

REPORTING GUIDELINES FOR ESEA-NCLB FEDERAL PROGRAMS (Screens 18 and 20)

All federally-funded positions, whether certified or non-certified, are to be reported. This includes **ALL** assignments approved in applications, full or part-time, during or outside of school hours. All positions are to be reported according to what the staff person is actually doing. Reported positions should not be different from what would be observed on site.

Instructional minutes are to be reported per week for each class/assignment. Teachers paid with federal funds are to have the **same** number of instructional and planning minutes as classroom staff. Certification and training determine the name and course code to be used for Title I Reading programs. (See Federal Programs Administrative Manual for further clarification regarding Reading teachers and all Instructional Coaches.)

Caseload for elementary teachers funded with federal funds is reported as the total number served for each subject. (Do not list each specific class, ie. Supplemental Reading six times.) If an elementary teacher is assigned more than one subject, each is listed as a separate assignment with the total caseload for each subject indicated. If the grade level is departmentalized, each class is reported as a separate assignment with the caseload in each class indicated. If course code 887900 (Other Pupil Personnel) is used, enter the specific job title in the "Comment" box.

A teacher who is assisted by a paraprofessional should have the para's name noted in the "Comment" box. Accordingly, the teacher the para is assisting should be entered in the Comment box on the para's Screen 20. Paras are coded the same way (course number, if applicable) as the teacher they are assisting. In a Title I building implementing a Schoolwide program, if an instructional para is assisting several teachers, ie. all second grade teachers, only the teacher of record that the para reports directly to needs to be noted in the "Comment" box. Paras do not have a caseload, therefore, no enrollment is reported. **Note:** Course code 888200 Paraprofessional (Teacher Assistant) is used **ONLY** in the Discretionary Grants programs.

Title I Targeted Assistance and Schoolwide Preschools should be coded to show the program format, ie. one line for a whole-day program or two lines to show morning and afternoon half-day programs, including the corresponding minutes and enrollment, plus the teacher's plan time. If the Preschool teacher does home visits, that should be entered on a line using the Delivery System "HV".

After-school tutoring is to be provided by a certified teacher in small groups and is reported on Screens 18 and 20. The Extra Duty Salary or Career Ladder amount is entered on Screen 18, and may be revised at the end of the school year to reflect the correct amount. On Screen 20 the appropriate course code (Supplemental Communication Arts/Reading/Math), the weekly minutes, the average weekly number of students, the program code to identify the funding source (Career Ladder would have no program code), and the Delivery System "H" for all before or after-school tutoring are entered. The "H" Delivery System will not increase the teacher's total instructional minutes. **Note:** Federal funds may not pay for tutoring to meet state guidelines/requirements as in Senate Bill 319.

Note: Course codes 994210 (At-Risk), 994020 (Life Skills), and 998800 (ISS) are to be used **ONLY** for Title I Neglected/Delinquent Institution programs or the Title IV.A program as indicated in the following chart.

Please refer to the following chart to complete information for screens 18 and 20 for **all staff** funded with ESEA-NCLB programs. The chart indicates the allowable positions, grade levels, etc.; use the correct MOSIS/Core Data codes to enter information for the staff position.

**REPORTING GUIDELINES FOR ESEA-NCLB FEDERAL PROGRAMS
(Screens 18 and 20)**

ESEA-NCLB Federal Programs Core Data Information

(Exhibit 10) Course Number	Programs and Position Titles	(Exhibit 13) Program Code	(Exhibit 3) Position Code	(Exhibit 14) Delivery System	(Exhibit 12) Grade Level	Required Certification
	<u>Administrative Pool</u>					
881700	Federal Program Coordinator(s)	21	10	--	17	Any certificate at any grade level
888400	Administrative Clerk	21	80	--	17	None
	<u>Title I.A</u>					
054840	Supplemental Reading Teacher	03	60	C, PI	K-12	Teaching certification + (Special Reading certificate or Masters in Reading)
054840	Suppl. Reading Paraprofessional	03	80	C, PI	K-12	60 hrs. or ParaPro Praxis
054840	Reading Recovery Teacher	03	60	RR	1	(Elem. cert. or K-12 Special Reading certificate) + Reading Recovery Training
054840	Reading Recovery Teacher Leader	03	60	RT	1	(Elem. cert. or K-12 Special Reading certificate) + Reading Recovery Teacher Leader Training
054840	Early Literacy Learning Teacher	03	60	EL	K-2	Elem. cert. + Reading Recovery Training + Early Literacy Training
054891	Supplemental Communication Arts Teacher	03	60	C, PI	K-12	Appropriate grade level cert. + content area, if applicable
054891	Supplemental Comm. Arts Paraprofessional	03	80	C, PI	K-12	60 hrs. or ParaPro Praxis
115891	Supplemental Math Teacher	03	60	C, PI	K-12	Appropriate grade level cert. + content area, if applicable
115891	Supplemental Math Paraprofessional	03	80	C, PI	K-12	60 hrs. or ParaPro Praxis
----	Preschool Teacher	03	60	--	PK	Early Childhood (PK) or ECSE
----	Preschool Teacher Home Visit	03	60	HV	PK	Early Childhood (PK) or ECSE
----	Preschool Paraprofessional	03	80	--	PK	60 hrs. or ParaPro Praxis
889700	School/Home Coordinator	03	90	L, LH	PK-12	Appropriate experience and/or training
889650	Language Translator	03	90	C, PI	PK-12	Fluent in English and in translated language

