Nutrition Employees
 - Special Education Personnel
 - Vacant Positions
- **Future Additions**
 - Certifications Report

PEP Reminders

- Contact List
 - Please send an email with any contact list changes
 - Good idea to have more than one PEP contact
 - List job title for PEP contact, phone number, email address, Software system
- Statement of Affirmation
 - Send in on Time
- Data Collection Status Update
 - 2 weeks **prior** to close of collection period

EOY Salary Data Validation Review

- *Actual Salary*
 - Do not report Stipend Pay
- *Actual Annual Minutes Worked*
- Full-Time Contract Day Count and Workday Minute Count
- “Contract Mix” may be required for persons with multiple job assignments

EOY Salary Data Validation Reminder

- Confirm accuracy of Classification Code
- Confirm Contract Days/Contract Minutes
- EOY-AMW could exceed Contract Minutes—but not more than a few days
- $FTE = \frac{\text{Total Minutes Worked}}{\text{Total Contract Minutes}}$
- Questionable Salary Report
 - Annualized Salary = Salary/FTE
Hourly Rate

Non-Attendance Records

- Required for Teachers (112 Object Code)
- Demographic Data and Sponsor Data
- Event Start Date (Calendar Date)
- Event End Date (Calendar Date)
- Event Day Count
(Increments no less than one half day)
- Event Category Code
(Reason why employee was away from his or her regular work activity)

Highly Qualified Review

- Check the Object/Function Codes to ensure proper coding of teachers, paraprofessionals & other staff
- Examine the PEP Data Verification Report
- Use correct State Course Code for Class
- To verify teacher credentials, go to this link
<https://www.teachlouisiana.net>

Verify Teaching Credentials <https://www.teachlouisiana.net>

teach louisiana

LDOE Louisiana Department of EDUCATION

HOME/LOGIN CERTIFICATION PREPARATION RECRUITMENT



> Login

UserID (E-Mail)

Password

Remember me

New to Teach La? Forgot your password? Sign up here.

> Welcome to TeachLouisiana.net

Welcome to the new Teach Louisiana! This portal serves as your one-stop shop for information regarding teacher certification, preparation, and recruitment. Questions or problems using the site? Send an email to the TeachLouisiana website coordinator and let us know.

Latest Special Job Postings

Jr. High School Principal Needed in Terrebonne Parish Certified Educational Leaders/Principals may inquire here. (Posted 5/3/2011)

Middle School Principal Needed in Terrebonne Parish Certified Educational Leaders/Principals may inquire here. (Posted 5/3/2011)

Elementary School Principal Needed in Terrebonne Parish Certified Educational Leaders/Principals may inquire here. (Posted 5/3/2011)

High School Principal Needed in St. James Parish Certified Educational Leaders/Principals may inquire here. (Posted 4/28/2011)

Athletic Director Needed in St. James Parish Certified Educators with coaching experience may inquire here. (Posted 4/28/2011)

Master or Mentor Teachers Needed in St. Helena Parish APPLICATION DEADLINE EXTENDED!

TAP Master Teacher Positions Available in St. Helena Parish Certified teachers with Master's Degree may inquire here. (Posted 4/15/2011)

TAP Mentor Teacher Positions Available in St. Helena Parish Certified teachers with 3 years teaching experience may inquire here. (Posted 4/15/2011)

CLICK HERE FOR MORE SPECIAL JOB POSTINGS & JOB FAIR INFORMATION

See Vacancies Posted by LA Public & Charter Schools Here

> Certification

Verify a Louisiana Certificate

Status of a Certification Application

Add an Area/Level to Your Certificate

Certification Applications & Forms

> Preparation

How Do I Become Certified in Louisiana?

How Do I Become an Educational Leader?

Louisiana's Approved Teacher/Leader Preparation Programs

Policies/Bulletins

> Recruitment

Find Employment Opportunities

My Employment Profile

Job Fairs & Special Postings

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Areas of Certification

teach

louisiana

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EDUCATION

HOME/LOGIN
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» Certification »

To view the courses a certified teacher may teach, click on the teacher's certification area listed below.

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Areas of certification searched:

