STAFF INFORMATION DATABASE
2022-2023 OVERVIEW AND DATABASE REPORTING

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FLORIDA DEPARTMENT OF
EDUCATION
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STAFF DATABASE
2022-2023 Updates Overview

APPENDICES

- ❑ APPENDIX E: Job Code Assignments
- ❑ APPENDIX K: Job Code Crosswalk

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FDOE INFORMATION DATABASE REQUIREMENTS
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AUTOMATED STAFF DATA ELEMENTS

APPENDIX E

JOB CODE ASSIGNMENTS

52 Exceptional Student Education

Abbreviated Title	Job Code Number	Job Code Title
REG BEHAVIOR TECH	52056	Registered Behavior Technician

A **Registered Behavior Technician (RBT)** is a paraprofessional who practices under the close and ongoing supervision of either a Board Certified Behavior Analyst, Board Certified Assistant Behavior Analyst, or other individuals meeting the BACB requirements for noncertified RBT supervisors.

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2022-2023 Staff Information System

APPENDIX K

Job Code Crosswalk

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APPENDIX K: JOB CODE CROSSWALK

YEAR	JOB CODE	JOB TITLE-SHORT	JOB TITLE-LONG	EFAA JOB CLASS	EEO LINE NUMBER	EFAA JOB CATEGORY
2223	52056	REG BEHAVIOR TECH	REGISTERED BEHAVIOR TECHINICAN	13	47	C

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APPENDIX K: JOB CODE CROSSWALK – EFAA JOB CLASS

EFAA JOB CLASS	JOB CODE	EEO LINE NUMBER	JOB TITLE-SHORT
13	52056	47	REG BEHAVIOR TECH

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DATA QUALITY REPORTING

REPORTING TIPS AND REMINDERS

Staff Demographic and Staff Payroll
Non-Match Records

❑ The validity of an employee's record during Surveys 2 and 3 reporting are based on matching Staff Demographic and Staff Payroll records, thus the reason for the deletion process discussed below.

❑ For Survey Periods 2 and 3 at the end of the state processing period, if there are any Staff Demographic records without a matching Staff Payroll record or any Staff Payroll records without a matching Staff Demographic record, the unmatched records will be deleted from the staff database.

❑ Districts should check validation reports for the Staff Demographic and Staff Payroll formats for records that may fall in the categories of no matches and submit the missing record. [Edit #30 on the F61399 Staff Demo Validation report and edit #50 on the F61401 Payroll Validation report.]

Staff Demographic and Staff Payroll
(Survey Reporting)

During Survey Period 8, submit a Staff Demographic record for all instructional staff members to use in the Progress Monitoring and Reporting Network (PMRN). The Social Security number (SSN) in the Staff Demographic file must match the SSN reported for the Primary Instructor Responsible, Reading that is entered in the Student Demographic file. A student record is not loaded into the PMRN system unless it has a matching staff record.

During Surveys 2 and 3, submit a Staff Demographic record for **all** staff employed either on a full or part-time basis during the payroll period that includes the Florida Education Finance Program (FEFP) survey week for reporting students. *Contracted employees should be reported as well although they are not part of a district's payroll system.*

During Survey 5, submit a Staff Demographic record for any staff member *employed or contracted* at any time during the fiscal year being reported and for any staff member who received benefits anytime during the fiscal year.

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FALL 2022-2023 PUBLIC SCHOOLS STAFF SURVEY
NEW HIRES – INSTRUCTIONAL PERSONNEL

The purpose of the Public Schools Staff Survey is to collect data on the teaching/instructional assignments of newly hired instructional personnel in the district. This annual data collection is of newly hired instructional personnel for grades PK-12 and is used to identify critical teacher shortage areas in Florida's public schools.

New Hires include the newly hired personnel, grades PK-12, hired between July 1, 2022, and October 1, 2022, for the 2022-2023 school year.

Public School Staff Survey (New Hires) Due Date: October 31, 2022.

Access Link: https://web07.fldoe.org/NewHiresSurvey/

PUBLIC SCHOOLS ADMINISTRATIVE AND INSTRUCTIONAL STAFF TERMINATIONS DATABASE

PUBLIC SCHOOLS ADMINISTRATIVE AND INSTRUCTIONAL STAFF TERMINATIONS

REPORTING INSTRUCTIONS

Create a record for any administrative or instructional staff member employed (or previously employed) by the school district who was dismissed due to findings by the Board related to charges.

Include any administrative or instructional staff member terminated with a Separation Reason of G (one of the reasons identified on the Separation Reason data element included on the Staff Demographic Information reporting format)

The Staff Terminations database should be maintained regularly to adhere to the requirements of Section 1012.33(1)(a) or (4)(c), Florida Statutes (F.S.).

