Arizona Department of Education
Teacher Input Application Process
Community of Practitioners Presentation
2022

James Scott, Director

Today's Agenda

- Welcome/Session Goals/Pre Test
- Understanding TIA
- LEA Required Activities
- Overview Adding, Updating, and Deleting a Teacher
- New Requirement of Non-Certified Staff
- Additional Resources
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Today's Micro Training Goals

1. Define the Purpose of TIA and Requirements
2. LEA Beginning of the Year Activities
3. School Site Beginning of the Year Activities
4. 4. Adding/Updating/Deleting a Teacher
5. Resources and Support Available to the LEA

What is your TIA Knowledge?

- What does TIA stand for?
- How can an LEA administrator access TIA?
- When is TIA required to be updated?
- When should an LEA delete a teacher?
- What is the most common technical issue a charter school encounters in TIA?
- What resources are available to support you as you complete your TIA requirements?

Understanding TIA

Goal 1: What is TIA

Goal 2: What are the requirements for TIA

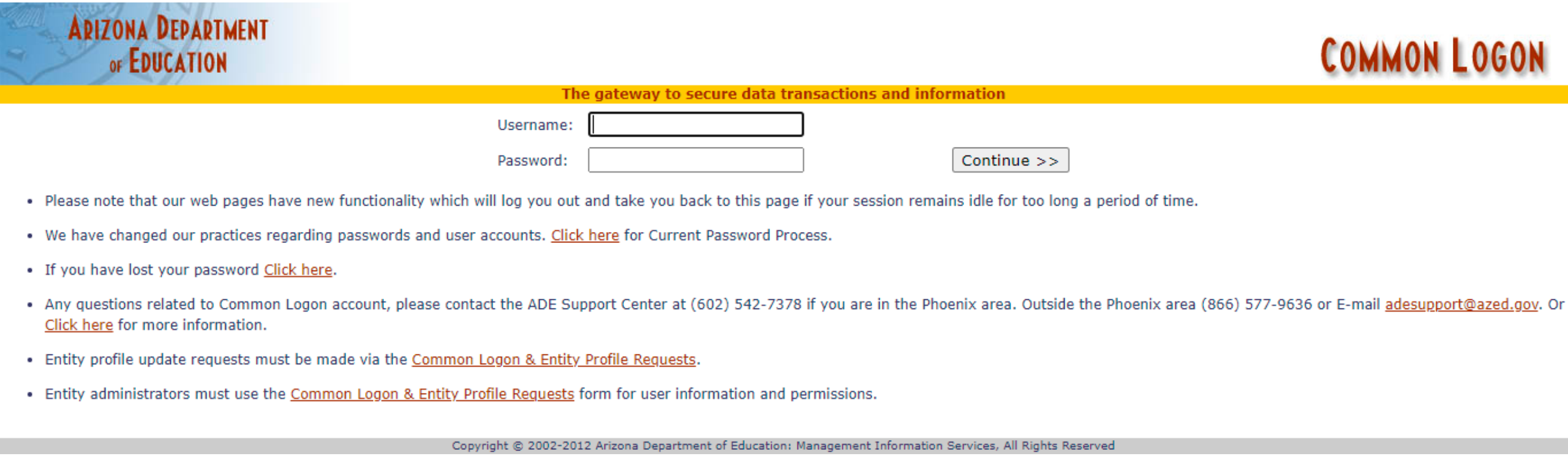
What is the Teacher Input Application

- A database portal that ADE utilizes to connect educator credentials to educator assignments.
- Location to collect Educator Evaluation Performance Rankings as required by the State of Arizona.
- A central location that maintains teacher credentials, certifications, and relevant experience information.
- System to collect data for mandatory reporting, for example Federal grant programs and state reporting.

Teacher Input Application Requirements

- **EVERY** local education agency in Arizona is required to verify educator information in the Teacher Input Application.
- The LEA is required to update this information annually, and verify the accuracy of education staff.
- The LEA shall also maintain up to date accurate information in the system throughout the year.
- LEA must submit summative evaluation performance ratings through TIA annually for the prior year.

Accessing the Teacher Input Application



Providing Access to the Teacher Input Application

- Must have a Common Logon
- Entity Administrator Provides TIA Access
- Purposeful and Intentional on Who Has Access
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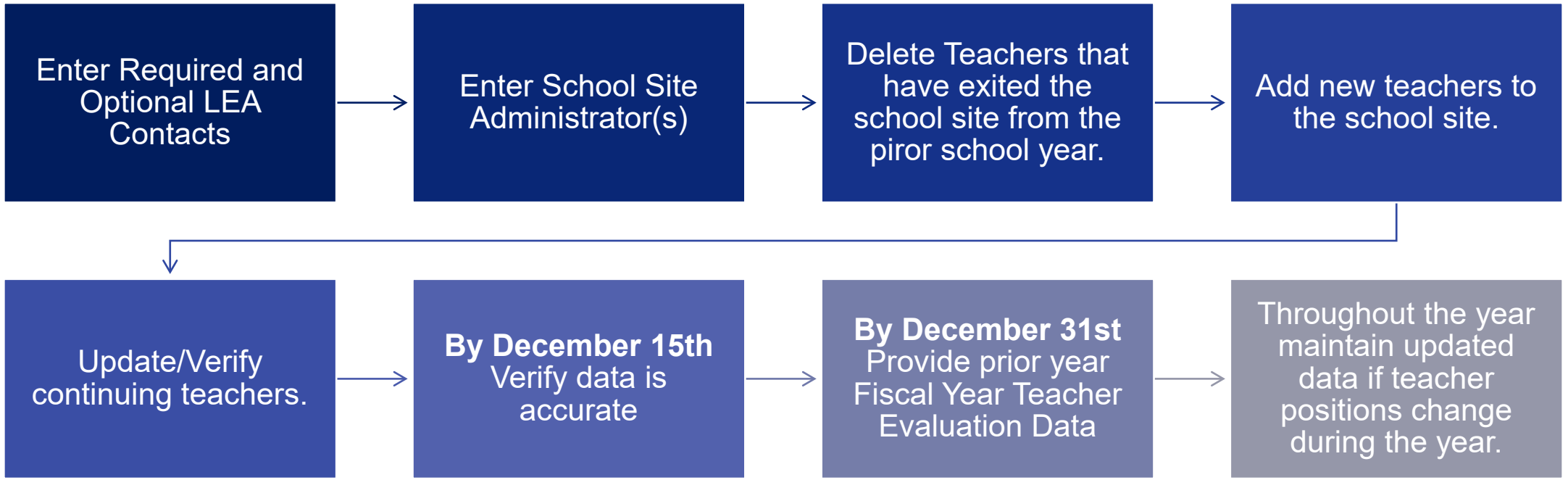
LEA Activities