	Title I.A (continued)					Exhibit 15 (continued)
Exhibit 10 Course Number	Programs and Position Titles	(Exhibit 13) Program Code	(Exhibit 3) Position Code	(Exhibit 14) Delivery System	(Exhibit 12) Grade Level	Required Certification
054841	Instructional Literacy Coach	03	60	IC	K-12	(Special Reading certificate or Masters in Reading) + appropriate Coach's Training OR Appropriate grade level cert. + content area, if applicable + training & successful experience in teaching research-based Reading + appropriate Coach's Training
115800	Instructional Math Coach	03	60	IC	K-12	Appropriate grade level cert. + content area, if applicable + appropriate Coach's Training
135000	Instructional Science Coach	03	60	IC	K-12	Appropriate grade level cert. + content area, if applicable + appropriate Coach's Training
	<u>Schoolwide</u>					
	All positions listed under Title I.A					
See Exhibit 10	Class-size Reduction Teacher (after MSIP requirement is met)	03	60	--	K-12	Appropriate grade level cert. + content area, if applicable
	<u>Title I Neglected or Delinquent Institutions</u>					
054840	Supplemental Reading Teacher	03 – Negl. 37 – Delin.	60	NI, DI, IH	K-12	Teaching certification + (Special Reading certificate or Masters in Reading)
054840	Suppl. Reading Paraprofessional	03 – Negl. 37 – Delin.	80	NI, DI, IH	K-12	60 hrs. or ParaPro Praxis
054891	Supplemental Communication Arts Teacher	03 – Negl. 37 – Delin.	60	NI, DI, IH	K-12	Appropriate grade level cert. + content area, if applicable
054891	Supplemental Comm. Arts Paraprofessional	03 – Negl. 37 – Delin.	80	NI, DI, IH	K-12	60 hrs. or ParaPro Praxis
115891	Supplemental Math Teacher	03 – Negl. 37 – Delin.	60	NI, DI, IH	K-12	Appropriate grade level cert. + content area, if applicable
115891	Supplemental Math Paraprofessional	03 – Negl. 37 – Delin.	80	NI, DI, IH	K-12	60 hrs. or ParaPro Praxis
994210	At Risk Teacher	03 – Negl. 37 – Delin.	60	NI, DI, IH	K-12	Any certificate at any grade level
994210	At Risk Paraprofessional	03 – Negl. 37 – Delin.	80	NI, DI, IH	K-12	60 hrs. or ParaPro Praxis
994020	Life Skills Teacher	03 – Negl. 37 – Delin.	60	NI, DI, IH	K-12	Any certificate
994020	Life Skills Paraprofessional	03 – Negl. 37 – Delin.	80	NI, DI, IH	K-12	60 hrs. or ParaPro Praxis
See Exhibit 10	Guidance Counselor (Above MSIP requirements)	03 – Negl. 37 – Delin.	50	NI, DI, IH	17	Appropriate guidance certificate

