

NEW JERSEY DEPARTMENT OF EDUCATION

STAFF SUBMISSION HANDBOOK

VERSION 0.1



State of New Jersey
Department of Education

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FOREWORD

The New Jersey Department of Education is pleased to publish the *Staff Submission Handbook*. Because quality information requires staff data elements that are uniform, consistent and easy to understand, this reference guide defines and maintains a set of standards for educational data.

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Executive Summary

Accurate, consistent and timely information is necessary to make informed decisions about the performance of New Jersey's school system. The *2011-2012 Staff Submission Handbook* was developed to assist school districts in providing education information to the New Jersey Department of Education (NJ DOE) in a standardized format to comply with state and federal requirements. For education information to be used effectively, it needs to be identified and captured as a fundamental *data element* or a specific bit of data that can be defined and measured. This *2011-2012 Staff Submission Handbook (Handbook)* provides the definition and syntax for these data elements. The standards outlined in the *Handbook* will help produce a consistent body of information upon which all stakeholders can draw.

New Jersey Standards Measurement and Resource for Teaching (NJ SMART) was developed for three primary reasons. First, New Jersey's public education system must become more evidence-based where progress toward instructional goals are measured, and where the effectiveness and efficiency of educational programs are monitored. To achieve this goal, education data must be collected, managed and reported in a fashion that is more useful, accurate, consistent and timely. Second, major regulatory changes, such as the federal *No Child Left Behind Act* (NCLB) and the *Individuals with Disabilities Education Act* (IDEA), are compelling Local Education Agencies (LEAs) and State Education Agencies (SEAs) to collect greater quantities of data to meet increasingly intensive reporting requirements. The NJ DOE hopes to ease this burden over time by maintaining information in a more powerful and flexible way. Third, the NJ DOE is committed to becoming more service-oriented to LEAs and the public. By providing better information to LEAs and other stakeholders, and by simplifying the burdensome data reports to the state, the NJ DOE hopes to increase administrative efficiency through the use of technology.

Data Elements and Definitions

This *2011-2012 Staff Submission Handbook* includes data elements that are currently collected and maintained by schools, districts, and the NJ DOE. Not all data elements are relevant to each staff member (e.g., a person may not have a middle name). It is important to understand how each definition is implemented. In those situations where the implementation of a definition is not clear, it should be reported to NJ SMART so that a collaborative resolution can be reached.

The following information is provided for each data element in the *Staff Submission Handbook*:

Name of Data Element	The data element name used within the NJ SMART system.
NJ DOE Number	The numerical identification of the data element.
Definition	A brief description of the data element.
Functional, Policy or Legal Description	The rationale for collecting the data element, and how the data element will be used. Other policy and legal implications for its collection.
Required Element?	Indication of whether the data element is required for file submission.
Type	Data element type such as Alpha, Numeric, or Date indicates how the field should be treated in order to meet formatting requirements.
Min Length	The minimum number of characters permitted.
Max Length	The maximum number of characters permitted.
Range of Values	The value options of each data element, if applicable.
Validation Rules	Requirement for how each data element must be arranged/reported.
Additional Notes	Additional relevant notes about the data element, including specifics on data validation to occur with respect to each data element.

Privacy and Security

NJ DOE takes privacy and security concerns extremely seriously. To ensure confidentiality of student and staff records, NJ SMART is designed with the following features: First, an audit trail of all logins, changes and logouts are recorded for all registered and authorized users. The audit trail allows for early notification of potential security breaches. It also encourages legal and appropriate use of student and staff information since all activities on NJ SMART are monitored. Persons who illegally access or download information will be prosecuted to the fullest extent of the law. Second, information in NJ SMART is segmented or compartmentalized with security rights set up by the district so that only registered and authorized users have access to information where they have a legitimate educational interest.

LocalStaffIdentifier (LSID)

NJ DOE Number
118

Definition of Data Element

A unique number or alphanumeric code assigned to a staff member.

Functional, Policy or Legal Description

A local staff identifier (LSID) is assigned by the district and used to track staff members within a district over time and to keep staff information secure and confidential. Districts must assign the Local Staff Identifier for each staff member in order to receive a Staff Member Identification Number (SMID). This provides an additional matching field and an efficient way for NJ DOE to provide SMIDs to districts. This data element is used to verify the unique identification of the staff member.

Is this Data Element Required?

Field is mandatory for all staff members.

Acceptable Values

Type: Alphanumeric

Minimum Length: 1

Maximum Length: 20

Range of Values

N/A

Validation Checks

- An error will occur if field is left blank.

