

Chapter 3: Staff Reporting Rules

Data on teachers and principals of public schools and BOCES and teachers and leaders of charter schools, including all courses taught by teachers and the students enrolled in these courses, must be reported in the SIRS.

These data are required by state and federal laws and regulations for numerous purposes, including teacher/leader evaluation requirements outlined in Education Law §3012- d; Annual Professional Performance Review (APPR) (ARSDNY); and the policy development and reform agenda of the Board of Regents.

Reporting Requirements

All public school districts, BOCES, and charter schools are required to submit school year data using the templates below.

Student Management System and Human Resource Management System vendors support schools and districts in reporting these data to the SIRS. If your management system vendor has not yet provided you with the functionality to report all required data, please contact them directly, or contact your [RIC or Big 5 City School District data center](#).

See the [Teacher/Staff Data](#) web page for further information.

For templates used to report staff data, see technical information by year on the [vendor support](#) (i.e., Staff Assignment, Staff Evaluation Rating, Staff Tenure, Staff Attendance, Course Instructor Assignment). This template must be used by school districts, charter schools and BOCES to report data for teachers and non-teaching professionals. In cases where an employee is on leave or suspended, but still employed, an active Staff Snapshot record may be reported using the INACTIVE staff status. For staff that are out for the entire school year, a record is not required.

LEAs must submit race and ethnicity data in Staff Snapshot. Edits will prevent a Staff

basis if a staff person refuses to identify a race with their district. Refer to the Staff Snapshot template for edits on the [vendor support](#) web page.

All staff (including substitutes and non-teaching professionals) reported to the SIRS must have TEACH IDs. Information about TEACH accounts and TEACH IDs can be found on the [Office of Teaching Initiatives](#) web page.

Who Should Be Reported?

“All staff” in the Staff Snapshot template includes any staff person who must be reported to meet any reporting requirements. All teaching staff, including long-term substitute teachers serving as the teacher of record responsible for the course, should be included in this template. In addition, all non-teaching professional staff as defined by the PMF non-teaching assignment codes and descriptions should be included in Staff Snapshot. A local educational agency (district, BOCES, or charter school) can report only one (1) Staff Snapshot record per staff member per year. A staff member should be reported with the district code for a location code if the staff member is associated with more than one building in the LEA.

Staff Snapshot should be loaded in the fall as it will produce a list of all certified staff for your LEA based on data in the teacher certification database. This information can be viewed in the SIRS 329 Staff Certifications report and used to identify special education, ESL, and Bilingual certified teachers for purposes of course reporting.

Teaching Staff: Include all teaching staff that should be reported for APPR and PMF (course) purposes. Do not include individuals not employed on a regular basis (e.g. short-term substitutes), teachers working exclusively with non-public school students, teacher aides or assistants. ROTC teachers may be reported. Only teachers should be reported with TEACHER in the job description field. Administrators not providing direct instruction to students should not be reported as teachers.

Substitute or Interim Staff: Substitute staff, long-term or otherwise, are not covered by §3012-d for evaluation purposes *unless* they are serving as the teacher of record. Districts/BOCES must collect data elements to support teacher of record determinations (Please see Sections B2, B3, D1, and M2 of [Guidance on New York's Annual Professional Performance Review Law and Regulations](#)). Any staff to be included in other staff templates (e.g., Course Instructor Assignment, Staff Evaluation) must be included in Staff Snapshot. Interim building principals subject to evaluation must be reported in Staff Snapshot and Staff Assignment.

Non-Teaching Professional Staff: To determine which staff are considered “non-teaching professionals,” refer to the non-teaching assignment codes found in the SIRS manual and the file posted on the [Teacher/Staff Data](#) web page. Leave Teacher Title and Principal Title blank (fields 8, 105) if they do not apply. Do not include clerical staff, bus drivers, maintenance, teaching assistants, teacher aides, or food service workers. All non-teaching professional staff employed in districts, BOCES and charter schools must be included in the Staff Assignment template. Attention should be given to the reporting of school counselors, nurses, and social workers. Some of this information will be reported publicly on data.nysed.gov. These staff assigned specifically to a building should be reported using the building location code. Staff reported with the district code as the location will only be displayed on the public site at the district level.

Reporting Salary Data

Report the total amount paid for the staff member's primary assignment(s). If the staff member has more than one primary assignment (e.g. teacher and Director of Curriculum), report the combined

5

10
11

12
13

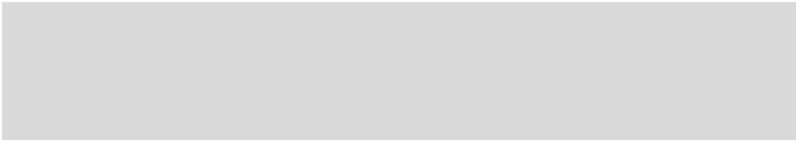
14

Reporting Itinerant Staff

The Itinerant flag allows an LEA to report a staff person responsible for students in this LEA but employed by another LEA (district, BOCES, or charter school). The fields required to report itinerant staff on the Staff Snapshot template are District Code, Location Code, Status/Active Indicator, Itinerant Status, Staff ID, Birth Date, Staff First and Last Name, Snapshot Date, Position Title, and email (Fields 1, 2, 8, 14, 40, 41, 50, 56, 57, 65, 66, 76). If reporting an itinerant principal,

but responsible for a course in this LEA. The instruction of these “traveling teachers” may take the form of traditional in-person classroom instruction or distance learning. In cases of itinerant or shared teachers/staff across LEAs, data sharing agreements may be needed. Report “N” if the staff person is employed by this LEA. Report “Y” if the staff is employed by another LEA/BOCES but is the staff person of record for a course. The receiving district where the course is being taught should report the course information in Course Instructor Assignment and Student Class Entry where applicable. The employer must report staff evaluation, attendance, and tenure data, as well as course data taught at the employer location.

Examples of Itinerant Staff Reporting



While the itinerant field is designed to allow for the collection of complete course instruction by teachers, LEAs should also report itinerant non-teaching professional staff such as pupil personnel and school health services staff received from another district or BOCES. These staff would include nurses, school counselors, social workers and psychologists. Additionally, shared or itinerant superintendents should be reported. These staff would also need to be reported in Staff Assignment. BOCES staff not assigned on a permanent or consistent basis to a district should only be reported as BOCES staff. Those working in multiple districts may be reported solely by the BOCES.

Years of Teaching Experience (Total Years of Professional Educational Experience): Field 102 (Teaching and Non-Teaching Professionals)

Teachers new to a district, charter school, or BOCES should be asked to provide years of prior experience. LEAs should not be defaulting to 1 for new hires without consideration of prior experience. Combine all years of professional educational experience, including other public school districts, religious and independent (nonpublic) schools, and BOCES. Experience in non-teaching, professional PMF assignments as reported in Staff Assignment should be included. The non-teaching professional staff experience should be in the educational setting. The experience in higher education should be relatable to that in public school district. Classroom teaching, or a non-teaching position that could be mapped to one of the Staff Assignment non-teaching codes, would be considered relevant. Long-term substitute experience should be reported, this has generally been considered at least three (3) months or more in a school year. Experience should not be based on how prior teaching experience was compensated (per diem or contract). Experience as a teacher aide or assistant would not be included. Experience as an administrative intern, paid or unpaid would not be included. This year counts as one full year of experience. The Total Years Educational Experience (field 43) must be greater than or equal to the total years of educational experience in this district.

R