



Illinois State Board of Education

Employment Information System

Finishing 2016 and Preparing for 2017

ISBE Key Team Members

- Jason Helfer: *Deputy Superintendent*
- Brent Engelman: *Division Administrator, Information Technology*

Presenters

- * John Shake: *Information Technology*
- * Mark Hobneck: *Data Analysis*
- * Brenda Umek: *Data Analysis*
- * Keith Goeckner: *Data Analysis*
- * Kara Mernaugh: *Data Analysis*
- * Emma Wilson: *Information Technology*

2016 New Features

- Years of Experience Added
- Multiple Years Open
- Educator Evaluations

Wrapping Up 2015-2016

2017 Updates & New Features

- * SY 2017 Employment/Position New Deadline
- * Email Addresses
- * Background on Ed360
- * Position Start/End Dates-Added Purpose
- * Position Code-Description Changes

2016 New Features

How did ISBE calculate:

- *By IEIN number
- *From Teacher Service Record (TSR), only teaching years of experience were calculated from 1991-2012
- *Out-of-State experience came from TSR
- *Starting 2013, EIS teacher FTE is displayed

How will ISBE calculate moving forward:

- *If Position FTE > 0.66 , increase year of experience by 1
- *If Position FTE ≤ 0.66 , increase years of experience by the actual FTE.

If FTE is changed, it will be reflected in Years of Experience.

How will this be used:

- *Used by Licensure renewal
- *Used to calculate average teacher years of experience for reporting purposes

Sample School District 00 - 0000000000000000

- Dashboard
- Employment/Position
- Salary
- Courses
- Reports
- Batch Files
- Noncertified Staff
- Employee Evaluations
- Experience

Employee Years of Service

Search by

School Year:

Work Location:

Position:

IEIN:

Current Years of Service for Employees for School Year 2016

Filter by: ** Displaying up to 100 records. Please narrow your search to view other data.*

	IEIN	Employee	Date of Birth	Gender	Race/Ethnicity	Employment Start Date	Employment End Date	# Positions	Total Years of Service
Select	11111	Sample School Teacher 1	05/23/1967	Female	White	09/08/1997		1	17.5
Select	22222	Sample School Teacher 2	02/19/1980	Female	White	09/09/2004		1	11
Select	33333	Sample School Teacher 3	12/19/1990	Female	White	08/13/2015		1	1

Employment Summary

IEIN: 11111	Last Name: Sample School Teacher	First Name:	Middle Name:
Date of Birth: 05/23/1967	Gender: Female	Race/Ethnicity: White	Retired: No
Employer:	Employment Start Date: 09/08/1997	Employment End Date:	Employment End Reason:

Employee In-State Experience

	School Year	In-State Experience
Edit	2012	14.00
	2013	1.00
	2014	.73
	2015	1.00
	2016	0.50