Additional Notes

N/A

StaffMemberIdentifier (SMID)

NJ DOE Number
119

Definition of Data Element

A unique number assigned and maintained by the New Jersey Department of Education that is unique for each staff member over time.

Functional, Policy or Legal Description

In order to track staff within and across districts over time, NJ DOE will assign a unique 8-digit number to all staff members employed in a New Jersey public school district. After the initial assignment of staff member identification numbers (SMID), districts will be required to verify or obtain an identification number whenever a new staff member enters the district.

Is this Data Element Required?

Field is mandatory for all staff members.

Acceptable Values

Type: Numeric

Minimum Length: 8

Maximum Length: 8

Range of Values

N/A

Validation Checks

- An error will occur when Staff Member Identifier is not a valid number issued by NJ SMART.

Additional Notes

N/A

FirstName

Definition of Data Element

A name given to an individual at birth, baptism, or during another naming ceremony, or through legal change.

Functional, Policy or Legal Description

Used to establish the identity of staff members.

Is this Data Element Required?

Field is mandatory for all staff members.

Acceptable Values

Type: Alpha

Minimum Length: 1

Maximum Length: 30

Range of Values

N/A

Validation Checks

- An error will occur if field is left blank.

Additional Notes

- First name and last name must be reported as separate fields.
 - No nicknames or abbreviated names should be reported. Periods are not accepted in the FirstName field. Other special characters such as apostrophes and hyphen are accepted.
-

LastName

Definition of Data Element

The name borne in common by members of a family.

Functional, Policy or Legal Description

Used to establish the identity of staff members.

Is this Data Element Required?

Field is mandatory for all staff members.

Acceptable Values

Type: Numeric

Minimum Length: 1

Maximum Length: 50

Range of Values

N/A

Validation Checks

- An error will occur if field is left blank.

Additional Notes

- First name and last name must be reported as separate fields.
 - Periods are not accepted in the LastName field. Other special characters such as apostrophes and hyphens are accepted.
 - Staff members with multiple last names should include multiple last names in this field. Hyphens are acceptable if they are part of the staff member's legal name; place both last names in this field. Example: Jenny R. Smith-Jones would be last name = "Smith-Jones" while John F. Davis Smyth would be last name = "Davis Smyth".
-

DateOfBirth

Definition of Data Element

The year, month and day on which an individual was born.

Functional, Policy or Legal Description

Used to establish the identity of staff members.

Is this Data Element Required?

Field is mandatory for all staff members.

Acceptable Values

Type: Date

Minimum Length: 8

Maximum Length: 8

Range of Values

N/A

Validation Checks

- An error will occur if format does not include a four digit year followed by a zero-filled two-position month, followed by a zero-filled two-position day (i.e. 20010128).
- An error will occur if field is left blank.

Additional Notes

- Date must be in YYYYMMDD format. Do not include any separators such as "/" or "-".
-

EvaluationOfStaff

Definition of Data Element

The prior year assessment or evaluation result of a teacher or staff member's performance as assessed by the district's evaluation system for assigning teacher or principal performance ratings.

Functional, Policy or Legal Description

Required by ARRA. For additional description, see ED Facts File Specification N166 at <http://www2.ed.gov/about/inits/ed/edfacts/file-specifications.html>.

Is this Data Element Required?

Field is mandatory for all staff teachers and principals.

Acceptable Values

Type: Alpha

Minimum Length: 1

Maximum Length: 2

Range of Values

A = Acceptable

N = Not Acceptable

NE = Not Evaluated

Validation Checks

- An error will occur if codes other than A, N or NE are used.

Additional Notes

- Leave field blank for all staff members that are not teachers or principals.
 - Indicate NE for teachers and principals that have not yet been evaluated because they are new to the district; NE is only valid for personnel whose DistrictEmploymentBeginDate is six months prior to reporting date.
-

Salary

Definition of Data Element

The monetary unit of salary compensation an individual is paid for performance of agreed-upon duties on an annual basis.

Functional, Policy or Legal Description

NJDOE, Division of Finance.

Is this Data Element Required?

Field is mandatory for all staff members.

Acceptable Values

Type: Numeric

Minimum Length: 1

Maximum Length: 7

Range of Values

Dollar amount of the annual salary compensation of the staff member, rounded to the nearest whole number.

Validation Checks

- An error will occur if a whole number is not used.
- An error will occur if field is left blank.

