

EIS Noncertified Staff FTE Collection Resource

Who Should Be Reported?

- Staff who are in paid positions that do not require a Professional educator License are reported in the Employment Information System (EIS).
- If a certified staff member (e.g., a teacher, paraprofessional, or principal) also fulfills a noncertified role (e.g., athletic coach, band director) for which they receive additional pay, only include the full-time equivalent (FTE) for their noncertified role.
- Do not include volunteer roles (e.g., club sponsors/advisers).

How should contracted staff be reported?

Include contracted staff for work that is part of the district's regular operations.

Include individuals who contract directly with a school district; this is not limited to cases in which the individual receives retirement and other benefits from the district or state.

- Examples may include bus drivers, school nurses, psychologists, and physical therapists.

Include staff employed by another entity that is contracted to provide **work that is part of the district's regular operations**. These staff work within the district but are employees of the entity with which the district contracts. The district does not pay retirement or other benefits.

- Examples may include school security personnel provided by a private firm.

Do not include employees of contractors that provide a **non-regular** service; these are staff furnished by the contractor, on- or off-site, to provide the service.

- Examples may include carpenters, electricians, etc. working for a firm hired to refurbish a school building, or cooks and truck drivers who prepare and deliver meals once a week to schools under a contract with a food-service firm.

Reporting by Full-Time Equivalent

How are staff reported?

Report staff in terms of FTE, which should be counted in hundredths. For example, if a staff position is filled by four people, each working the same amount of time, each person would count as .25 FTE. The total FTE counts for instructional staff must be reported to the **nearest hundredth**, with an **EXPLICIT** decimal (e.g., 59.20).

Can an individual staff member's total FTE exceed 1.0?

Yes. An individual staff member's total FTE can exceed 1.0 if that individual regularly works overtime. For example, if FTE is defined as a 40-hour week, and a staff member works 40 hours at one school each week and has an additional four hours of additional duties at another school, that employee's total FTE would be 1.1 (44 hours / 40 hours).

Reporting Categories

CATEGORY	DESCRIPTION	EXAMPLE(S)
SCHOOL OFFICE WORKER	Staff whose activities are concerned with support of the teaching and administrative duties of the office of the principal or department chairpersons.	<ul style="list-style-type: none"> • Accountant • Bookkeeper • Clerical Support Staff • Head/Executive Secretary • Other Office Staff • Information Technology Staff
DISTRICT OFFICE WORKER	Staff members providing direct support to district administrators, business office support, data processing, secretarial and other clerical staff; staff implementing software solutions and staff providing hardware and software maintenance and data user support.	<ul style="list-style-type: none"> • Accountant • Bookkeeper • Clerical Support Staff • Head/Executive Secretary • Other Office Staff • Information Technology Staff
DISTRICT STUDENT SUPPORT STAFF	Staff members whose activities are concerned with the direct support of students and who nurture -- but do not instruct -- students.	<ul style="list-style-type: none"> • Adviser • Athletic Coach • Athletic Trainer • Attendance/Tuant Officer • Audiologist • Medical Service Personnel • Band/Choir Director
DISTRICT OFFICE LIBRARY SUPPORT	Staff members assigned specific duties and school time for professional library services activities, including selecting, preparing, cataloging, caring for, and circulating books and other printed materials, equipment, films, and similar materials; planning the use of the library by students, teachers, and instructional staff; and guiding individuals in the use of library books and material. Include activities in the audiovisual center, TV studio, related work-study areas, and services provided by audiovisual personnel.	<ul style="list-style-type: none"> • Library Aide • Audio-Visual Staff
ALL OTHER DISTRICT SUPPORT STAFF	Support staff not reported in student support.	<ul style="list-style-type: none"> • Food Service Staff • Custodian • Maintenance, Craft, or Trade Worker • Grounds Staff • School Bus Driver • Transportation Mechanic • Security