Employee Out-Of-State Experience

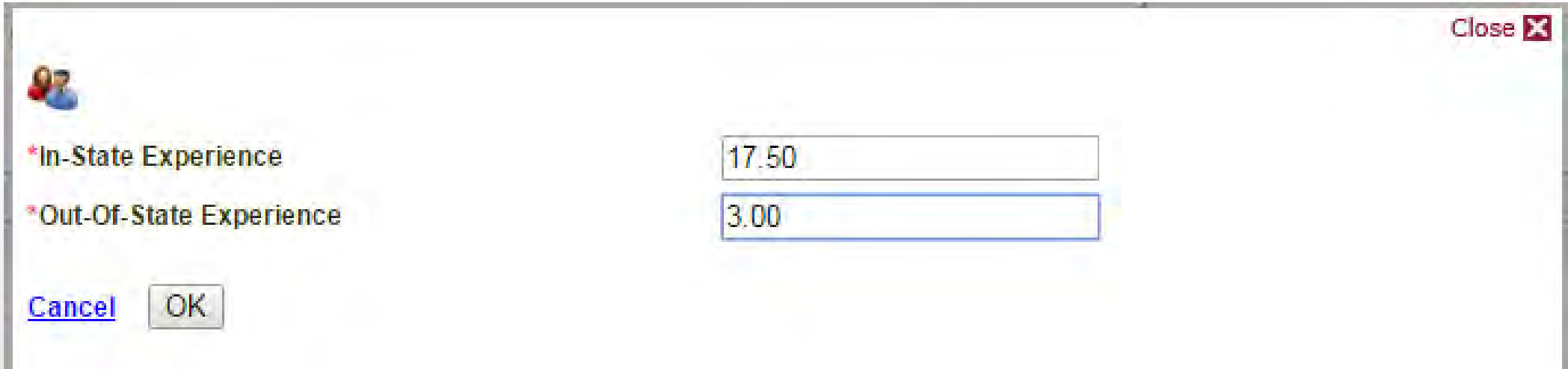
	Out-Of-State Experience
Edit	3

[BACK](#)

SUBMIT

You MUST CLICK THE SUBMIT BUTTON after inserting or editing the experience record on the popup screen in order to save to the database. Or, you may click the BACK link to return to the previous screen without making changes.

Years of Experience (continued)



A screenshot of a web form titled "Years of Experience (continued)". The form is displayed in a window with a "Close" button in the top right corner. On the left side, there is a small icon of two people. The form contains two input fields: one for "*In-State Experience" with the value "17.50" and one for "*Out-Of-State Experience" with the value "3.00". At the bottom left, there are two buttons: "Cancel" (underlined) and "OK".

*In-State Experience	17.50
*Out-Of-State Experience	3.00

[Cancel](#)

Why the change:

- *To correct historical Employment/Position/Salary accuracy in EIS & ELIS for Licensure purposes.
- *Accuracy is essential when calculating professional development and Administrator's Academies for license renewal.

What can be added/updated:

- *Add/Update Employment/Position records from SY 2013 to Current School Year.
- *Add/Update Salary records from SY 2013 to Current School Year

Online Entry Only (No Batch Upload).

What cannot be added/updated:

- *Add/Update Employment/Position records prior to SY 2013
- *Add/Update Salary records prior to SY 2013

Note:

All rules for the current School Year will apply to all prior years.

Evaluation Closing Date:

- Monday August 1, 2016

Positions requiring an evaluation:

- 103 – Principal
- 104 – Assistant Principal
- 200-251 – Teachers
- 601-610 – Resource Teachers

Evaluator Requirements:

- Evaluator must be prequalified to perform the evaluation
- Specificity Code: “ETGM” approval teacher evaluator growth (module 1-5)
- Specificity Code: “EPGM” approval principal evaluator growth (module 1-5)

Evaluations Closing Date:

- **Monday, August 1, 2016**

Due by Closing Date (August 1, 2016):

- SY 2016 Evaluations (only required school districts)

Due by End of Year (September 1, 2016):

- SY 2016 Employment and Position Records
- SY 2016 Position End Dates
- SY 2016 Base Salaries
- SY 2016 Benefits (if applicable)
- SY 2016 Employment Ends Dates (if applicable)
 - SY 2016 Employment End Reason

Preparing for SY 2017:

[Introduction to SY 2017 Enhancements](#)

2015-2016 Remaining Key Dates

Activity	Date
Webinar on Wrapping up 2015-2016 EIS	Monday, June 20, 2016
Teacher and Principal Evaluations (if required by school district)	Monday, August 1, 2016
Final deadline for SY 2016 Employment/Position and Salary data (including Benefits data, if available)	Thursday, September 1, 2016

2017 Enhancements and New Features

Why the change:

- 105 ILCS 5/21B-45- Professional Educator License renewal
 - Renewal opens April 1 each year and closes June 30 each year
 - Educators must have employment information reported in time to renew their license
- 5Essentials Reporting Requirement
- Ed360 Educator Portal

What to expect:

- Timely Professional Educator License renewal
- Timely 5Essentials Surveys
- Administrator Access to Administrator Portal

Why the change?

