

# Reporting Non-Certified Positions

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Coach (Athletic, Assistant, Volunteer, etc.)

Special Education (Teacher) Aide

Highly Qualified Paraprofessional Aides (Special Ed)

Elementary (Teacher) Aide

Highly Qualified Paraprofessional Aides (Elementary)

Other

Nurse

Assistant

Social Worker

Secondary (Teacher) Aide

Highly Qualified Paraprofessional Aides (Secondary)

Personnel Assistant

- **Media Assistant**
- **Librarian**
- **Occupational Therapist**
- **Speech/Language Therapist**
- **Physical Therapist**
- **Vocational Education**
- **Non-Certified Superintendent**
- **Media Specialist**
- **Assistant Nurse**
- **Guidance Counselor**
- **Audiologist**
- **Nutritionist/Dietitian**

# Reporting Non-Certified in TIA

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The process is very similar to adding non-core positions. We repurposed non-core to non-teaching.

## **Quick steps:**

- 1) From the Add/Update Teacher tab, select the school and click the Add New Teacher button.
- 2) Search for the employee. Click Add to Roster when found. It's easy to delete them after if we picked the wrong one.
  - If not in the system and an IVP FCC is required for their position, at this time the LEAs should direct the employee to call DPS and have their card sent to ADE. This will add them to the system.
- 3) Next, click the New Teaching Position accordion header. Select No for Teaching Position, complete the form, and click Insert.

# Reporting Staff not found

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This functionality is coming – expected January 2022.

# From the Add/Update Teacher tab, select the school and click the Add New Teacher button.

The screenshot shows the 'Add/Update Teacher' interface. At the top, the header reads 'Arizona Department of Education' and 'AZ.GOV Arizona's Official Web Site'. A navigation menu includes 'Home', 'Teacher Information', 'ADD/Update Teacher' (highlighted in green), 'Evaluations', 'Reports', 'Unprofessional Conduct', 'ADE Home', 'Common Logon', 'News', 'Admin Tasks', 'Batch Process', and 'Batch Process Status'. Below this, a secondary menu has 'Batch Process Permissions', 'Educator Search', and 'MCESA Admin Info'. The main content area features a 'Welcome 79275' message and a 'Print this page' link. The form fields are: 'LEA:' with a dropdown menu; 'School:' with a dropdown menu; 'Charter:' with a radio button labeled 'No'; 'Academic Year:' with a dropdown menu set to '2022'; 'Indicate Title I Status:' with a dropdown menu set to 'Non-Title I'; and 'Teacher List:' with a dropdown menu showing '-- Please Select a Teacher--'. A 'Get Administrative Contacts' button is located to the right of the 'Academic Year' field. At the bottom left, there is an 'Add New Teacher' button.

If they are a “district level” employee, not assigned to a singular school, at this time pick a school to assign these employees to.

The functionality to assign an employee as “LEA wide” will come in a future year.

# Search for the employee. Click Add to Roster when found.

Arizona Department of Education

AZ.GOV  
Arizona's Official Web Site

Home | Teacher Information | ADD/Update Teacher | Evaluations | Reports | Unprofessional Conduct | ADE Home | Common Logon | News | Admin Tasks | Batch Process | Batch Process Status

Batch Process Permissions | Educator Search | MCESA Admin Info

Welcome 79275  
Print this page

Yuma County Juvenile Justice Center - 211025000 -- Yuma County Juvenile Detention Center - 211025002

**SELECT A SEARCH OPTION:**  
SSN

**Type in the value(s) for the selection you chose:**

Last Name:  First Name:  Educational Stakeholder ID:     SSN:  EIN:

Search For Teacher | Cancel

**Search Results:**

	Last Name	First Name	Middle Name	Ed Stakeholder ID	SSN (Last 4 Digits)	EIN
<input type="button" value="Add to Roster"/>	White - Red	Yady		3852-3245-1538-5312	2222	4846066

Click the New Teaching Position accordion header. Select No for Teaching Position, complete the form, and click Insert.

Teaching Position:  Yes  No

Teaching Position Description: -- Select a Position --

Teacher of Record: -- Select a Position --

Content Area:

Grades Taught:

Periods Taught:

AC Status:

Valid Certificate:

Comments:

Status:

Start Date:

End Date:

Complete:  If checked, teaching position information is complete.

		N	Guidance Counselor	N	Non-Teaching	UGS	0	NA	Y	N/A
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[+ Add New Teaching Position](#) [Refresh](#)

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# Other Notes

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Non-certified staff was imported from the Finance system School District Employee Reporting tool (SDER).

- Where the ID field in SDER was a valid TIA field, they were imported (SSN / ADE EIN)
- We imported the SSN, last, first, and middle names, gender, and ethnicity.
- What's missing? Primarily birthdate, mailing and email addresses. The birthdate was set to 1/1/1900.
- At this time, the birthdate cannot be updated if imported from SDER.
- Years of experience was calculated from the school start date to 12/17/2021. Since zero YOE is not allowed when verifying, all zeros were set to 1s to make this year easy.
- SDER collects ethnicity with one question. TIA has two, thus race was not added for Hispanic values.