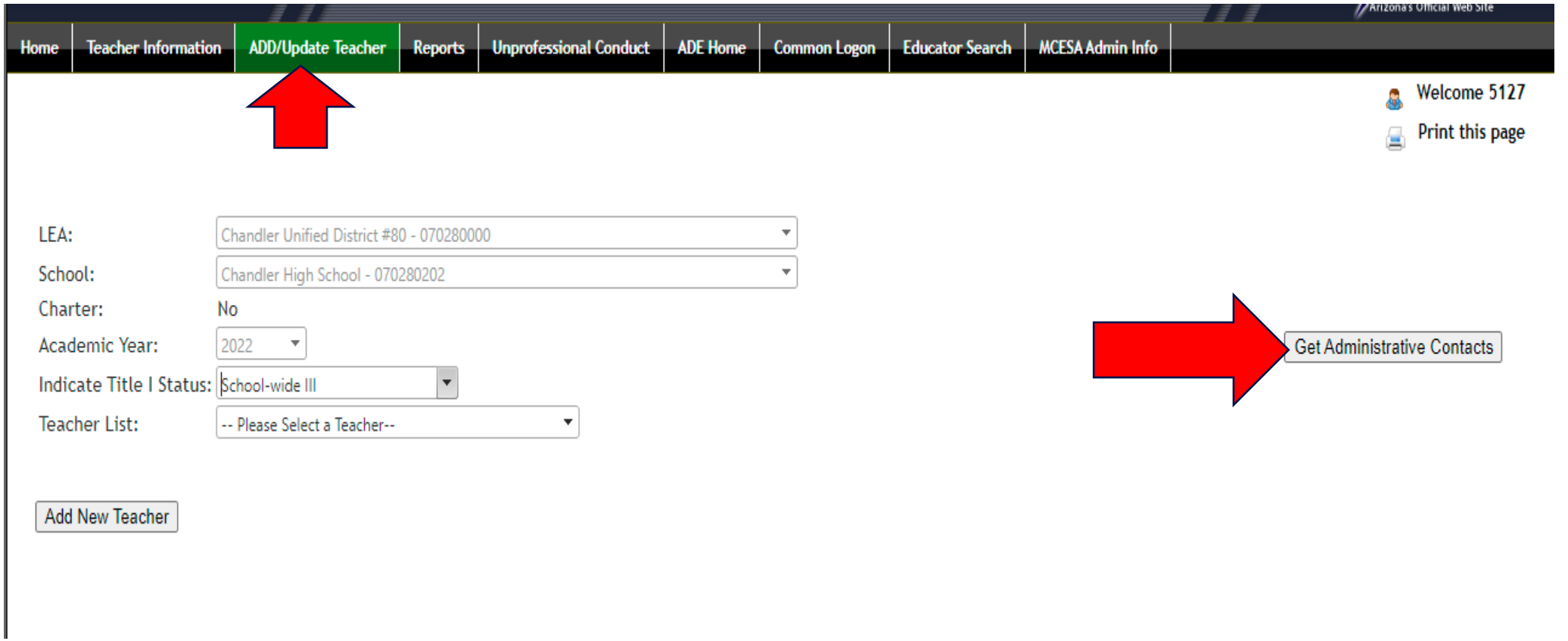
Goal 2: LEA Beginning of Year Activities

