Reporting Non-Certified Positions

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

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

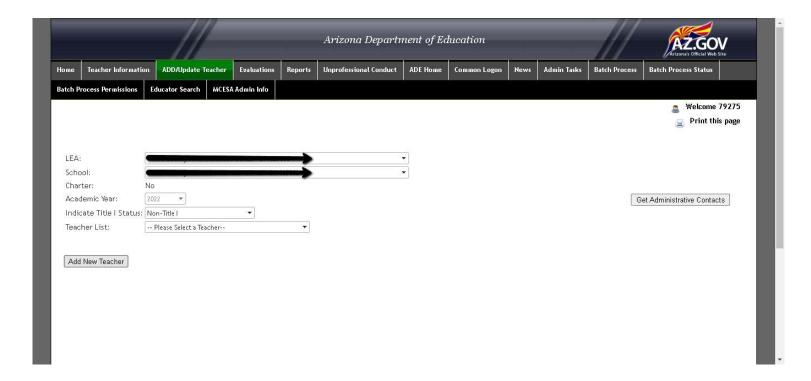
Quick steps:

- 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

This functionality is coming – expected January 2022.

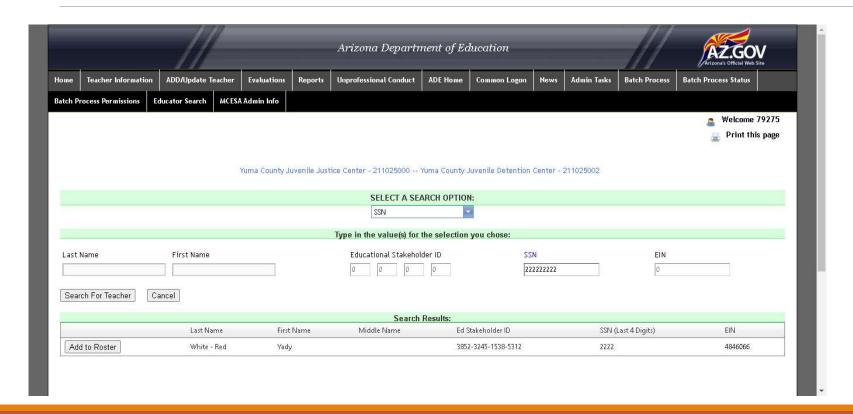
From the Add/Update Teacher tab, select the school and click the Add New Teacher button.



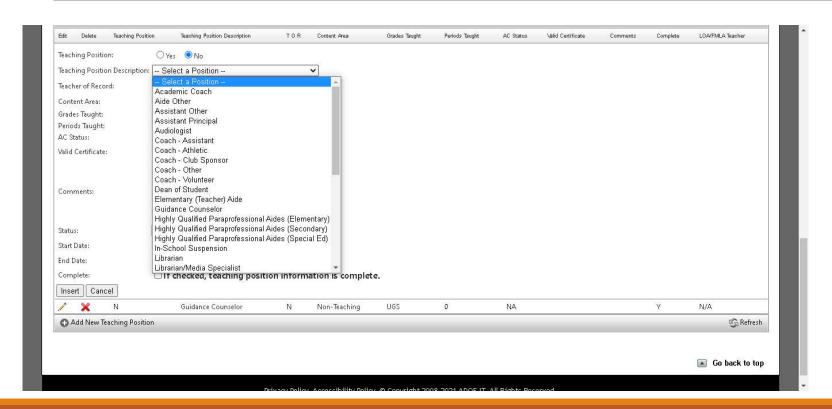
If they are a "district level" employee, not assigned to a singular school, at this time pick a school to assign these employees to.

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.



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



Other Notes

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.