Additional Notes

- Do not use dollar signs, decimals or commas.
 - Salary should include regular compensation, including longevity increments and other adjustments to an individual's compensation resulting from increased educational levels or awards earned, such as National Board Certification. Salary should not include stipends for extra-curricular activities.
 - If the staff member is employed less than full-time or paid an hourly rate, report the annualized salary of the staff member by using their part-time or per diem rate and estimating its annual worth.
-

ExceptionalSalary

Definition of Data Element

An explanation of why a staff member's salary might depart from the expected salary of a person in a similar job title.

Functional, Policy or Legal Description

NJDOE, Division of Finance.

Is this Data Element Required?

Field is optional for all staff members.

Acceptable Values

Type: Alpha

Minimum Length: 1

Maximum Length: 1

Range of Values

A = Teaches Kindergarten for less than a full day.

B = On a sabbatical leave.

C = In the position of an individual on sabbatical leave.

D = On maternity and/or extended sick leave.

E = Filling the position of an individual on maternity and/or extended sick leave.

F = A special education teacher paid on a special hourly rate contract.

G = Paid on a permanent substitute contract.

H = Paid while suspended from duties pending outcome.

I = Paid for serving in the position of an individual suspended pending outcome.

J = Assignment is away from district in a teacher exchange program.

K = From another district on a teacher exchange program.

L = Other than above.

Validation Checks

- An error will occur if data value is not as listed above.

Additional Notes

N/A

LanguageSpokenByTeacher

Definition of Data Element

The language, other than English, that is spoken fluently by the staff member.

Functional, Policy or Legal Description

USDOE Title III.

Is this Data Element Required?

Field is mandatory, if staff member speaks another language other than English.

Acceptable Values

Type: Alpha

Minimum Length: 3

Maximum Length: 3

Range of Values

A list of acceptable values can be found here:

<http://www.nj.gov/education/njsmart/download/HomeLanguageCodes.xls>

Validation Checks

- An error will occur if codes do not conform to the NJ DOE codes listed.

Additional Notes

- Field should be left blank for English-only staff members.
-

MigrantEducationProgramStaffCategory

Definition of Data Element

The title of employment, official status or rank of an individual who works with a migrant education program (MEP).

Functional, Policy or Legal Description

USDOE Migrant Programs. For further explanation, see ED Facts file specification N065 at <http://www2.ed.gov/about/inits/ed/edfacts/file-specifications.html>.

Is this Data Element Required?

Field is mandatory for staff members who work with a migrant education program.

Acceptable Values

Type: Alpha

Minimum Length: 1

Maximum Length: 1

Range of Values

- 1 = Migrant Education Program Teacher
- 2 = Migrant Education Program Paraprofessional
- 3 = Migrant Education Program Counselor
- 4 = Migrant Education Program Recruiters
- 5 = Migrant Education Program Records Transfer Staff

Validation Checks

- An error will occur if codes do not conform to NJDOE codes listed.

Additional Notes

- Value must be blank for non-MEP staff members.
-

MEPSessionType

Definition of Data Element

The time of the year when the Migrant Education Program staff works.

Functional, Policy or Legal Description

USDOE Migrant Programs. For further explanation, see ED Facts file specification N065 at <http://www2.ed.gov/about/inits/ed/edfacts/file-specifications.html>.

Is this Data Element Required?

Field is mandatory for staff members who work with a migrant education program.

Acceptable Values

Type: Numeric

Minimum Length: 1

Maximum Length: 1

Range of Values

1 = Regular School Year

2 = Summer Term or Intersession

3 = Both Regular and Summer Term or Intersession

Validation Checks

- An error will occur if codes do not conform to NJ DOE codes listed.

Additional Notes

- Value must be blank for non-MEP staff members.
 - Field must be filled in if Migrant Education Program Staff Category has a value.
-

Title I Program Staff Category

Definition of Data Element

The title of employment, official status or rank of an individual who works with a Title I education program.

Functional, Policy or Legal Description

USDOE Title I Programs. For further explanation, see EDFacts file specification N065 at <http://www2.ed.gov/about/inits/ed/edfacts/file-specifications.html>.

Is this Data Element Required?

Field is mandatory for staff members who work with a Title I education program.

Acceptable Values

Type: Numeric

Minimum Length: 1

Maximum Length: 1

Range of Values

1 = Title I Teacher

2 = Title I Paraprofessional

3 = Title I Clerical Support Staff

4 = Title I Administrator (non-clerical)

5 = Title I Other Paraprofessional

Validation Checks

- An error will occur if codes do not conform to NJ DOE codes listed.