Goal 3: School Year Activities

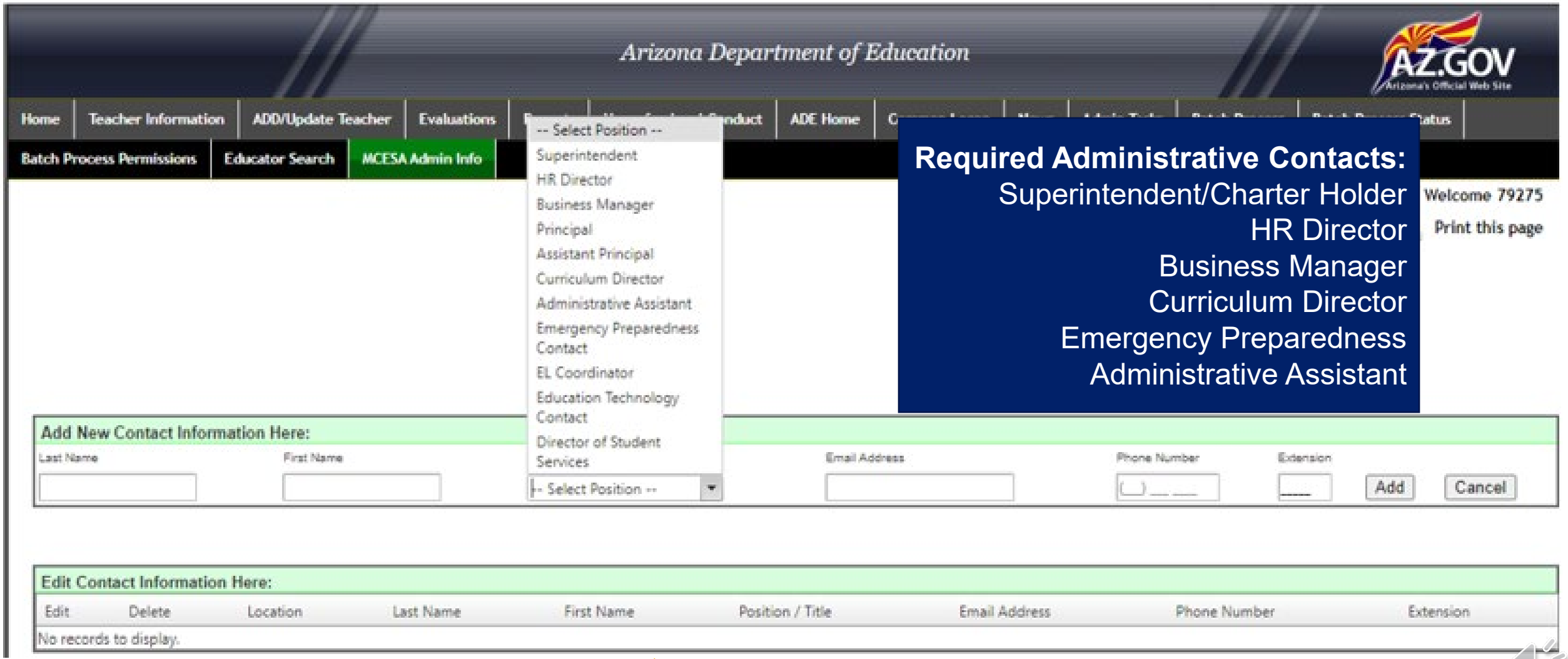
Suggested LEA Flow Chart



Mandatory Contacts



Provide the SIX Mandatory LEA Contacts and Optional Contacts



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Assign Administrators to Schools

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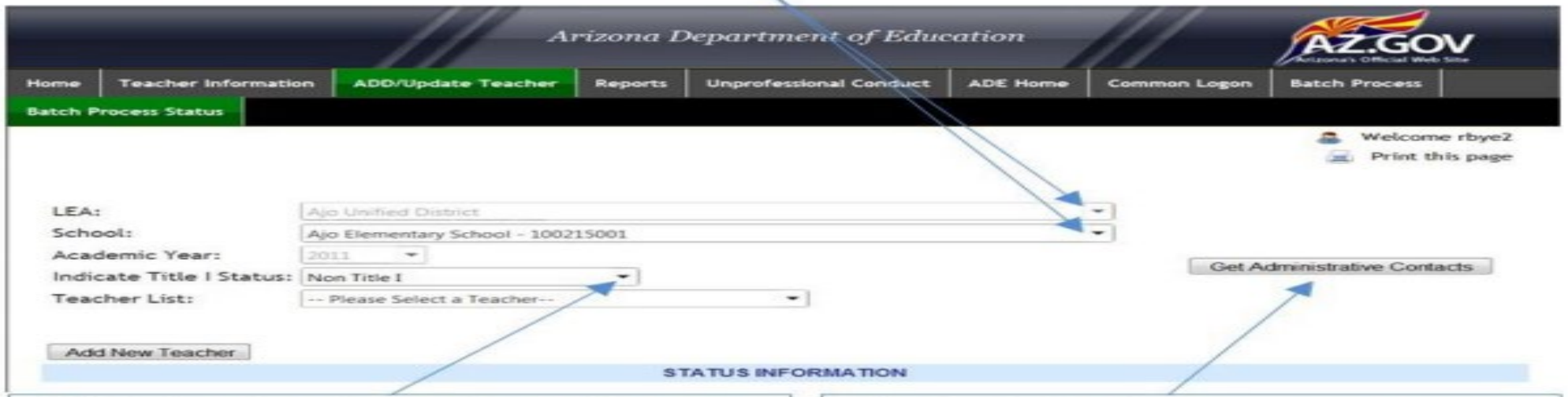
Update School Title I Status

Based on the access granted through the Common Logon, your **LEA** will appear here. If you have LEA-Wide access, you will be able to view all school sites and can select different schools by clicking the **School** drop down arrow. If you have site access only your school name will appear. The **Academic Year** will always default to the current school year and need not be selected.



Click the drop down box to **Indicate Title I Status** and select the appropriate response for the chosen school (Non-Title I, Targeted, School-Wide I, School-Wide II or School-Wide III). This status **must** match the status indicated on the ESEA Consolidated Application. This must be completed before the application will allow you to proceed to the teacher files.

Selecting the **Get Administrative Contacts** button will allow a user to view previously entered contact information and also add new contacts as changes occur. You will not be able to delete any information, only add new information to the application.

Adding/Updating/Deleting Educators

Goal 4: Annual Educator Updates

Delete a Teacher

LEA: Chandler Unified District #80 - 070280000
School: Chandler High School - 070280202
Charter: No
Academic Year: 2022
Indicate Title I Status: School-wide III
Teacher List: Seery, Kevin

Get Administrative Contacts

I Verify that I have reviewed the Appropriately Certified Teacher Attestation(s) and relevant supporting documentation, and all teacher and position information is accurate and complete, per ESEA § 1119(a)(1) and 1119((b)(1).

