



# Teacher Input Application: Non-Teaching Positions

Arizona Department of Education  
Educator Recruitment and Retention  
Updated July 2025



# Teacher Input Application: Non-Teaching Positions Guidance

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## Introduction

The Teacher Input Application (TIA) is the application the Arizona Department of Education (ADE) currently utilizes to gather staff information from Arizona local education agencies (LEAs), including teacher and school administrator evaluation and performance classifications. The data collected in the application aligns with the requirements under the Every Student Succeeds Act (ESSA).

Multiple State of Arizona entities utilize data from the Teacher Input Application, including the Arizona Department of Education, the Arizona State Board of Education, the Arizona State Board for Charter Schools, and the Office of the Arizona Governor. The data is used to monitor LEA needs and trends throughout the state, aid in regulating the conduct of the K-12 public school system, validate reports with ADE's school finance, and meet the state reporting obligations set forth by Arizona Revised Statutes (ARS) and federal reporting obligations for Title I-A LEAs.

## Required Reporting

**All LEAs (district and charter) in the State of Arizona are required to provide staff data in the TIA system ([A.R.S. § 15-505 E](#)). LEAs are required to add and verify their staff data by **October 15, 2025**, for Title I requirements. LEAs are required to submit the aggregate principal and teacher evaluation data for the 2024-2025 school year by **December 1, 2025**.**

Any LEA that fails to meet the reporting requirements in the Teacher Input Application is at risk of program payment holds and potential intervention by the Arizona State Board of Education until the reporting is complete.

**LEAs must report all school-level teaching positions. ADE highly recommends LEAs report all other non-teaching staff positions.**

**This guidance document is for all non-teaching staff positions.** For guidance on how to report teaching staff positions, see ADE's Teacher Input Application LEA User Guide on [ADE's Teacher Input Application \(TIA\) webpage](#).



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## Categories

Non-teaching positions will fall into one of the following categories in TIA:

- Certified Administrators (Certification Required)
- Certified or Non-Certified Staff
- Certified Professional Non-Teaching Staff (Certification Required)
- Other Licensed Providers

## Definitions

For this guidance document, the following definitions apply:

**Certified or Non-Certified Staff:** Positions for which the requirement to hold an Arizona Department of Education (ADE) certificate or endorsement is determined by the local governing board.

**Certified Professional Non-Teaching Staff:** Positions for which an ADE professional non-teaching certificate is required.

**Certified Administrators:** Positions for which an ADE administrative certificate is required.

**Non-Teaching Position:** A position that is not classified as a teaching position.

**Non-Certified Staff:** Staff who are not required to hold an ADE certificate.

**Other Licensed Professionals:** Employees who are not required to be certified by the ADE but are required to hold a professional license to practice issued by another Arizona state agency.

## Category Examples

Below are examples of each category. The lists below are not all-inclusive. LEAs may have staff who do not have the same or exact titles listed below. The examples are provided to aid LEAs in determining which category a staff member may fall under.

### **Certified or Non-Certified Staff**

Certification requirement is determined by the governing board policy

Academic / Instructional Coach  
Athletic Coach (Athletic, Assistant, Volunteer, etc.)  
Curriculum/Instructional/Assessment Specialist  
Dean of Students  
Librarian/Media Specialist  
Mentor Teacher  
School Counselor  
Social Worker  
Superintendent  
Teacher on Assignment/Special Assignment



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### **Non-Certified Staff**

Audiologist  
Behavior Analyst  
Bus Aides  
Bus Drivers  
Cafeteria Staff  
Custodians  
Elementary (Teacher) Aide  
Facilities  
Highly Qualified Paraprofessional Aides (Elementary)  
Highly Qualified Paraprofessional Aides (Secondary)  
Highly Qualified Paraprofessional Aides (Special Ed)  
Media Assistant  
Media Clerk  
Nurse  
Nurse Assistant  
Nutritionist/Dietitian  
Occupational Therapist  
Personnel Assistant  
Physical Therapist  
Secondary (Teacher) Aide  
Sign Language Interpreter  
Special Education (Teacher) Aide  
Speech and Language Therapist/Pathologist (both ADE certificate and AZDHS license are required)

### **Certified Professional Non-Teaching Staff (Certification Required)**

School Psychologist  
Speech and Language Therapist/Pathologist

### **Certified Administrator (Certification Required)**

Assistant Principal  
Principal  
Other Certified Administrator



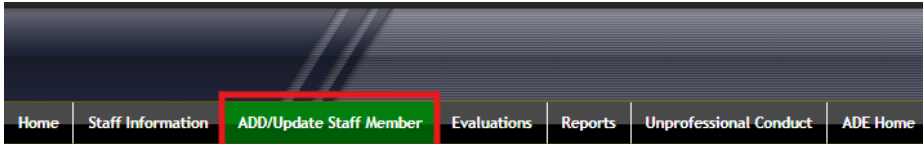
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## Adding Staff to the Application

