Non-Certificated Staff

Nebraska Department of Education
301 Centennial Mall South, PO Box 94987
Lincoln, NE 68509-4987
NDE Helpdesk (402) 471-3151 or 1-888-285-0556

These directions were last updated: July 28, 2015

DUE DATE: October 15
AUDIT WINDOW CLOSE DATE: November 2

SCOPE

All Public Districts, State Operated Systems, and ESU's must report this data.

Non-Certificated Staff

All District/System non-certificated employees are to be included in this section. Report the Full-Time Equivalency for staff in each of the categories who were at the District/System on October 1st (or the closest school day to October 1st).

DEFINITIONS:

Full-Time Equivalent (FTE)
The indication of the time an individual spends in their position assignment as it relates to the total time in the work week defined for that position by each School/District/System. The number of hours in a work week may vary between school District/Systems, schools in a District/System, and within a school (e.g., the number of hours in the work week for school administrative staff may differ from the number of hours in the work week for teaching staff.) In all cases, full-time (as defined by each School/District/System) is equal to 1.00. FTE is reported as a decimal number. For example: 1.00 is full-time (100%), 0.50 is half-time (50%), and 0.25 is quarter-time (25%). This differs from how FTE is reported on Staff in NSSRS.

School Administrative Support Staff
Staff whose activities are concerned with support of the teaching and administrative duties of the office of the Principal or department chairpersons, including clerical staff and secretaries.

District/System Administrative Support Staff
Staff members who provide direct support to the District/System Administrators (i.e., Superintendent), business office, human resources, data processing, technical support, secretarial and clerical staff.
Clerical Assistants to Instructional Personnel (non-classroom)
Support staff not reported in School Administrative or District/System Administrative Support Staff.

Teacher Aides (work in classroom)
Staff members assigned to assist a teacher with routine activities associated with teaching, i.e., activities requiring minor decisions regarding students, such as monitoring, conducting rote exercises, operating equipment and clerking. INCLUDE only paid staff by direct hire and contracting. INCLUDE instructional and non-instructional paras, even if they were included in NSSRS. EXCLUDE volunteer aides and vacant positions.

Plant Operation Personnel (custodians, engineers, etc.)
Support staff not reported in instructional or student support. Include custodians, engineers, plant and equipment maintenance, etc.

Regular Bus Drivers
Support staff not reported in instructional or student support. Include bus drivers.

Food Service Personnel
Support staff not reported in instructional or student support. Include cooks, supervisors, etc.

Library Aide
Staff members who render other library or media services, such as preparing, caring for, and making available to members of the instructional staff the equipment, films, filmstrips, transparencies, tapes, TV programs, and similar materials (whether maintained separately as part of an instructional materials center).

Other Personnel
Other support staff not reported in instructional or student support.

JOB CLASSIFICATION DEFINITIONS:

District/System Administrative Support Staff: Includes clerical, bookkeeper, accountant, etc. funded with Title I funds.

Other Personnel: Includes translators, parental involvement liaisons, tutors, computer assistance technicians, etc. funded with Title I funds.

DIRECTIONS FOR COMPLETING THE ON-LINE SUBMISSION

Input FTE for all staff, then click on the "Save" button.

To view the data that you have submitted, click on the "View Summary Report" button. You should also use the Print Page button to keep a copy for your files.
SAVING THE DATA
Clicking on the Save button at the bottom of the page will save your data.

SUBMISSION
After you have completed entering data, click on the Submit button. This will indicate that the collection is ready to be reviewed by your District/System Administrator.

When the District/System Administrator has reviewed the data and determined it to be correct, the District/System Administrator will click on the Approve button to submit the data to NDE.

Once the collection has been approved, you will no longer be able to make changes to this collection. If changes are necessary after approval, please contact the NDE Helpdesk and they will need to re-open the collection.

NOTE: Only the person who is designated as District/System Administrator for the Non-Certificated Staff collection in the CDC will see the Approve button in the box below the Submit button. The District/System Administrator can Submit and Approve the collection.