Title I Neglected & Delinquent (cont.)						Exhibit 15 (continued)
(Exhibit 10) Course Number	Programs and Position Titles	(Exhibit 13) Program Code	(Exhibit 3) Position Code	(Exhibit 14) Delivery System	(Exhibit 12) Grade Level	Required Certification
887900	Transition Case Manager	03 – Negl. 37 – Delin.	70	NI, DI, IH	17	Appropriate certification and/or training
889700	School/Home Coordinator	03 – Negl. 37 – Delin.	90	NI, DI, IH	K-12	Appropriate experience and/or training
889650	Language Translator	03 – Negl. 37 – Delin.	90	NI, DI, IH	K-12	Fluent in English and in translated language
<u>Title I.C</u>						
054865	Supplemental ESOL Teacher	04	60	C, PI	K-12	Appropriate grade level cert. + ESOL endorsement, if applicable
054865	Supplemental ESOL Paraprofessional	04	80	C, PI	K-12	60 hrs. or ParaPro Praxis
See Exhibit 10	Supplemental Teacher	04	60	C, PI	K-12	Appropriate grade level certification
See Exhibit 10	Supplemental Paraprofessional	04	80	C, PI	K-12	60 hrs. or ParaPro Praxis
----	Preschool Teacher	04	60	--	PK	Early Childhood (PK) or ECSE
----	Preschool Paraprofessional	04	80	--	PK	60 hrs. or ParaPro Praxis
889700	School/Home Coordinator	04	90	L, LH	PK-12	Appropriate experience and/or training
054890	Family Literacy Facilitator	04	90	--	17	Appropriate training and/or experience
<u>Title II.A</u>						
054841	Instructional Literacy Coach	20	60	IC	K-12	(Special Reading certificate or Masters in Reading) + appropriate Coach's Training OR Appropriate grade level cert. + content area, if applicable + training & successful experience in teaching research-based Reading + appropriate Coach's Training
115800	Instructional Math Coach	20	60	IC	K-12	Appropriate grade level cert. + content area, if applicable + appropriate Coach's Training
135000	Instructional Science Coach	20	60	IC	K-12	Appropriate grade level cert. + content area, if applicable + appropriate Coach's Training
See Exhibit 10	Class-size Reduction Teacher (after MSIP requirement is met)	20	60	--	K-12	Appropriate grade level cert. + content area, if applicable
<u>Title II.D</u>						
884800	Technology Coordinator	28	40	--	17	Any certificate at any grade level

						Exhibit 15 (continued)
(Exhibit 10) Course Number	Programs and Position Titles	(Exhibit 13) Program Code	(Exhibit 3) Position Code	(Exhibit 14) Delivery System	(Exhibit 12) Grade Level	Required Certification
	<u>Title III – LEP or Immigrant</u>					
054865	Supplemental ESOL Teacher	29 – LEP 39 – Imm.	60	C, PI	K-12	Appropriate grade level cert. + ESOL endorsement, if applicable
054865	Supplemental ESOL Paraprofessional	29 – LEP 39 – Imm.	80	C, PI	K-12	60 hrs. or ParaPro Praxis
See Exhibit 10	Supplemental Teacher	29 – LEP 39 – Imm.	60	C, PI	K-12	Appropriate grade level certification
See Exhibit 10	Supplemental Paraprofessional	29 – LEP 39 – Imm.	80	C, PI	K-12	60 hrs. or ParaPro Praxis
----	ESOL Preschool Teacher	29 – LEP 39 – Imm.	60	--	PK	Early Childhood (PK) or ECSE
----	ESOL Preschool Paraprofessional	29 – LEP 39 – Imm.	80	--	PK	60 hrs. or ParaPro Praxis
054865	ESOL Instructional Coach	29 – LEP	60	IC	K-12	Appropriate grade level cert. + content area, if applicable + ESOL endorsement + appropriate Coach’s Training
889700	School/Home Coordinator	29 – LEP 39 – Imm.	90	L, LH	PK-12	Appropriate experience and/or training
054890	Family Literacy Facilitator	29 – LEP 39 – Imm.	90	--	17	Appropriate training and/or experience
See Exhibit 10	Guidance Counselor (Above MSIP requirements/ Provides academic or career counseling)	39 – Imm.	50	--	17	Appropriate guidance certificate
	<u>Title IV.A</u>					
887900	School Resource Officer	10	70	SO	17	Law enforcement training
998800	In-School Suspension Alternative Program	10	60	--	K-12	Appropriate grade level certification
994210	Alternative Education Class Teacher	10	60	--	K-12	Appropriate grade level certification
994210	Alternative Education Class Paraprofessional	10	80	--	K-12	60 hrs. or ParaPro Praxis
See Exhibit 10	Guidance Counselor (Above MSIP requirements/Provides drug/violence prevention instruction)	10	50	--	17	Appropriate guidance certificate
See Exhibit 10	<u>Title VI.B</u>	31	See Exhibit 3	See Exhibit 14	See Exhibit 12	See Exhibit 10
See Exhibit 10	<u>SRSA (REAP)</u>	30	See Exhibit 3	See Exhibit 14	See Exhibit 12	See Exhibit 10