Additional Notes

- Value must be blank for non-Title I staff members.
-

HighestLevelOfEducationCompleted

Definition of Data Element

The extent of formal instruction an individual has received (e.g., the highest grade in school completed or its equivalent of the highest degree received).

Functional, Policy or Legal Description

Used to establish teacher credential in a school or district.

Is this Data Element Required?

Field is mandatory for all certificated staff members.

Acceptable Values

Type: Numeric

Minimum Length: 1

Maximum Length: 1

Range of Values

- 1 = High School
- 2 = Vocational certificate
- 3 = Specialist's degree
- 4 = Graduate certificate
- 5 = Associate's degree
- 6 = Bachelor's degree
- 7 = Master's degree
- 8 = Doctoral degree
- 9 = Other

Validation Checks

- An error will occur if codes do not conform to NJ DOE codes listed.
- An error will occur if field is left blank and Certification Status = Y.

Additional Notes

N/A

NationalBoardAward

Definition of Data Element

The date the staff member was most recently awarded a National Board Certification, if ever.

Functional, Policy or Legal Description

Used to identify National Board Award recipients.

Is this Data Element Required?

Field is mandatory for all staff members who have been awarded a National Board Certificate.

Acceptable Values

Type: Numeric

Minimum Length: 8

Maximum Length: 8

Range of Values

N/A

Validation Checks

- Date must be in YYYYMMDD format.

Additional Notes

- An error will result if left blank and HQT Qualification Status = 8.
-

SEProgramContractedServicesCategory

Definition of Data Element

The title of related services personnel employed and/or contracted to provide related services for children with disabilities.

Functional, Policy or Legal Description

USDOE IDEA Programs. For further explanation, see EDFacts file specification N099 at <http://www2.ed.gov/about/inits/ed/edfacts/file-specifications.html>.

Is this Data Element Required?

Field is mandatory for all Special Education staff members.

Acceptable Values

Type: Numeric

Minimum Length: 1

Maximum Length: 2

Range of Values

- 1 = Audiologist
- 2 = Counselor/Rehabilitation Counselor
- 3 = Interpreter
- 4 = Medical/Nursing Service Staff
- 5 = Occupational Therapists
- 6 = Orientation and Mobility Specialist
- 7 = Physical Education Teacher/Recreation and Therapeutic Recreation Specialist
- 8 = Physical Therapists
- 9 = Psychologist
- 10 = Social Worker
- 11 = Speech-Language Pathologist

Validation Checks

- An error will occur if codes do not conform to NJ DOE codes listed.

Additional Notes

N/A

LEPInstructorCredentialType

Definition of Data Element

An indication of the category of credential a LEP instructor holds.

Functional, Policy or Legal Description

Used to establish teacher credential in a school or district.

Is this Data Element Required?

Field is mandatory for all LEP staff members.

Acceptable Values

Type: Numeric

Minimum Length: 1

Maximum Length: 1

Range of Values

- 1 = English as a Second Language (ESL)
- 2 = Bilingual Education (BE)
- 3 = Both ESL and BE
- 4 = Certified in subject/content areas only

Validation Checks

- An error will occur if codes do not conform to NJ DOE codes listed.

Additional Notes

- An error will occur if left blank and Job Code = 1485 or 1486.
-

YearsOfPriorExperience

Definition of Data Element

The total number of years that the staff member has previously held a position in one or more public education institutions, both within New Jersey and outside of the state.

Functional, Policy or Legal Description

Used to establish experience in a school or district.

Is this Data Element Required?

Field is mandatory for all certificated staff members.

Acceptable Values

Type: Numeric

Minimum Length: 1

Maximum Length: 2

Range of Values

1-99

Validation Checks

- An error will occur if numeric value is not in between 1 and 99.

Additional Notes

- Number of years should be rounded to the nearest whole number.
-

YearsInNJ

Definition of Data Element

The total number of years that the staff member has held a position in a public school within New Jersey.

Functional, Policy or Legal Description

Used to establish experience in a school or district.

Is this Data Element Required?

Field is mandatory for all certificated staff members.

Acceptable Values

Type: Numeric

Minimum Length: 1

Maximum Length: 2

Range of Values

1-99

Validation Checks

- An error will occur if numeric value is not in between 1 and 99.

Additional Notes

- Years In NJ cannot be greater than Years Of Prior Experience.
 - Number of years should be rounded to the nearest whole number.
-

YearsInLEA

Definition of Data Element

The total number of years that the staff member has held a position within the current Local Education Agency (LEA).

