



TEACHER VACANCY SURVEY

INSTRUCTIONAL MANUAL

Nebraska Department of Education
 Data, Research and Evaluation
 301 Centennial Mall South, P.O. Box 94987
 Lincoln, NE 68509-4987
 NDE Help Desk: 888-285-0556 or 402-471-0739

These directions were last updated on August 16, 2016.

GENERAL INSTRUCTIONS

DUE DATE: November 10

AUDIT WINDOW CLOSE DATE: December 10

TEACHER VACANCY SURVEY

The Teacher Vacancy Survey is found in the Nebraska Department of Education’s Consolidated Data Collection (CDC). Click on the “Teacher Vacancy Survey” link to enter the collection. (See Below)

NEBRASKA DEPARTMENT OF EDUCATION
CDC Consolidated Data Collection Helpdesk (888) 285-0556

Click for Instructions Click to view Calendar Reports

Home

User ID: smartin

Current District: EXAMPLEVILLE PUBLIC SCHOOL [98-9999-000]

School Year: 2010-2011

Admin Functions:
 Change Districts [v]
 Submit

Open Collections:

CATEGORY	COLLECTION	SUBMITTED	APPROVED	OPEN DATE
DISCIPLINE	Excessive Absenteeism Monthly Collection	N/A	N/A	08-30-2010
STAFF	Teacher Vacancy Survey	N/A	N/A	10-11-2010

*Enter the collection to view submission status.

Closed Collections:

CATEGORY	COLLECTION	SUBMITTED	APPROVED	OPEN DA
GENERAL	Days In Session/Instructional Program Hours	N/A	N/A	
ASSESSMENT	State Of The Schools Report	N/A	N/A	
STAFF	Substitute Teachers	N/A	N/A	
GENERAL	Study of School Level Expenditures	N/A	N/A	

SCOPE

This collection is for Public Districts, NonPublic School Systems and ESU’s.

The Nebraska Department of Education developed the Teacher Vacancy Survey to collect data relating to teacher supply in Nebraska. The data is gathered with the purpose of determining the content areas for which teacher supply does not meet demand and which methods are commonly used by school districts/systems to meet staffing needs.

The information collected is utilized to determine official teacher shortage areas for the state. Teachers employed to teach in a content area that has been designated as an official teacher shortage area may be eligible for a number of state and federal assistance programs, including teacher loan forgiveness.

Teacher Vacancy Survey may be completed by the District/System Administrator, principal or human resources officer.

Click on the Survey link to begin. (See Below)

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2010-2011 Teacher Vacancy Survey

Collection Home Instructions Reports Contact Us

Click on the link below to complete or edit the survey:

	STATUS
2010-2011 Teacher Vacancy Survey	

= Incomplete = Completed

View Survey Summary

ACTION	STATUS	DATE	USER
SUBMIT	Not Submitted	N/A	N/A
APPROVE	Not Approved	12/27/2010 10:40:30 AM	smartin

[Print Page](#) [Open Collection](#)

DUE DATE

The Teacher Vacancy Survey is due on or before November 10.

DIRECTIONS

Complete the survey: TEACHER VACANCY SURVEY. Refer to SCOPE above for requirements.

When completing Question#3, the total FTE per content area will need to equal the number of positions not filled with fully-qualified personnel.

Example 1. If you have at least one position not filled with fully-qualified personnel, then you will need to enter one content area with FTE=1.0 (or FTE=0.5 as applicable). (See Below)

Content Area		FTE
Add Content Area		
Total FTE		0.00

Enter a content area to add:

A. Content Area	Special Education Behaviorally Disordered	Select Content Area
B. FTE	1	Enter FTE (example 1, 1.5, 2)
C. Reason(s)	<input type="checkbox"/> No applicants <input checked="" type="checkbox"/> No applicants who were fully qualified <input type="checkbox"/> Qualified applicant refused offer for position <input type="checkbox"/> Other Choose one or multiple reasons	
D. Option(s)	<input type="checkbox"/> Hired a person who holds a provisional endorsement <input type="checkbox"/> Hired a person who holds a provisional or temporary endorsement <input type="checkbox"/> Hired a person who holds a transitional certificate <input type="checkbox"/> Hired a person who holds a career education certificate <input checked="" type="checkbox"/> Utilized existing staff appropriately endorsed in the content area <input type="checkbox"/> Utilized existing staff not appropriately endorsed in the content area <input type="checkbox"/> Position was not filled <input type="checkbox"/> Other Choose one or multiple options	

Save Content Area Cancel and Close

Example 2. If you have three positions in two content areas that are not filled with fully-qualified personnel, then you will need to enter one content area with FTE=1.0 and another content area with FTE2.0. (See below)

Content Area		FTE
Edit	Agriculture Education	1.00
Edit	Special Education / Behaviorally Disordered	2.00
Add Content Area		
Total FTE		3.00

All unfilled positions are accounted for.

Finished.

Save

When the sum of FTE equals the positions that are not filled with fully-qualified personnel, the total FTE is in green text. (See above)

SAVING THE DATA

Clicking on the Save button at the bottom of each survey page will save your data. The last question will have "Save and Finish". When the survey has been completed and submitted, the system will

automatically put a green checkmark in the Status column of the main page of the survey. An incomplete survey will display a red 'x'. Your progress will be saved, and you can edit or update your survey at any time until the due date (or when the collection closes).

SUBMISSION

The survey cannot be submitted until it is complete.

To submit your data to NDE, click the Submit button at the bottom of the main page of the survey. (See Below) Once the survey has been submitted, you will no longer be able to make changes to your survey responses. If changes are necessary after submission, please contact the NDE Help Desk.

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2010-2011 Teacher Vacancy Survey

Collection Home Instructions Reports Contact Us

Click on the link below to complete or edit the survey: STATUS

[2010-2011 Teacher Vacancy Survey](#)

= Incomplete = Completed

View Survey Summary

ACTION	STATUS	DATE	USER
SUBMIT	Not Submitted	N/A	N/A
APPROVE	Not Approved	12/27/2010 10:40:30 AM	smartin

Print Page Open Collection

After the data has been submitted, your District/System Administrator can then approve the data.

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 re-open the collection.

NOTE: Only the person who is designated as the District/System Administrator 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.

VIEW/PRINT THE SUMMARY REPORT

Click on the "View Summary Report" to review the data submitted.

To print, goto "File", then "Print"