						Exhibit 15 (continued)
(Exhibit 10) Course Number	Programs and Position Titles	(Exhibit 13) Program Code	(Exhibit 3) Position Code	(Exhibit 14) Delivery System	(Exhibit 12) Grade Level	Required Certification
	<u>Even Start</u>					
054890	Even Start Director	32	10	--	17	Appropriate degree/certification and training in operating a family literacy program
054890	Even Start Assistant Director	32	30	--	17	Appropriate degree/certification
888400	Secretary	32	80	--	17	None
888500	Technology Staff	32	80	--	17	Appropriate training and/or experience
054890	ABE/AEL Educator	32	60	--	17	Adult Education Teaching Certificate
887800	Parent Educator	32	70	--	IT, PK	See Exhibit 17
----	Preschool Teacher	32	60	--	IT, PK	Early Childhood (PK) or ECSE
----	Preschool Paraprofessional	32	80	--	IT, PK	60 hrs. or ParaPro Praxis
887900	Personal Assistant (Child Care)	32	70	--	IT, PK	Appropriate training and/or experience
887400	Social Worker	32	70	--	17	Social Work Degree
887900	Case Manager	32	70	--	17	Appropriate training and/or experience
889650	Translator for ELL	32	90	--	17	Fluent in English and in translated language
	<u>Title X, Part C: Homeless Education</u>					
881750	Homeless Coordinator	14	10	--	17	Any certificate at any grade level or Social Work Degree
888400	Secretary	14	80	--	17	None
See Exhibit 10	Teacher	14	60	--	K-12	Appropriate teaching certification
----	Preschool Teacher	14	60	--	PK	Early Childhood (PK) or ECSE
----	Preschool Paraprofessional	14	80	--	PK	60 hrs. or ParaPro Praxis
887600	Nurse	14	70	--	17	Licensed RN
887400	Social Worker	14	70	--	17	Social Work Degree
887900	Case Manager	14	70	--	17	Appropriate training and/or experience
See Exhibit 10	Guidance Counselor	14	50	--	17	Appropriate guidance certificate
889650	Translator for ELL	14	90	--	17	Fluent in English and in translated language
	<u>Charter Schools (Federally-funded)</u>					Refer to Missouri Charter School Law at http://dese.mo.gov/schoollaw/publawbook/Index_C.htm
881000	Superintendent/ Director	34	10	--	17	Appropriate training and/or experience

	Charter Schools (continued)					Exhibit 15 (continued)
(Exhibit 10) Course Number	Programs and Position Titles	(Exhibit 13) Program Code	(Exhibit 3) Position Code	(Exhibit 14) Delivery System	(Exhibit 12) Grade Level	Required Certification
See Exhibit 10	Building Principal	34	20	--	See Exhibit 12	Appropriate training and/or experience
881400	Curriculum Coordinator/Director	34	30	--	17	Appropriate training and/or experience
See Exhibit 10	Library Media	34	40	--	See Exhibit 12	Appropriate training and/or experience
See Exhibit 10	Teacher	34	60	--	K-12	Appropriate teaching certificate
	<u>Refugee Children School Impact</u>					
See Exhibit 10	Teacher	36	60	--	K-12	Appropriate teaching certificate
See Exhibit 10	Paraprofessional	36	80	--	K-12	60 hrs. or ParaPro Praxis
054865	Supplemental ESOL Teacher	36	60	C, PI	K-12	Appropriate grade level cert. + ESOL endorsement, if applicable
054865	Supplemental ESOL Paraprofessional	36	80	C, PI	K-12	60 hrs. or ParaPro Praxis
----	Preschool Teacher	36	60	--	PK	Early Childhood (PK) or ECSE
----	Preschool Paraprofessional	36	80	--	PK	60 hrs. or ParaPro Praxis
889700	School/Home Coordinator	36	90	L, LH	PK-12	Appropriate experience and/or training
887400	Social Worker	36	70	--	17	Social Work Degree
See Exhibit 10	Guidance Counselor	36	50	--	17	Appropriate guidance certificate
	<u>Title II.B: Math and Science Partnerships</u>					
115800	Math Instructional Coach/Master Teacher	38	60	IC	K-12	Appropriate grade level cert. + content area, if applicable + appropriate Coach's Training
135000	Science Instructional Coach/Master Teacher	38	60	IC	K-12	Appropriate grade level cert. + content area, if applicable + appropriate Coach's Training
054865	SIOP Instructional Coach (Sheltered Instruction Observational Protocol)	38	60	IC	K-12	Any certificate at any grade level + ESOL endorsement + appropriate Coach's Training
880000	Principle/Co-Principle Investigator/Project Coordinator	38	10	--	17	Any certificate at any grade level
880000	Assistant Principle Investigator/Project Coordinator	38	30	--	17	Any certificate at any grade level
884800	Technology Coordinator	38	40	--	17	Any certificate at any grade level
888400	Secretary	38	80	--	17	None