Functional, Policy or Legal Description

Used to establish experience in a school or district.

Is this Data Element Required?

Field is mandatory for all certificated staff members.

Acceptable Values

Type: Numeric

Minimum Length: 1

Maximum Length: 2

Range of Values

1-99

Validation Checks

- An error will occur if numeric value is not in between 1 and 99.

Additional Notes

- Years In LEA cannot be greater than Years In NJ or Years Of Prior Experience.
 - Number of years should be rounded to the nearest whole number.
-

PrepProgram

Definition of Data Element

The institute in which the staff member received their credential.

Functional, Policy or Legal Description

Used to establish teacher experience in a school or district.

Is this Data Element Required?

Field is mandatory for all certificated staff members whose YearsOfPriorExperience is equal to or less than 5.

Acceptable Values

Type: Numeric

Minimum Length: 2

Maximum Length: 3

Range of Values

A list of acceptable values can be found here:

<http://www.nj.gov/education/njsmart/download/PostSecondaryInstitutions.xls>

Validation Checks

- An error will occur if codes do not conform to the NJ DOE codes listed.

Additional Notes

- Field must be filled in if Teacher Prep = 2 (Traditional).
 - Field must be left blank for staff members who participated in an alternate route program.
-

AlternateRouteProgram

Definition of Data Element

The alternate route program in which the staff member received their credential.

Functional, Policy or Legal Description

Used to establish teacher experience in a school or district.

Is this Data Element Required?

Field is mandatory for all certificated staff members whose YearsOfPriorExperience is equal to or less than 5.

Acceptable Values

Type: Numeric

Minimum Length: 2

Maximum Length: 2

Range of Values

A list of acceptable values can be found here:

<http://www.nj.gov/education/njsmart/download/AlternateRouteProviders.xls>

Validation Checks

- An error will occur if codes do not conform to the NJ DOE codes listed.

Additional Notes

- Field must be filled in if Teacher Prep = 1 (Alternate Route).
 - Field must be left blank for staff members who went through a traditional teacher prep program.
-

Repeating Data Elements

Some staff members may have multiple roles within an LEA. To accommodate the reporting of the multiple roles, the following elements must be repeated 6 times in the file submitted to NJ SMART, followed by number 1 through 6:

- CountyCodeAssigned
- DistrictCodeAssigned
- SchoolCodeAssigned
- FullTimeEquivalency
- JobCode
- JobCodeSubcategory
- AgeGroupTaught
- NumberOfClassesTaught
- HQTQualificationStatus
- ReasonsForNotBeingHighlyQualified
- SupportToBecomeHighlyQualified
- CredentialType
- TeacherPrep

Note: These data elements, as appropriate, must be submitted once for all staff members. If a staff member fulfills another role (i.e., has another job code), additional data must be provided specific to that role/job code. The additional data only need be submitted if the staff member fulfills another role. However, the data elements must still be repeated 6 times in the file (e.g. CountyCodeAssigned1, DistrictCodeAssigned1, SchoolCodeAssigned1, etc.; CountyCodeAssigned2, DistrictCodeAssigned2, SchoolCodeAssigned2, etc.) even if the additional five iterations are not needed. If the staff member fulfills one role (i.e., has only one job code), null values are acceptable in the additional five iterations.

CountyCodeAssigned

Definition of Data Element

The identifier for the New Jersey county in which the staff member is employed.

Functional, Policy or Legal Description

NJDOE, Division of Finance.

Is this Data Element Required?

Field is mandatory for all staff members.

Acceptable Values

Type: Alpha

Minimum Length: 2

Maximum Length: 2

Range of Values

For County Codes, please refer to:

http://www.nj.gov/education/njsmart/download/school_codes.xls

Validation Checks

- An error will occur if codes do not conform to the codes listed.
- An error will occur if field is left blank.

Additional Notes

- If a staff member has assignments in multiple locations, report the staff member's assignments (i.e., job code and FTE associated with the job code) separately so that the combination of county, district and school codes for the each school or institution in which the staff member is assigned is reported.
 - As staff members may be have multiple assignments, this element will appear in the portal as: CountyCodeAssigned1, CountyCodeAssigned2, CountyCodeAssigned3, CountyCodeAssigned4, CountyCodeAssigned5, CountyCodeAssigned6. The file submitted to the Staff Submission must also be submitted in this way.
-

DistrictCodeAssigned

Definition of Data Element

The identifier for the LEA in which the staff member is employed.