- 5Essentials Reporting Requirement
- Ed360 Single Sign On (SSO) Access

What to expect:

- Do not use personal email addresses; only enter the School District or School email address that would normally be disabled if an individual was to leave employment.
- Email addresses will be required for the following EIS positions codes:
 - 100, 101, 103, 104 Administration Codes
 - 200-251 Teacher Codes
 - 601-611 Resource Teacher Codes
 - 309 Librarian/Media Specialist
 - 311 Reading Specialist

EIS position codes above must have a school as the work location.

What is Ed360?

- The goal of Ed360 is to provide accurate and timely instructional support data to Illinois Educators
- Initial access will be granted to ROE Administrators, Public School District Administrators and Teachers of Record
- Users will log into Ed360 to access instructional support data in an upcoming pilot
- ISBE has an outreach team communicating to stakeholders

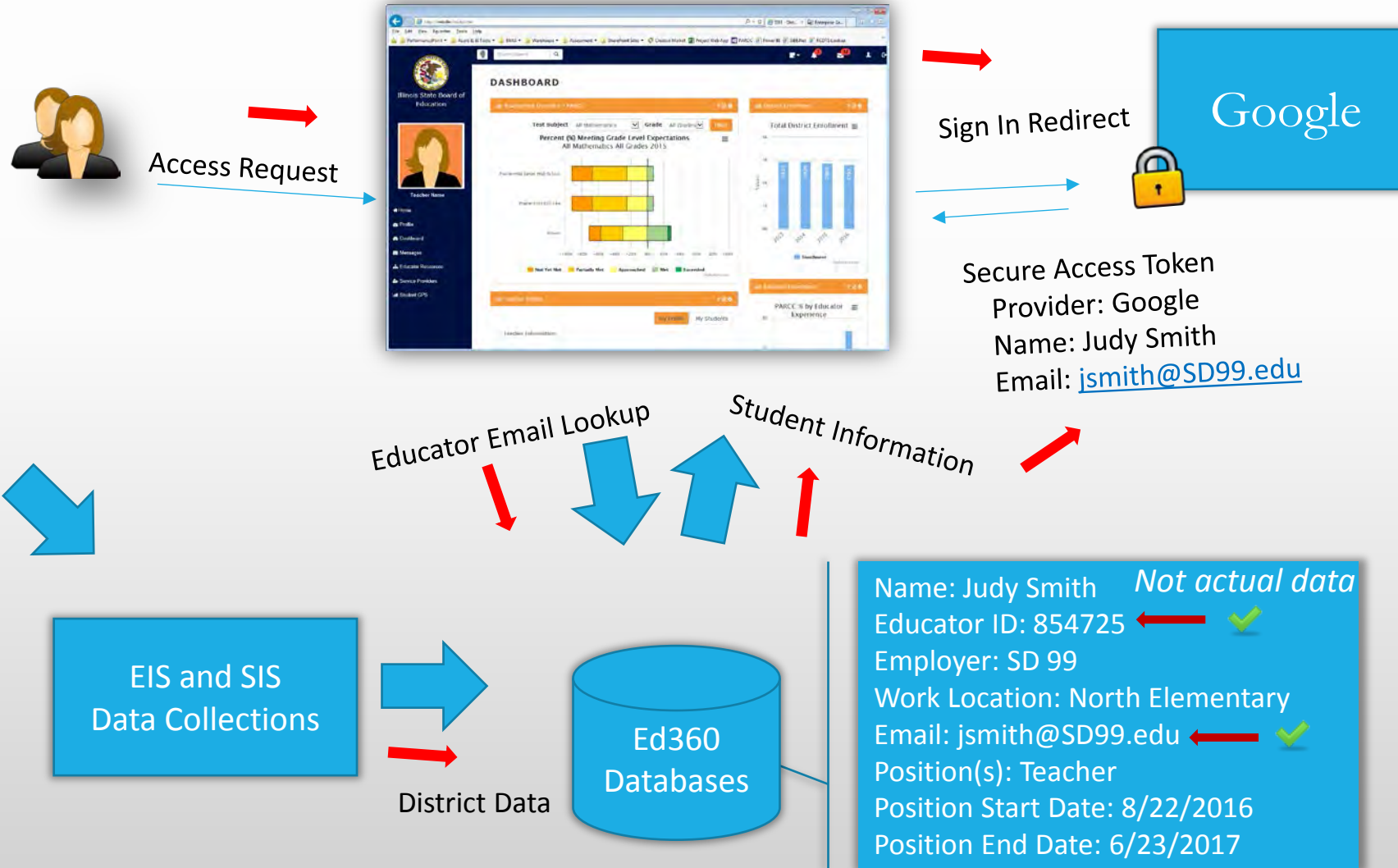
What you need to know:

