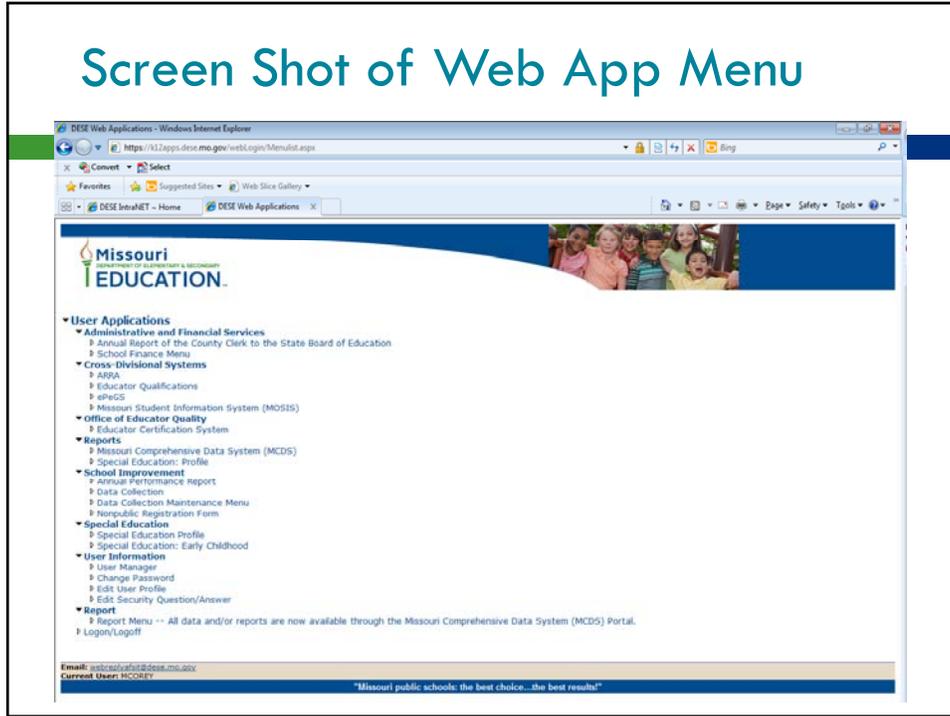


Staff Assignment Report

- Available through:
 - Educator Qualifications under Cross-Divisional Systems: Select Report Menu, then Staff Assignment Report
 - Core Data System (Data Collection) under School Improvement: Select Reports, then Special Reports, then Staff Assignment Report. This single report replaces the previous “Inappropriate Certification” and “Staff Assignments by Program” reports



Screen Shot of Web App Menu



Educator Qualifications



Instructions

- Instructions for the report available at:
http://www.dese.mo.gov/dsm/coredata/documents/dsm_staff_assign_Instructions_02_12.pdf



Selections

A screenshot of the 'Staff Assignment Report' web application interface. The browser window shows the URL 'https://132apps.dese.mo.gov/WinApps/HQT/Reports/StaffAssignmentReport.aspx'. The interface includes a navigation menu on the left with options like 'Home', 'HOUSE Summary List', 'Maintenance', 'AC / HQT Override', 'HOUSE Maintenance', 'Praxis Maintenance', 'Report Menu', 'Educator Credentials', 'DISE Web Application Menu', and 'Logout/Logout'. The main content area is titled 'STAFF ASSIGNMENT REPORT' and features several selection sections: 'Year' (2011-12), 'District' (001090 - ADAIR CO. R-I), 'Schools' (ALL, 1090 CENTRAL OFFICE, 1050 ADAIR CO. HQH, 4020 ADAIR CO. ELEM), 'Program' (ALL, 00 Nonfunded, 01 Career Education, 02 Career Ed Special Needs), 'CTE Program Type' (ALL, 0104 AGR, 0204 BUS, 0304 CCE), 'Special Report' (No Certification - Teacher Administrator, Summer School), and 'HQ Type' (ALL, Core Content, Federally Paid, IDEA). Each section has 'Add', 'Remove', and 'Remove All' buttons. At the bottom, there are checkboxes for 'Not Appropriately Certified', 'Not Highly Qualified', and 'Both', a 'Course Range' field, radio buttons for 'All Assignments' and 'Selected Assignments Only', a 'Sort By' dropdown (Last Name, School Code), and a 'Run Report' button. The status bar at the bottom indicates 'Internet | Protected Mode On' and '100%' zoom.

Inappropriate Cert Report

- To produce a report similar to the previous Inappropriate Certification Report, click “Not Appropriately Certificated” (or “Both”) and “Run Report”
- Lists out all educators who are not appropriately certificated (and/or not highly qualified) for at least one assignment
- “All Assignments” returns all assignments
- “Selected Assignments Only” return only the assignments that are not appropriately certificated (and/or not highly qualified)



Highly Qualified Requirements

- Who?
 - Core content teachers
 - Federally paid staff
 - Special education staff
- How?
 - Appropriate certification
 - Bachelor’s degree
 - Core content expertise



Report Example 1

Schl	Pos	FTE	CTE	Asgn	Course	No/Name	Seq	Gr	Pr	DS	S	Min	Crdt	Enr	AC	AC MSG	HQ	HQ MSG	Lt Strt	Ery End
1060	60	1.00		1	126000	GEN SCI	0	07			0	226	1.00	10	Y		G			
				2	115800	MATH	0	08			0	225	1.00	19	N	Invalid Subj	N	Inapprop Crt		
				3	115800	MATH	0	07			0	225	1.00	19	N	Invalid Subj	N	Inapprop Crt		
				5	135000	GEN SCI	0	08			0	225	1.00	19	Y		G			
				4	134600	CHEMISTRY	0	13			0	225	1.00	9	Y		G			
				7	115868	CONSM MATH	0	13			0	225	1.00	8	N	Invalid Subj	N	Inapprop Crt		
				6	115815	PRE-ALG	0	09			0	225	1.00	13	N	Invalid Subj	N	Inapprop Crt		
				9	990000	PLAN TIME	0				0	250	0.00	0						
				8	136000	CONSUM SCI	0	11			0	225	1.00	1	Y		G			