Functional, Policy or Legal Description

NJDOE, Division of Finance.

Is this Data Element Required?

Field is mandatory for all staff members.

Acceptable Values

Type: Alpha

Minimum Length: 4

Maximum Length: 4

Range of Values

For District Codes, please refer to:

http://www.nj.gov/education/njsmart/download/school_codes.xls

Validation Checks

- An error will occur if codes do not conform to the NJ DOE codes listed.
- An error will occur if field is left blank.

Additional Notes

- If a staff member has assignments in multiple locations, report the staff member's assignments (i.e., job code and FTE associated with the job code) separately so that the combination of county, district and school codes for the each school or institution in which the staff member is assigned is reported.
 - As staff members may be have multiple assignments, this element will appear in the portal as: DistrictCodeAssigned1, DistrictCodeAssigned2, DistrictCodeAssigned3, DistrictCodeAssigned4, DistrictCodeAssigned5, DistrictCodeAssigned6. The file submitted to the Staff Submission must also be submitted in this way.
-

SchoolCodeAssigned

Definition of Data Element

The identifier for the school in which the staff member is employed.

Functional, Policy or Legal Description

NJDOE, Office of Special Education.

Is this Data Element Required?

Field is mandatory for all staff members.

Acceptable Values

Type: Alpha

Minimum Length: 3

Maximum Length: 3

Range of Values

For School Codes, please refer to:

http://www.nj.gov/education/njsmart/download/school_codes.xls

Validation Checks

- An error will occur if codes do not conform to the NJ DOE codes listed.
- An error will occur if field is left blank.

Additional Notes

- If a staff member has assignments in multiple locations, report the staff member's assignments (i.e., job code and FTE associated with the job code) separately so that the combination of county, district and school codes for the each school or institution in which the staff member is assigned is reported.
 - As staff members may be have multiple assignments, this element will appear in the portal as: SchoolCodeAssigned1, SchoolCodeAssigned2, SchoolCodeAssigned3, SchoolCodeAssigned4, SchoolCodeAssigned5, SchoolCodeAssigned6. The file submitted to the Staff Submission must also be submitted in this way.
-

FullTimeEquivalency

Definition of Data Element

The ratio between the hours of work expected in a position and the hours of work normally expected in a full-time position in the same setting for each assignment.

Functional, Policy or Legal Description

Used to establish teacher assignment to a school or district.

Is this Data Element Required?

Field is mandatory for all staff members.

Acceptable Values

Type: Alphanumeric

Minimum Length: 3

Maximum Length: 3

Range of Values

0.00 to 1.00

Validation Checks

- Value must be reported in hundredths.
- An error will occur if field is left blank.

Additional Notes

- To calculate, take [hours of work expected in the position], divide by [hours of work normally expected in a full-time position in the same setting] and round to the nearest hundredths.
 - Report the FTE of the staff member associated specifically with the job code. For instance, if the staff member serves as both principal and superintendent, each half-time, report 0.50 FTE for each job code.
 - As staff members may be have multiple assignments, this element will appear in the portal as: FullTimeEquivalency1, FullTimeEquivalency2, FullTimeEquivalency3, FullTimeEquivalency4, FullTimeEquivalency5, FullTimeEquivalency6. The file submitted to the Staff Submission must also be submitted in this way.
-

JobCode

Definition of Data Element

The NJ DOE code assigned to each staff member's role within a local school district.

Functional, Policy or Legal Description

NJDOE, Division of Finance.

Is this Data Element Required?

Field is mandatory for all staff members.

Acceptable Values

Type: Numeric

Minimum Length: 4

Maximum Length: 4

Range of Values

A list of acceptable values can be found here:

<http://www.nj.gov/education/njsmart/download/JobCodesandJobCodeSubcategories.xls>

Validation Checks

- An error will occur if codes do not conform to the NJ DOE codes listed.
- An error will occur if field is left blank.

Additional Notes

- Must keep leading zeros.
 - As staff members may be have multiple assignments, this element will appear in the portal as: JobCode1, JobCode2, JobCode3, JobCode4, JobCode5, JobCode6. The file submitted to the Staff Submission must also be submitted in this way.
-

JobCodeSubcategory

Definition of Data Element

The sub-category within the staff member's job code.

Functional, Policy or Legal Description

NJDOE, Division of Finance.

Is this Data Element Required?

Field is mandatory for all staff members.