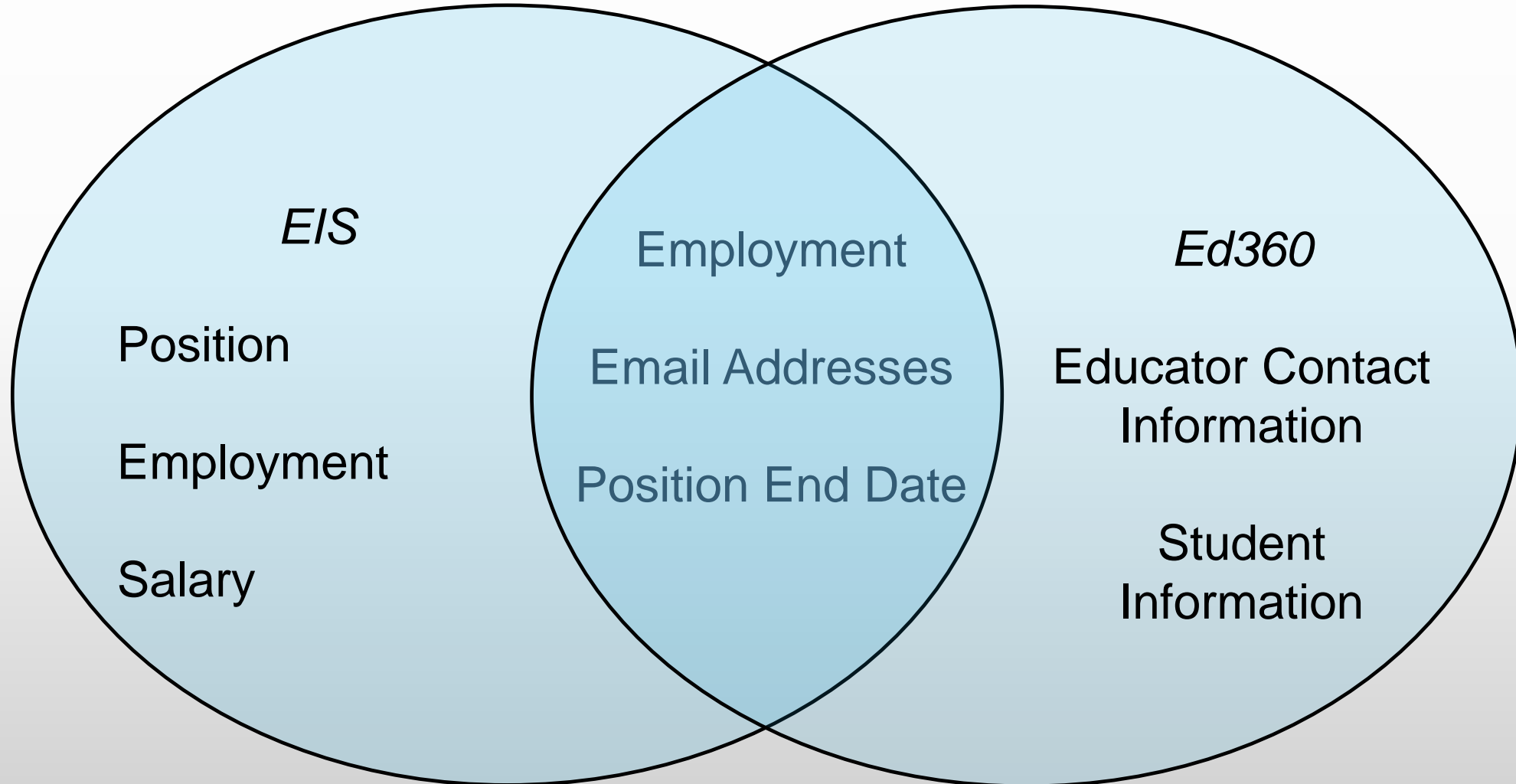
- Pilot access to Ed360 requires an educator to sign in using their Google Apps for Education account
- The IEIN and work email address collected in EIS will be used to link a Google Apps for Education account to Ed360
- Position Start and End Dates will be used to grant and remove educator access to Ed360

What needs done?