Classification / Certificates: IPC / BIOLOGY 9-12; IPC / CHEMISTRY 9-12; IPC / GENERAL SCIENCE 9-12; IPC / GENERAL SCIENCE 5-9;
Other Certificate: SUBSTITUTE



Report Example 2

Schl	Pos	FTE	CTE	Asgn	Course	No/Name	Seq	Gr	Pr	DS	S	Min	Crdt	Enr	AC	AC MSG	HQ	HQ MSG	Lt Strt	Ery End
1050	60	0.50		3	126960	CHORUS	0	07		CO	1	255	0.00	12	Y		H			
				2	126960	CHORUS	0	07		CO	2	255	0.00	13	Y		H			
				4	125510	BAND	0	07			0	257	0.00	7	Y		H			
				1	126960	CHORUS	0	09			0	240	1.00	2	Y		H			
4020	60	0.50		6		ELEM	0	04			0	80	0.00	13	N	Invalid Subj	N	Inapprop Crt		
				3		ELEM	0	01			0	144	0.00	19	N	Invalid Subj	N	Inapprop Crt		
				1	990000	PLAN TIME	0				0	250	0.00	0						
				8		ELEM	0	05			0	148	0.00	27	N	Invalid Subj	N	Inapprop Crt		
				4		ELEM	0	02			0	60	0.00	21	N	Invalid Subj	N	Inapprop Crt		
				7		ELEM	0	05			0	58	0.00	15	N	Invalid Subj	N	Inapprop Crt		
				5		ELEM	0	03			0	60	0.00	25	N	Invalid Subj	N	Inapprop Crt		
				2		ELEM	0	K			0	60	0.00	21	N	Invalid Subj	N	Inapprop Crt		

Classification / Certificates: L1 / INSTRUMENTAL MUSIC K-12; L1 / VOCAL MUSIC K-12;
Other Certificate: SUBSTITUTE



Report Example 3

Schl	Pos	FTE	CTE	Asgn	Course	NoName	Seq	Gr	Pr	DS	S	Min	Crdt	Enr	AC	AC MSG	HQ	HQ MSG	Lt Strt	Enfy End
1050	60	1.00		2	156600	SOC STUD	0	08			0	254	0.00	11	Y		N	No Expertise		
				7	156630	ECONOMICS	0	11			2	257	0.50	6	Y		N	No Expertise		
				1	156651	AMER GOV'T	0	10			0	251	1.00	17	Y		N	No Expertise		
				3	156600	SOC STUD	0	07			0	257	0.00	13	Y		N	No Expertise		
				4	156661	AMER HIST	0	10			0	254	1.00	20	Y		N	No Expertise		
				8	156620	CONTMP ISS	0	11			0	255	1.00	1	Y		N	No Expertise		
				6	156663	WORLD HIST	0	09			0	254	1.00	14	Y		N	No Expertise		
				9	990000	PLAN TIME	0				0	250	0.00	0						
				5	156100	PSYCHOLOGY	0	11			1	257	0.50	6	Y					

Classification / Certificates: IPC / SOCIAL SCIENCE 9-12; IPC / SOCIAL SCIENCE 5-9



Report

- AC: Appropriate Certification Status (State Requirements)
 - Y: Appropriately certificated
 - N: Not appropriately certificated
 - Blank: Not evaluated
- AC MSG: Message/reason why not appropriately certificated
 - Invalid Subj: Certificate subject area not OK
 - Invalid Gr: Certificate grade level not OK
 - Cert Inact: Certificate not active
 - Inv Cert: Certificate not OK for more than one reason
 - Sub Cert: Substitute certificate held
 - No Cert: No certification found
 - License Req: Licensure is required
 - No Para Qual: Paraprofessional qualification is required
 - Training Rqd: Additional training is required
 - Adv Degr Rqd: Advanced degree is required
 - Spv App Req: Supervisor approval required



Report

- HQ: Highly Qualified Status (Federal Requirements)
 - P: Educator has demonstrated content expertise by passing a Praxis II test
 - H: Educator has demonstrated content expertise through a HOUSSE form
 - G: Educator was previously found to have demonstrated content expertise
 - Y: Educator is considered highly qualified based on certification status
 - N: Educator is not considered highly qualified
 - Blank: Not evaluated for HQ purposes
- HQ MSG: Message/Reason why not Highly Qualified
 - Inapprop Cert: Not appropriately certificated
 - No Expertise: Content expertise not demonstrated



Report Data Updates

- Data in the report is updated Monday-Friday at 2:00am



HOUSSE System

- Coming soon!
- Educators who are appropriately certificated, but not highly qualified may be able to complete a HOUSSE form to demonstrate content expertise
- Online HOUSSE form entry
- Watch for notification when available



User Manager

- Submit a Web Systems User ID Request Form (<http://dese.mo.gov/dsm/websystemuserid.htm>) to your school district's User Manager or follow the directions on the form.
- On the form, under Cross-Divisional Systems, on the Educator Qualifications line, indicate the access level needed (1-View Only, 2-Data Entry or 3-Authorized Representative). Any of these levels will allow access to the Staff Assignment Report.



Questions?

- Thanks for your time!
- Contact information:
 - dsm@dese.mo.gov
 - 573-522-3207
 - 573-751-3872
 - Or whoever you usually call with questions about educator data or the Inappropriate Certification report