Acceptable Values

Type: Numeric

Minimum Length: 1

Maximum Length: 1

Range of Values

1= General Education

2 = Bilingual

3 = Hearing

4 = Visual

5 = Special Education

6 = Administrator or Supervisory Staff

7 = Non-certified Staff

Validation Checks

- An error will occur if codes do not conform to the NJ DOE codes listed.
- An error will occur if field is left blank.

Additional Notes

- If Job Code = 1486, then Job Code Subcategory must equal 2.
 - As staff members may be have multiple assignments, this element will appear in the portal as: JobCodeSubcategory1, JobCodeSubcategory2, JobCodeSubcategory3, JobCodeSubcategory4, JobCodeSubcategory5, JobCodeSubcategory6. The file submitted to the Staff Submission must also be submitted in this way.
-

AgeGroupTaught

Definition of Data Element

The grouping of student ages for whom the Special Education teacher is responsible.

Functional, Policy or Legal Description

Used to establish teacher assignment to a school or district.

Is this Data Element Required?

Mandatory only for Special Education staff members. Required if JobCodeSubcategory is equal to 3, 4, or 5.

Acceptable Values

Type: Numeric

Minimum Length: 1

Maximum Length: 1

Range of Values

1 = Teacher is responsible for students ages 3 to 5 years

2 = Teacher is responsible for students ages 6 to 21 years

Validation Checks

- An error will occur if codes do not conform to the NJ DOE codes listed.
- An error will occur if field is left NULL if JobCodeSubcategory has a value of 3, 4, or 5.

Additional Notes

- As staff members may be have multiple assignments, this element will appear in the portal as: AgeGroupTaught1, AgeGroupTaught2, AgeGroupTaught3, AgeGroupTaught4, AgeGroupTaught5, AgeGroupTaught6. The file submitted to the Staff Submission must also be submitted in this way.
-

NumberOfClassesTaught

Definition of Data Element

The number of classes taught within the staff member's Job Code.

Functional, Policy or Legal Description

USDOE Title I Programs. For further explanation, see EDFacts file specification N063 and/or N064 at <http://www2.ed.gov/about/inits/ed/edfacts/file-specifications.html>

Is this Data Element Required?

Field is mandatory for all staff members in a teaching job code.

Acceptable Values

Type: Numeric

Minimum Length: 1

Maximum Length: 2

Range of Values

1-24

Validation Checks

- An error will occur if values outside the acceptable range are used.

Additional Notes

- Leave field blank for all staff members that are not teachers.
 - As staff members may be have multiple assignments, this element will appear in the portal as: NumberOfClassesTaught1, NumberOfClassesTaught2, NumberOfClassesTaught3, NumberOfClassesTaught4, NumberOfClassesTaught5, NumberOfClassesTaught6. The file submitted to the Staff Submission must also be submitted in this way.
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HQTQualificationStatus

Definition of Data Element

An indication of whether an individual is classified as highly qualified for his/her assignment according to state definition.

Functional, Policy or Legal Description

USDOE Title I Programs. For further explanation, see EDFacts file specification N063 and/or N064 at <http://www2.ed.gov/about/inits/ed/edfacts/file-specifications.html>.

Is this Data Element Required?

Field is mandatory for all certificated staff members.

Acceptable Values

Type: Numeric

Minimum Length: 1

Maximum Length: 1

Range of Values

- 1 = No, not highly qualified
- 2 = Does not need to be highly qualified
- 3 = Yes, passed the Praxis/NTE
- 4 = Yes, by the House Matrix
- 5 = Yes, has 30 credits in content area
- 6 = Yes, has graduate degree in subject area
- 7 = Yes, has undergraduate degree in subject area
- 8 = Yes, is Nationally Board Certified

Validation Checks

- An error will occur if codes do not conform to NJ DOE codes listed.

Additional Notes

- If Job Code is identified as being required to be highly qualified, then code 2 cannot be accepted.
 - As staff members may have multiple assignments, this element will appear in the portal as: HQTQualificationStatus1, HQTQualificationStatus2, HQTQualificationStatus3, HQTQualificationStatus4, HQTQualificationStatus5, HQTQualificationStatus6. The file submitted to the Staff Submission must also be submitted in this way.
-

ReasonsForNotBeingHighlyQualified

Definition of Data Element

An indication of why a staff member is not Highly Qualified who is teaching in a job code that requires the staff member to be highly qualified.

Functional, Policy or Legal Description

USDOE Highly Qualified Teaching requirements, as reported in NJDOE's annual Consolidated State Performance Report.