- Submit employment, email address and position data early and often
- Include work email address and keep position start and end dates current
- Only educators with employment, email address and position data will have access to Ed360

Ed360 Access Overview





EIS is keeping both Position Start and End dates for their original purpose.

All the same rules will apply for SY 2017.

Added Functionality:

- Position End Date will be used in part to allow access to the Ed360 Educator portal. Once a Position End Date has been entered, access to the Educator Portal will be denied *even if the email address is still active.*

Why the changes?

ELIS maintains a complete list of licensed positions.

Codes Added:

- 122 – Regional Superintendent (ROE only)
- 123 – Regional Assistant Superintendent (ROE only)
- 208 – Career and Technical Educator (CTE)

Chicago Only:

- 199 – Chicago Citywide Administrator (CPS only)
- 399 – Chicago Citywide Student Support Personnel (CPS only)
- 699 – Chicago Citywide Resource Teacher (CPS only)

Code Removed:

- 119 – Head Teacher

Why the change?

- To match ISBE 23 Illinois Administrative Code 1.705

Employment Information System (EIS)	
Position Codes	
Position code	Position
106	Dean of Students
110	Head of General Education Department or Supervisor for a Specific Subject
111	Director of an Area Vocational Center or Supervisor of More Than One Field in Career and Technical Education
120	Supervisor of One Field in Career and Technical Education
121	Administrator in a Bilingual Education Program
Special Education Administrative	
151	Assistant Special Education Director
152	Special Education Director
153	Special Education Supervisor
154	Supervisor of More Than One School Support Personnel Area
155	Supervisor of One School Support Personnel Area
Regular Education Ancillary Staff	
309	Library Information Specialist
Special Education Ancillary Staff	
354	Cued Speech Interpreter
359	Sign Language Interpreter
372	School Counselor
373	School Counselor Intern

Not from 1.705 to align with endorsements & approvals

2016-2017 Key Dates

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Activity	Date
Begin to submit SY 2017 Employment and Position data	Friday, September 16, 2016
Deadline for 2017 5Essentials Survey Email Addresses and Employment Position data	Tuesday, November 1, 2016
Deadline for 2017 EIS Employment and Position Records for the purpose of the EDEN C059 Staff FTE file	<i>(was previously due in April)</i> Tuesday, November 1, 2016
All SY 2017 Non-certified Employees aggregated FTE counts must be completed	Tuesday, November 1, 2016
Final Deadline for SY 2017 (updates & corrections) Employment/Position and Salary Data (including Benefits data, if applicable)	Friday, September 1, 2017

For step-by-step information on all basic functions in EIS, please watch our [EIS Basics Course](#), which is currently being updated for the new year.

- **Data Analysis Division**
 - (217) 782-3950
 - datahelp@isbe.net
- **Help Desk for technical issues**
 - (217) 558-3600

- **EIS webpage:**
 - <http://www.isbe.net/EIS/default.htm>
- **Data Elements:**
 - <http://www.isbe.net/EIS/data-elements/default.htm>
- **EIS Basics Lessons:**
 - <http://isbe.net/eis/html/training.htm>
- **Templates and Instructions:**
 - <http://www.isbe.net/EIS/templates/default.htm>
- **Data Validations:**
 - <http://www.isbe.net/EIS/html/validations.htm>
- **Key Dates:**
 - <http://www.isbe.net/EIS/html/key-dates.htm>
- **Data Quality Dashboard:**
 - <http://www.isbe.net/data-quality/default.htm>
- **5Essentials**
 - <http://www.isbe.net/5essentials/>

Questions and Answers

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