Add New Teacher | Delete Teacher

TEACHER INFORMATION

First Name:	Kevin	Middle Name:		Last Name:	Seery
Educational Stakeholder ID:	2375-4575-1533-9821	SSN:	### - ## -1457	Work Email Address:	seery.kevin@cusd80.com
School Employment Start Date:	July 2020	Certification Degree:	Bachelors	Gender:	Male
Total Years of Experience:	1	Additional Degree:		Birth Date:	03/09/1990
Hispanic/Latino of any Race:	No	Race:	☐ BL ☑ WH ☐ AS ☐ AM ☐ PI		

Update Teacher Information

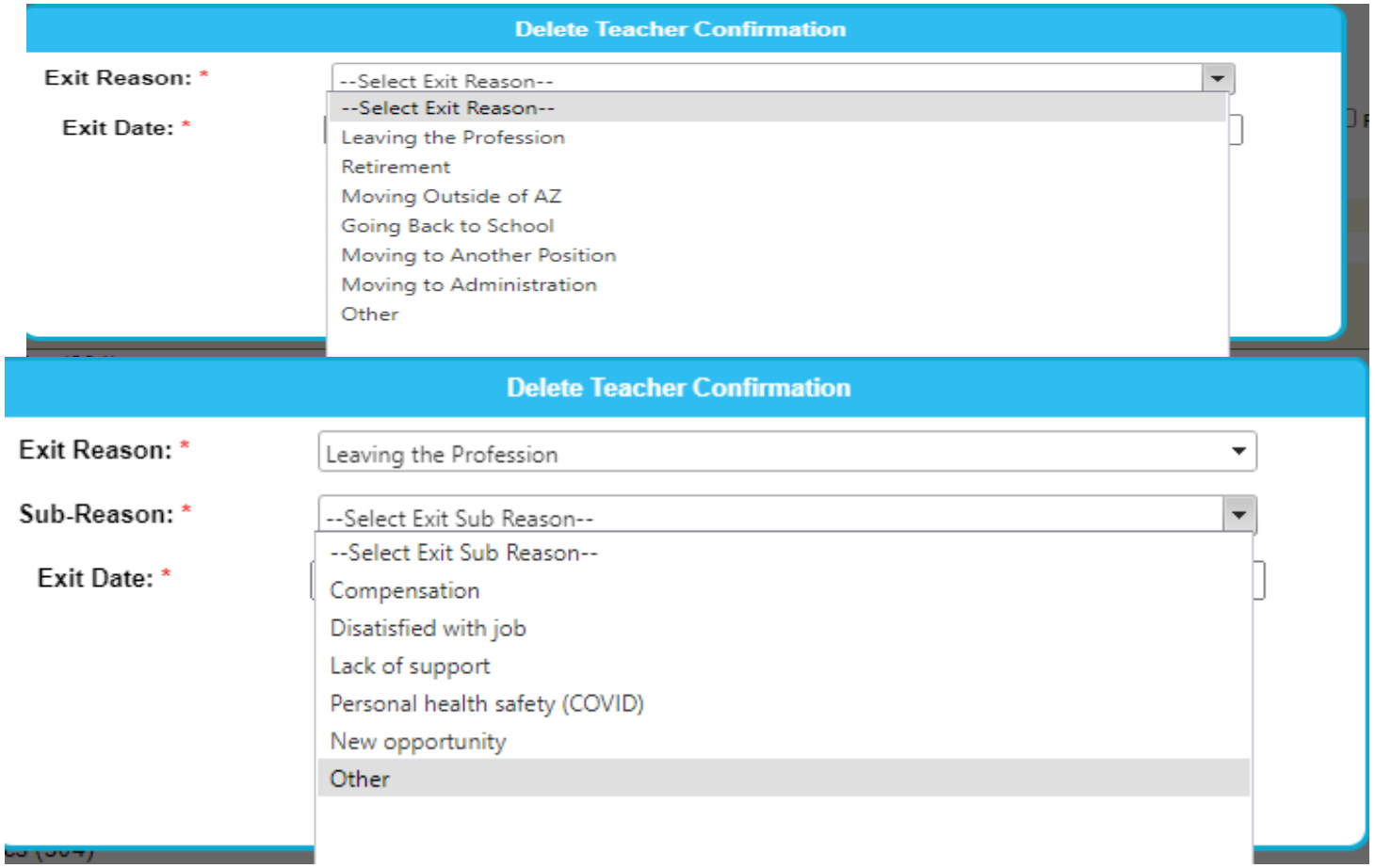
FINGERPRINT CLEARANCE CARD

Card Number: 2019K11178 Status: Valid Expiration Date: 04/28/2025

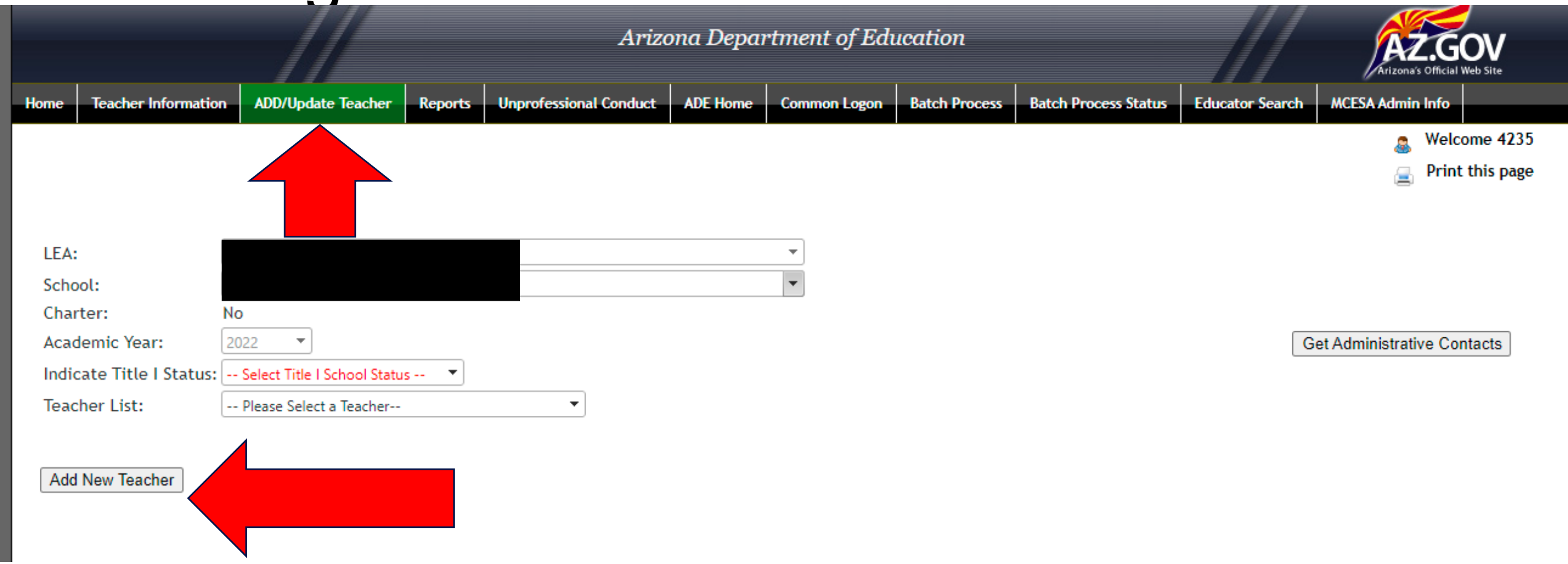
TEACHER CREDENTIALS

Certificates	Arizona's Educator Exams Passed	Approved Areas	Endorsements
Standard Professional Secondary, 6-12	NES Mathematics (304) NES NES APK: Secondary (052)	Mathematics	Structured English Immersion (SEI) PreK - 12