Is this Data Element Required?

Field is mandatory for staff members with a HQT Qualification Status of 1.

Acceptable Values

Type: Alphanumeric

Minimum Length: 3

Maximum Length: 3

Range of Values

QA1 = Not certified in subject being taught

QA2 = Has not demonstrated content expertise in the subject being taught

QA3 = Middle school teacher with K-8 certification and no content Praxis Test or content major

QA4 = Special education teacher with Teacher of the Handicapped Certification and no content Praxis Test or content major

QA5 = P-3 teacher with no Praxis Test or demonstration of content expertise

QA6 = Other reasons

Validation Checks

- An error will occur if codes do not conform to NJ DOE codes listed.

Additional Notes

- Field must be filled in when HQT Qualification Status = 1.
- As staff members may have multiple assignments, this element will appear in the portal as: ReasonsForNotBeingHighlyQualified1, ReasonsForNotBeingHighlyQualified2, ReasonsForNotBeingHighlyQualified3, ReasonsForNotBeingHighlyQualified4, ReasonsForNotBeingHighlyQualified5, ReasonsForNotBeingHighlyQualified6. The file submitted to the Staff Submission must also be submitted in this way.

SupportToBecomeHighlyQualified

Definition of Data Element

Indicates how districts will support staff members to become highly qualified.

Functional, Policy or Legal Description

USDOE Highly Qualified Teaching requirements, as reported in NJDOE's annual Consolidated State Performance Report.

Is this Data Element Required?

Field is mandatory for staff members with a HQT Qualification Status of 1.

Acceptable Values

Type: Alphanumeric

Minimum Length: 3

Maximum Length: 3

Range of Values

QB1 = Reassign to position in which the teacher is Highly Qualified

QB2 = Increase Professional Learning Opportunities in the content

QB3 = Create Collaborative Professional Learning Teams within/between schools

QB4 = Provide review sessions in required test (e.g. Praxis)

QB5 = Reimburse for required test (e.g. Praxis) fees

QB6 = Provide tuition reimbursement for course in content

QB7 = Support National Board Certification (e.g. mentoring, study groups, release time for portfolio development)

QB8 = Other

Validation Checks

- An error will occur if codes do not conform to NJ DOE codes listed.

Additional Notes

- Field must be filled in when HQT Qualification Status = 1.
- As staff members may have multiple assignments, this element will appear in the portal as: SupportToBecomeHighlyQualified1, SupportToBecomeHighlyQualified2, SupportToBecomeHighlyQualified3, SupportToBecomeHighlyQualified4, SupportToBecomeHighlyQualified5, SupportToBecomeHighlyQualified6. The file submitted to the Staff Submission must also be submitted in this way.

CredentialType

Definition of Data Element

An indication of the category of credential an individual holds.

Functional, Policy or Legal Description

Used to establish credential in a school or district. NJDOE, Office of Teacher Credentials.

Is this Data Element Required?

Field is mandatory for all certificated staff members

Acceptable Values

Type: Numeric

Minimum Length: 1

Maximum Length: 1

Range of Values

1 = Standard certificate/license/endorsement

2 = Provisional

3 = Emergency

6 = Non-citizen

7 = Certificate of Eligibility (CE) only

8 = Certificate of Eligibility with Advanced Standing (CEAS) only

Validation Checks

- An error will occur if codes do not conform to NJ DOE codes listed.

Additional Notes

- Only staff members with a Job Code = 3114 can have a data value = 3.
 - As staff members may be have multiple assignments, this element will appear in the portal as: CredentialType1, CredentialType2, CredentialType3, CredentialType4, CredentialType5, CredentialType6. The file submitted to the Staff Submission must also be submitted in this way.
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TeacherPrep

Definition of Data Element

The institute in which the staff member received their credential.

Functional, Policy or Legal Description

Used to establish teacher experience in a school or district.

Is this Data Element Required?

Field is mandatory for all certificated staff members whose YearsOfPriorExperience is equal to or less than 5.

Acceptable Values

Type: Numeric

Minimum Length: 1

Maximum Length: 1

Range of Values

1 = Alternate Route

2 = Traditional

Validation Checks

- An error will occur if codes do not conform to the NJ DOE codes listed.

Additional Notes

- As staff members may be have multiple assignments, this element will appear in the portal as: TeacherPrep1, TeacherPrep2, TeacherPrep3, TeacherPrep4, TeacherPrep5, TeacherPrep6. The file submitted to the Staff Submission must also be submitted in this way.
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