❑ INSTRUCTIONAL STAFF as defined in Section 1012.01 (2)(a-e), F.S.

❑ ADMINISTRATIVE STAFF as defined in Section 1012.01(3)(a-c), F.S.

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2022-2023 PUBLIC SCHOOL STAFF EMAIL ADDRESS DATA COLLECTION

In accordance with Section 1012.05(3)(b), F.S., each school district shall electronically submit accurate public school email addresses for all instructional and administrative personnel to the Florida Department of Education twice each school year.

Data collection for the first semester is from August 15, 2022, to September 9, 2022. Data collection for the second semester is from January 16, 2022, to February 10, 2022.

The staff email file, F70507, will process daily at 4 p.m. EST during the reporting period.

Job Code Definitions

There are no specific "definitions" that exist for job codes in Appendix E (https://www.fldoe.org/core/fileparse.php/19953/urlt/2122-sfappende.pdf). However, Appendixes J and K on the Staff Database can be used to find the most appropriate job code number.

Reference the two Appendixes below:

Appendix J: Equal Employment Opportunity (EEO) Line Numbers
Appendix K: Job Code Crosswalk

Also, it may be helpful to include the reference in the Red Book (Chapter 4 / FUNCTIONS, pages 4-16) for such inquiries on job definitions. (https://www.fldoe.org/core/fileparse.php/7507/urlt/REDBKCH4.pdf)

Job Code Definitions (continued)
Example: Registrar
Red Book 2021

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APPENDIX E

JOB CODE ASSIGNMENTS

73 School Administration

Abbreviated Title	Job Code Number	Job Code Title
REGISTRAR	73026	Registrar

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APPENDIX K: JOB CODE CROSSWALK

YEAR	JOB CODE	JOB TITLE-SHORT	JOB TITLE-LONG	EFAA JOB CLASS	EEO LINE NUMBER	EFAA JOB CATEGORY
2223	73026	REGISTRAR	REGISTRAR	04	19	D

Job Code Definitions
Example: Registrar (continued)
Red Book 2021

Chapter 4
Fund Structure and Expenditure Accounts

FUNCTIONS

7000-
8000
General Support Services. Activities concerned with establishing policy, operating schools and the school system, and providing the essential facilities and services for the staff and students.

7300 School Administration (Office of the Principal). Activities concerned with directing and managing the operation of a particular school. This function includes the activities performed by the principal, assistant principal and other assistants in the general supervision of all operations of the school, evaluations of staff members of the school, assignment of duties to staff members, supervision, and **maintenance of the records of the school and coordination of school instructional activities with the instructional activities** of the school system. **It includes clerical staff for these activities** and bookkeeping associated with processing time reports for Title I personnel working additional hours in Title I, Part A, School Improvement Grant programs.
https://www.fldoe.org/core/fileparse.php/7507/urlt/REDBKCH4.pdf

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Staff Terminations: Power Portal

The Staff Terminations database has migrated from Single Sign-On (SSO) to the Power Portal.

Within the application, the last five (5) years of data can be retrieved.

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Staff Terminations: Power Portal
Menu Screen

Staff Terminations: Power Portal
Search Screen

Data Reporting Schedule

Survey Dates

Data Reporting Schedule Overview

July
- Begin State Processing for Survey 5
- Begin State Processing for Survey 8 (PMRN)

August
- Begin Survey M (Personnel Email Address)

September
- Survey 8 (PMRN) ends
- Survey M (Personnel Email Address) ends

October
- Begin State Processing for Survey 2
- Survey 5 ends

December
- Survey 2 ends (December 15th)

January
- Begin Survey N (Personnel Email Address)

February
- Begin State Processing for Survey 3
- Survey N (Personnel Email Address) ends

April
- Survey 3 ends (April 15th)

DATABASE MANUAL RESOURCES

2022-2023 Staff Information Database website
https://www.fldoe.org/accountability/data-sys/database-manuals-updates/2022-23-staff-info-system/index.stml

Data Quality 2 (DQ2) User Manual
https://dq2.fldoe.org/Documents/DistrictUserManual.pdf

Public Schools Administrative and Instructional Staff Terminations Reporting Instructions
https://web02.fldoe.org/Staffterminations/Documents/Instructions.pdf

Progress Monitoring & Reporting Network Survey 8 Reporting Questions & Answers
http://www.fldoe.org/core/fileparse.php/7574/urlt/0101174-pmrn.pdf

Database Manual Updates

❑ Changes to Staff and Student database manuals are posted Fridays on the web at: http://fldoe.org/accountability/data-sys/database-manuals-updates/updates.stml.

❑ Email notifications are **not** sent to districts regarding changes made to the database manuals throughout the year.

❑ It is <u>strongly recommended</u> that districts check for updates weekly or bi-weekly to ensure they are aware of changes made to the Staff and Student database manuals.

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