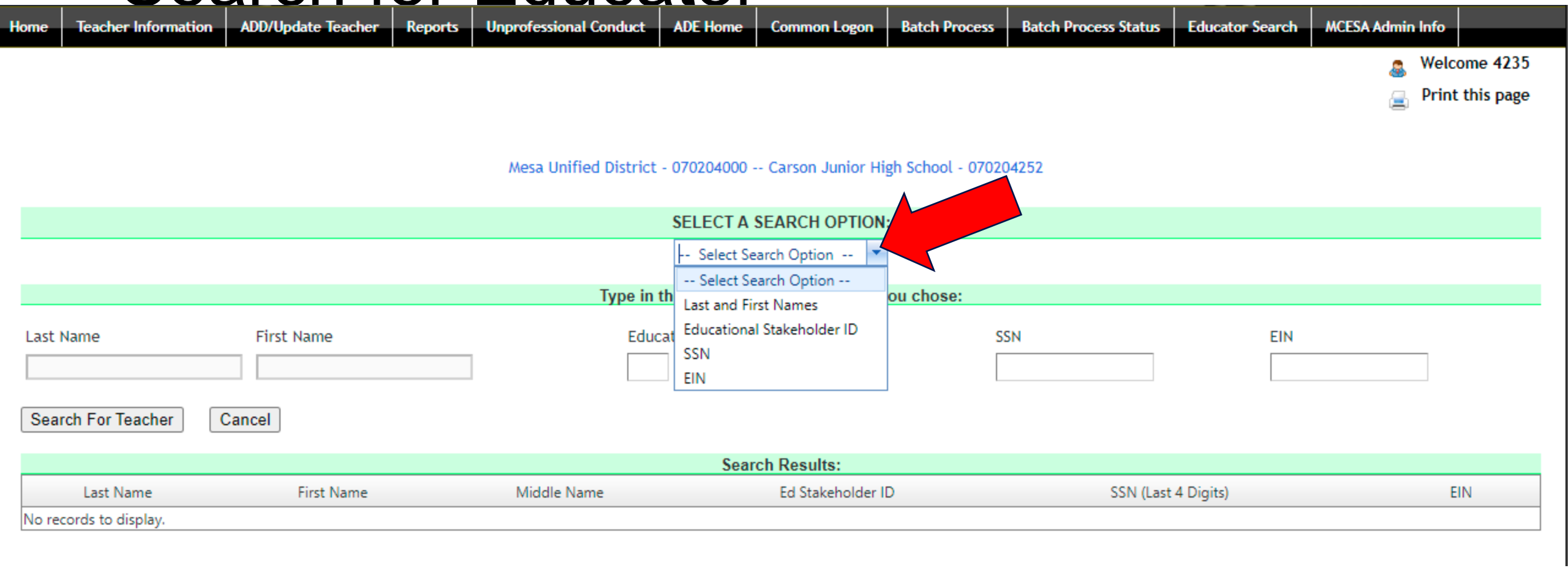
Exit Reasons



Adding an Educator



Search for Educator



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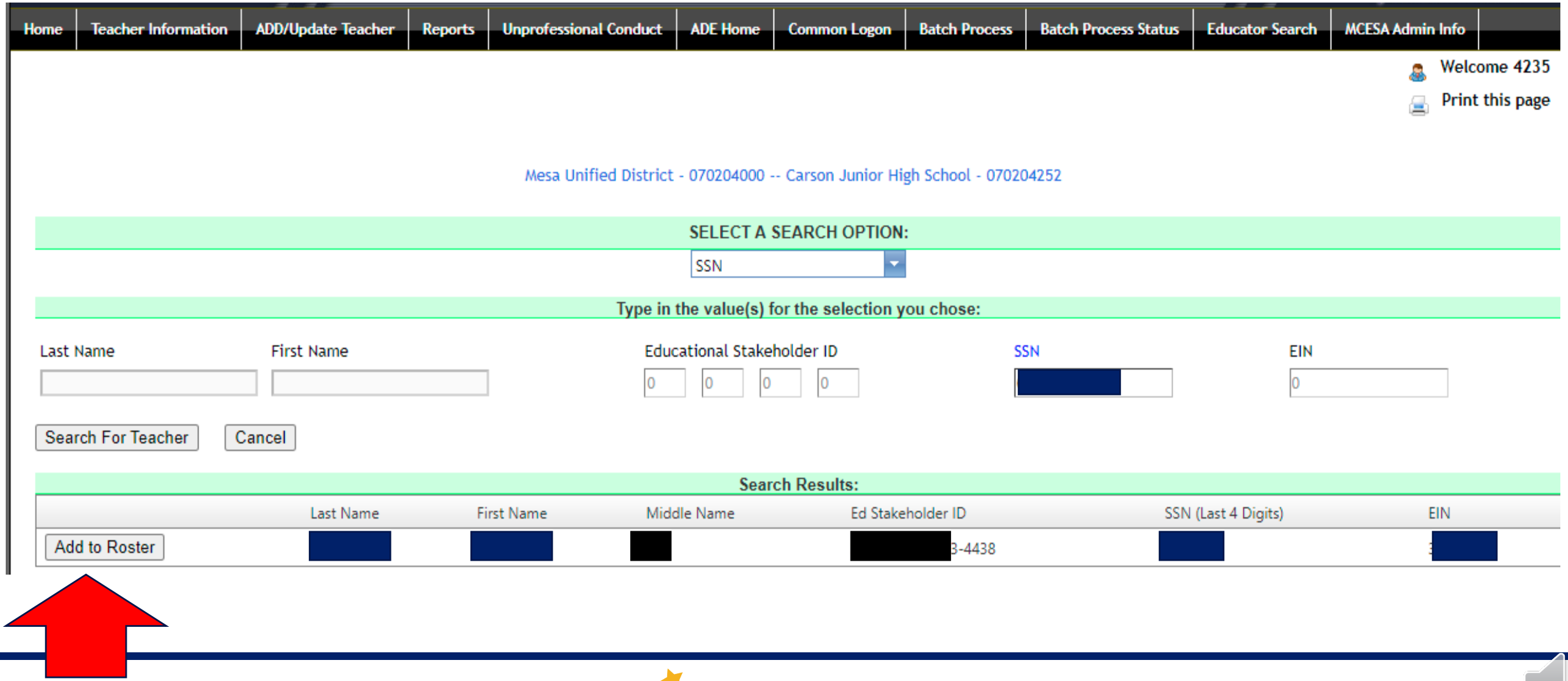