### 1. From the Add/Update Teacher tab, select the school in the School dropdown menu

\*\*\*If the non-teaching individual is an LEA-level staff member, or a staff member that works at multiple sites (ex., facilities, transportation), select “LEA” in the School dropdown menu\*\*\*

### 2. Click the Add New Teacher button



LEA:

**School:**

Charter:

Academic Year:

Indicate Title I Status:

Teacher List:

**Add New Teacher**

### 3. Select a Search Option

### 4. Click Search For Teacher

- If the staff member is displayed in the Search Results, click Add to Roster next to the correct staff member
- If the staff member is not displayed in the Search Results, click Add New Employee
  - If the person is not in the system AND an IVP FCC is required for their position, the LEA should direct the employee to call DPS (623-223-2279), and have their card sent to ADE (ask them to mark the card *Teacher Certification*). This will add them to the system within 24-48 hours.

SELECT A SEARCH OPTION:

Last and First Names

Type in the first and last name of the person you are looking for:

Last Name:  First Name:

Educational Stakeholder ID:

SSN:

EIN:

**Search For Teacher**

Search Results:

	Last Name	First Name	Middle Name	Ed Stakeholder ID	SSN (Last 4 Digits)	EIN
<b>Add to Roster</b>	Doe	Jane	S	4859-2341-2417-7447	1111	11111111

If your search results did not identify the person you are looking for, you may add this person by selecting the "Add New Employee" button below.

Search Help:

1. Check your search for typos, spelling
2. Search for former, AKA names
3. Use a different search option

**Add New Employee**



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5. Enter/Update the Teacher Information section

6. Under the Position Information section, click the + symbol next to Add New Position

The screenshot shows the 'TEACHER INFORMATION' section with fields for First Name, Middle Name, Last Name, Educational Stakeholder ID, SSN/EIN, Work Email Address, School Employment Start Date, Certification Degree, Gender, Total Years of Experience, Additional Degree, Birth Date, and Hispanic/Latino of any Race. A red box highlights the 'Update Staff Information' button. Below this is the 'FINGERPRINT CLEARANCE CARD' section with fields for Card Number, Status (Valid), and Expiration Date. The 'STAFF CREDENTIALS' section includes Certificates, Arizona's Educator Exams Passed, Approved Areas, and Endorsements. The 'POSITION INFORMATION' section features a table with columns for Edit, Delete, Position, Position Description, T O R, Content Area, Grades Taught, Periods Taught, AC Status, Comments, Complete, and LOA/FMLA Teacher. A red box highlights the '+ Add New Position' button. The table currently displays 'No records to display.'

7. Select “No” under the Position

- This indicates the position is a non-teaching position

8. Complete the remaining form fields

9. Click Insert

The screenshot shows the 'Add New Position' form. The 'Position' field has radio buttons for 'Yes' and 'No', with 'No' selected. The 'Position Description' field is a dropdown menu with '-- Select a Position --'. The 'Teacher of Record' field has radio buttons for 'Yes' and 'No'. The 'Content Area' field is a dropdown menu with '-- Select Content Area --'. The 'Grades Taught', 'Periods Taught', and 'AC Status' fields are empty. The 'Comments' field is a text area. The 'Status' field is a dropdown menu with '-- Select New Activity Status --'. The 'Start Date' and 'End Date' fields are date pickers. The 'Complete' field has a checkbox with the text 'If checked, teaching position information is complete.' A red box highlights the 'Insert' button. The table below the form displays 'No records to display.'



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### Other Notes:

Some non-certified staff are imported from ADE's School District Employee Reporting (SDER) tool. There are data formatting differences between SDER and TIA. Please keep the following in mind and review all information in a staff member's record to ensure accuracy.

- When the ID in SDER is one of the valid TIA ID fields, it is then imported into TIA (SSN, EIN).
- If available, the SSN, last, first, and middle names, gender, and ethnicity are imported.
- If the record is imported from SDER, the birth date, mailing address, and email address may be missing.
- A birth date imported from SDER may be set to 1/1/1900 in TIA.
- Birth dates imported from SDER cannot be updated in TIA.
  - Email [teach@azed.gov](mailto:teach@azed.gov) to have the birth date updated.
- SDER collects ethnicity with one question. TIA has two ethnicity questions. As a result, race data imported from SDER may not reflect an answer for the 'Hispanic/Latino of Any Race' field in TIA.