Areas of certification

320108.000	ABE/GED Literacy and Communication Skills
401	ACADEMICALLY GIFTED
409	ACADEMICALLY GIFTED ON ELEMENTARY LEVEL
520302.000	ACCOUNTING TECHNICIAN
520302.100	ACCOUNTING TECHNICIAN JTPA
520302.200	ACCOUNTING TECHNICIAN (AD)
210	ADAPTED PHYSICAL EDUCATION
520499.000	ADMINISTRATIVE AND SECRETARIAL SERVICES, OTHER
520401.000	ADMINISTRATIVE ASSISTANT/SECRETARIAL SCIENCE, GENERAL
201	AEROSPACE EDUCATION
010204.000	AGRICULTURAL POWER MACHINERY OPERATOR
010599.000	AGRICULTURAL SUPPLIES AND RELATED SERVICES, OTHER FARRIER
301	AGRICULTURE
470607.200	AIRCRAFT MECHANIC/TECHNICIAN, AIRFRAME AVIATION MAINTENANCE TECHNOLOGY
470608.000	AIRCRAFT MECHANIC/TECHNICIAN, POWERPLANT
470608.200	AIRCRAFT MECHANIC/TECHNICIAN, POWERPLANT (AD)
470607.000	AIRCRAFT MECHANICS/TECHNICIAN, AIRFRAME AVIATION MAIN. TECHNOLOGY
884	ALGEBRA I
641	AMERICAN SIGN LANGUAGE I
642	AMERICAN SIGN LANGUAGE II
100304.000	ANIMATION, INTERACTIVE TECHNOLOGY, VIDEO GRAPHICS AND SPECIAL EFFECTS
203	ART
701	ARTIST - ART
702	ARTIST - CREATIVE WRITING
704	ARTIST - DANCE
703	ARTIST - DRAMA
708	ARTIST - MUSIC
707	ARTIST - THEATER
706	ARTIST - VISUAL ARTS
510913.000	ATHLETIC TRAINING/TRAINER/SPORTS MEDICINE

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» Certification

- [Certification Home](#)
- [Verify a Louisiana Certificate](#)
- [Status of a Certification Application](#)
- [Certification Applications & Forms](#)
- [Course Code & Area of Certification Finder](#)
- [Certification FAQs](#)
- [Contact Information](#)

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Highly Qualified Report Review

- Request the HQ Detail Diagnostic Reports
- Examine Sponsor Site Integrity Report
- Use correct State Course Codes
- For Elementary and Middle School Classes, use the Departmentalized State Course Codes
- Update all “No Certificate Status” for teachers

LOUISIANA DEPARTMENT OF EDUCATION



Profile of Educational Personnel

Louisiana Department of Education

HIGHLY QUALIFIED EDUCATORS
 DETAIL REPORT
 LRS Derivation Run Date:
 SCHOOL SESSION 2010 - 2011

LEA: 001 Acadia Parish

Classes Taught By A Highly Qualified Educator: 146 (89.6%)

Site: 001007 Crowley High School

Number of Highly Qualified Paraprofessionals: *N/A*

<u>Name</u>	<u>Certificate Code</u>	<u>Course Code</u>	<u>Course Description</u>	<u>Class Code</u>	<u>Reason Codes</u>
MISSING DATA	L1 512740	120302	ENGLISH SECOND LANGUAGE II	007038	1, 2
MISSING DATA	L1 512740	120303	ENGLISH SECOND LANGUAGE III	007047	1, 2
MISSING DATA	B 072693	220200	FREE ENTERPRISE SYSTEM	007074	1, 2
MISSING DATA	B 072693	220501	CIVICS-1st SEMESTER	007050	1, 2

Reason Codes:

- 1: Teacher does not possess a standard teaching certificate as of the cut-off date and/or is not certified to teach this course
- 2: Teacher has not demonstrated additional content mastery (HQ not reported or incorrect in PEP)
- 3: Teacher does not possess a standard teaching certificate as of the cut-off date and/or is not certified to teach more than 50% of primary exceptionalities in Special Ed course
- 4: Paraprofessional does not possess the highly qualified credentials

**** Not for public disclosure. This information is privileged, confidential and exempt from disclosure under applicable law. ****

Food & Nutrition Employees

- *Object-Function codes*
 - 111/3111 – Food Service Central Office Supervisor
 - 111/3121 – Food Service School Site Manager
 - 116/3120 – Food Service Operations School Site LevelStaff with function code 31**
- *Fund Code*
 - School Food Service - 21

Food & Nutrition

- Food & Nutrition Summary and Detail reports should be checked.
- PEP Coordinators will need to furnish PEP data on Food Service Personnel to the Food/Nutrition Directors once the data is accurate and complete.

Reporting Special Education Personnel

- Contract Personnel **must** be reported.
- All service providers must possess the proper credentials.
- Each contracted person working in a public school must submit their own personal SSN not the company they are representing.
- Contact your Human Resource department for a list of current credentials.

Reporting Special Education Personnel

- All classes flagged SE must be taught by a teacher that has the appropriate special education certification for the majority (51%) of the exceptionalities present in the class.
- Special education teachers must have appropriate HQ category for the core course.

Summary for End Of Year Collection

- **End Year PEP Opens May 7**
- **End Year PEP Closes August 13**
- **Submit Actual Salary (No Stipend Pay)**
- **Update HQ Categories in End Year PEP**
- **No Class Schedule Records for EOY**
- **Food and Nutrition information will be extracted from PEP**
- **Update Classification Codes for SpEd**
- **Use LEA888 site code for Special Education non-public services only**

PEP Contacts

Data Managers

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Team Teaching Questions

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