Add Educator to Roster



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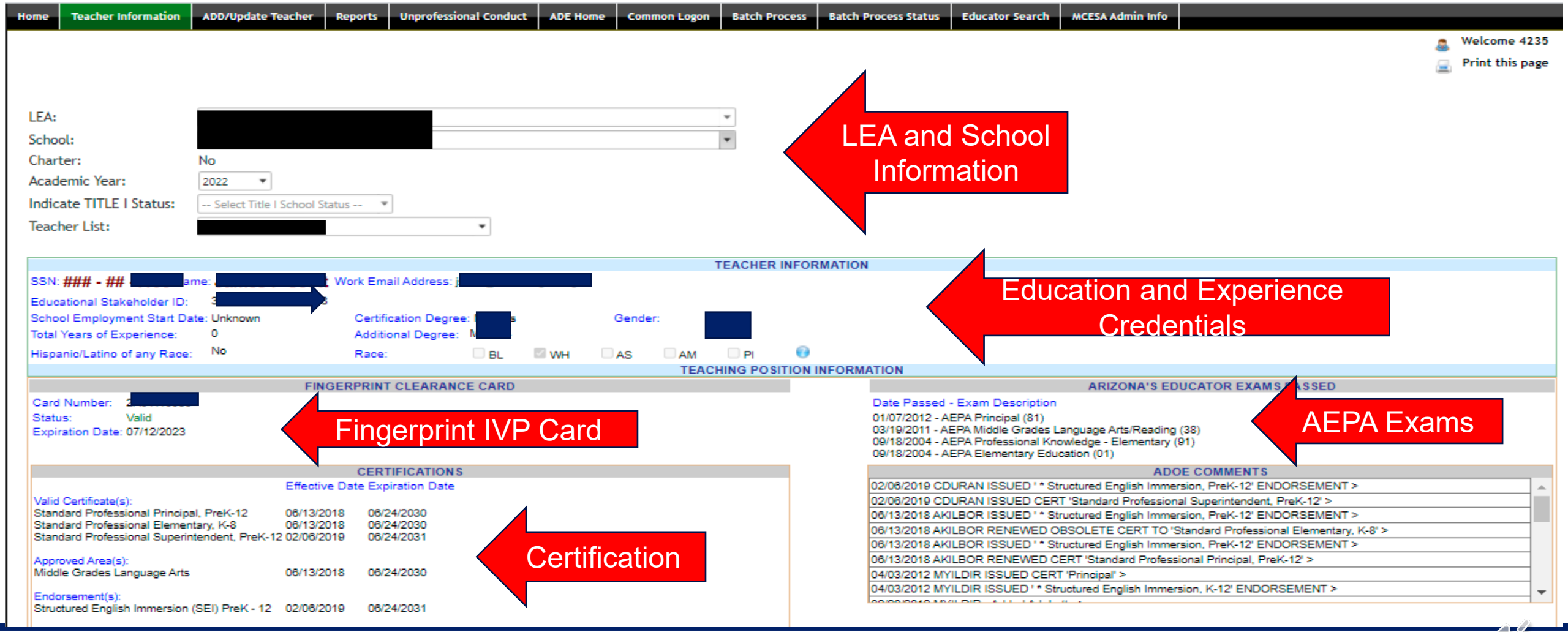
Teacher Information Page



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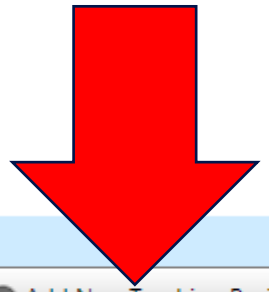
Add Update Record for New Teacher



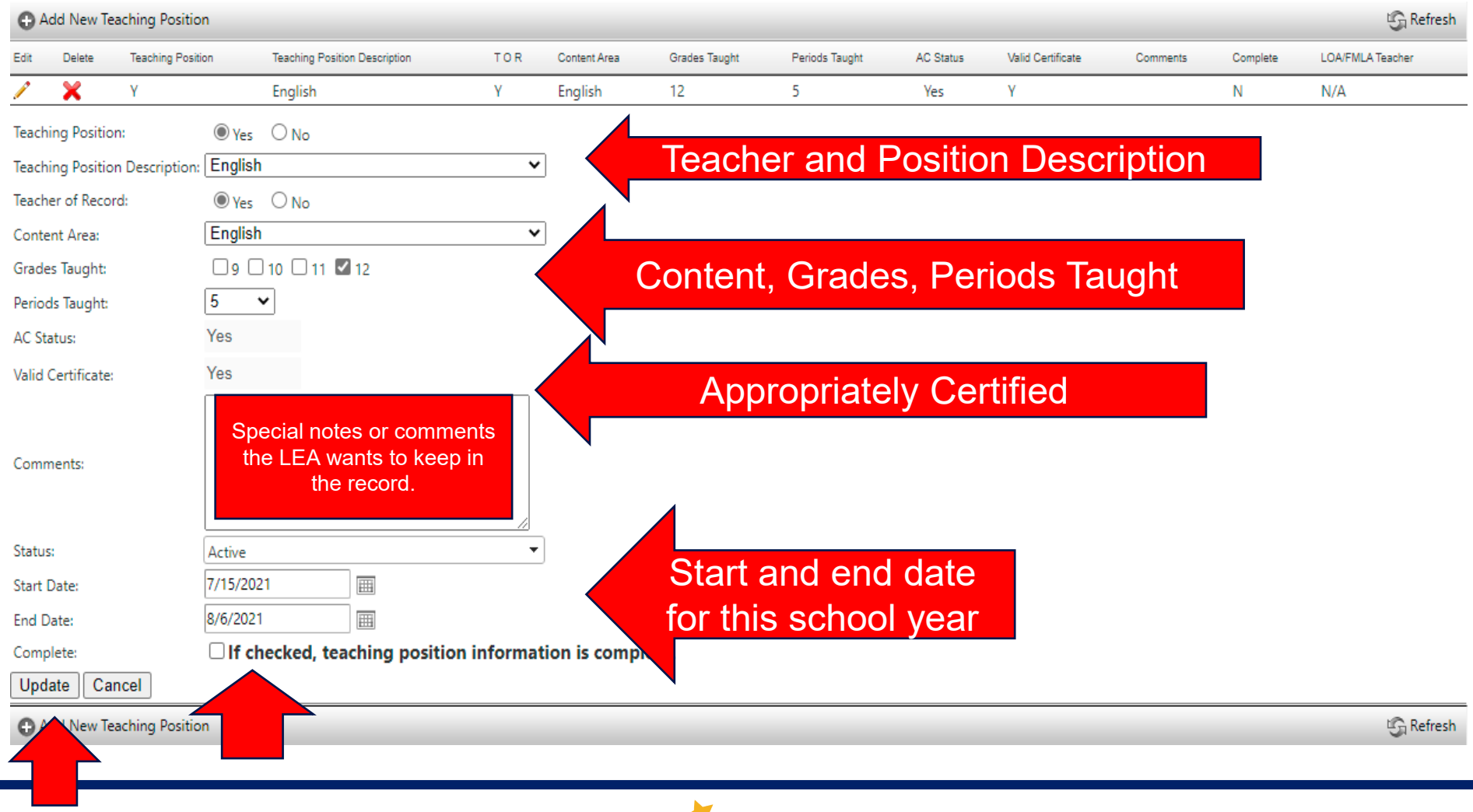
TEACHING POSITION INFORMATION

Add New Teaching Position | Refresh

Edit	Delete	Teaching Position	Teaching Position Description	T O R	Content Area	Grades Taught	Periods Taught	AC Status	Valid Certificate	Comments	Complete	LOA/FMLA Teacher
No records to display.												

Add New Teaching Position | Refresh

Teacher Position Information



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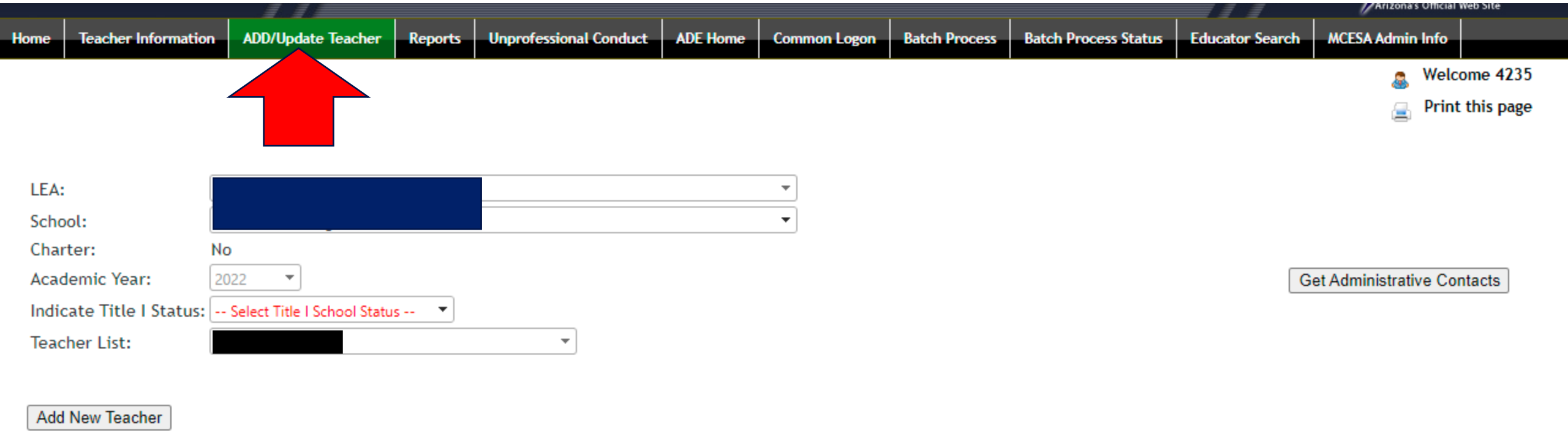
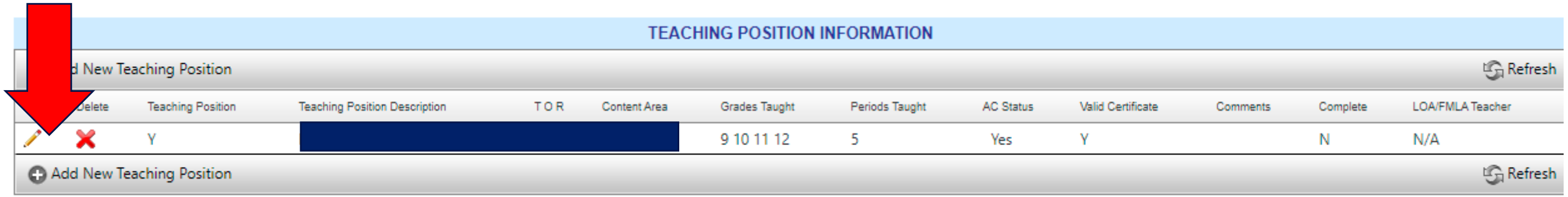
Now Update Teacher



Updating a Teacher



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Verify Teacher

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

Frequent LEA Concerns

Charter School Teacher Does NOT have a record

1. They do not have a valid fingerprint clearance card
2. They do not have a valid IVP fingerprint Clearance card
3. The educator needs to grant DPS authorization to release their IVP record to ADE

School Cannot Enter/Verify Teacher Information

Assure the six required contacts and the LEA set up is completed for the fiscal year.

LEA/School User Does Not have TIA Access

LEA Entity Administrator must provide access to Common Logon and the Teacher Input Application.

When I attempt to Open TIA Nothing Happens

This is a Common Logon Issue. Close Common Logon, clear your cache/history and log in again. Microsoft Edge or Google Chrome are the most efficient browsers to use.

RESOURCES AND SUPPORT

Welcome to Title II-A

Preparing, Training, and Recruiting High Quality Teachers and Principals

The purpose of Title II-A is to support the increase in student academic achievement through strategies to:

- Improve the quality and effectiveness of teachers, principals, and other school leaders
- Increase the number of teachers, principals, and other school leaders who are effective in improving student academic achievement in schools
- Provide low-income and minority students greater access to effective teachers, principals, and other school leaders.

Educator and School Excellence staff work closely with Local Educational Agencies (LEAs) to provide guidance, strategies, and resources to:

- Improve the effectiveness of teachers and leaders
- Achieve equitable access to effective teachers
- Support targeted professional development based on identified needs

Title II-A Guidance Documents

▸ **Title II-A: Allowable Expenditures and Requirements**

▾ **Teacher Input Application (TIA)**

- Teacher Input Application
  - TIA How-To Guide

Archived Resources

ESE Programs ▾

Contacts

EMS Calendar

ESSA Conference

ESE Boot Camp

Free Online Professional Development ▾

Get SET for STEM! Scholarship

Title I Blog

Title IV-A

Educator and School Excellence Newsletter

Contac

EducatorAndSchoolExcellence@azed.gov

Find My Specialist

Sign Up for Our Emails

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Contact

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(602) 542-5391

James.scott@azed.gov

Web Page:

Welcome to Title II-A | Arizona Department of Education (azed.gov)

Program Specialist Contacts:

Website Specialist Caseloads