

Staff Data

Staff Snapshot Template Data (SIRS 320)

- A Staff Snapshot record must be reported to the State Data Warehouse (Level 2) before any other staff record type for that person can be reported (i.e., Staff Assignment, Staff Evaluation Rating, Staff Tenure, and Staff Student Course).
- This template collects data for teachers and non-teaching professionals. School districts, charter schools and, BOCES need to report staff in this template. In cases where an employee is on leave or suspended, but still employed, an active Staff Snapshot record would be appropriate.
- LEAs must submit race and ethnicity data in Staff Snapshot.
 - Please note that Districts are required to report the Hispanic Indicator (Y/N) and associated Race code(s), using the State Race codes in the SIRS manual

School Year:

District:

School:

Staff Status:

Data Refresh Date: Jun 15, 2021

School Code a	Location b	Total Staff c	Teachers d	Principals e	Other f
123456789	Elementary School	95	84	1	10
123456789	High School	25	13	0	12
123456789	Junior High School	79	70	1	8
123456789	Special Education	14	11	1	2
123456789	Administrative	66	60	1	5
123456789	Other	70	61	1	8
District Summary		349	299	5	45

Staff Data

Staff Assignment Template Data (SIRS 318)

- A Staff Snapshot record must be loaded to SIRS (Level 2) prior to reporting any Staff Assignment records for staff members.
- This template includes information to link principals to students enrolled in programs they supervise
- Every certificated Non-Teaching employee should receive a Staff Assignment Record Including:
 - Nurses
 - Guidance Counselors/Social Workers/Psychologists
 - Speech/Occupational Therapists
 - District Administrators
- Report one (1) record for each location, assignment, and grade-level combination related to the staff person.
 - If the Staff Member has district-wide responsibility, you may report the district code so that only one row would be reported.
 - To determine which staff are considered “non-teaching professionals,” refer to the non-teaching assignment codes found in the SIRS Manual Pgs. 175 - 181.

School Year:

District Name:

School Name:

Assignment Category:

Staff Name:

Data Refresh Date: Jun 15, 2021

District Name - a -	School Name - b -	School Code - c -	Category - d -	Assignment Code - e -	Assignment Desc - f -	Staff Name - g -	Staff ID - h -	Grade Level - i -	Start Date - j -	End Date - k -
Jefferson County Public Schools	Asst Principal Senior High School	58000000000000000000	PMF	1108	PRINCIPAL SENIOR HIGH SCHOOL	John A. ...	0000000000	ALL	Jul 1, 2020	Jun 30, 2021
Jefferson County Public Schools	Asst Principal Senior High School	58000000000000000000	PMF	1208	ASST PRINCIPAL SENIOR HIGH SCH	...	0000000000	ALL	Jul 1, 2020	Jun 30, 2021
Jefferson County Public Schools	Asst Principal Senior High School	58000000000000000000	PMF	1208	ASST PRINCIPAL SENIOR HIGH SCH	...	0000000000	ALL	Jul 1, 2020	Jun 30, 2021
Jefferson County Public Schools	Psychologist	58000000000000000000	PMF	1526	PSYCHOLOGIST	...	0000000000	ALL	Jul 1, 2020	Jun 30, 2021
Jefferson County Public Schools	Dean of Students	58000000000000000000	PMF	2005	DEAN OF STUDENTS	...	0000000000	ALL	Jul 1, 2020	Jun 30, 2021
Jefferson County Public Schools	School Social Worker	58000000000000000000	PMF	2022	SCHOOL SOCIAL WORKER	...	0000000000	ALL	Jul 1, 2020	Jun 30, 2021
Jefferson County Public Schools	Senior High School Counselor	58000000000000000000	PMF	2113	SENIOR HIGH SCHOOL COUNSELOR	...	0000000000	ALL	Jul 1, 2020	Jun 30, 2021
Jefferson County Public Schools	Senior High School Counselor	58000000000000000000	PMF	2113	SENIOR HIGH SCHOOL COUNSELOR	...	0000000000	ALL	Jul 1, 2020	Jun 30, 2021
Jefferson County Public Schools	Senior High School Counselor	58000000000000000000	PMF	2113	SENIOR HIGH SCHOOL COUNSELOR	...	0000000000	ALL	Jul 1, 2020	Jun 30, 2021
Jefferson County Public Schools	Senior High School Counselor	58000000000000000000	PMF	2113	SENIOR HIGH SCHOOL COUNSELOR	...	0000000000	ALL	Jul 1, 2020	Jun 30, 2021
Jefferson County Public Schools	School Nurse (RN)	58000000000000000000	PMF	2211	SCHOOL NURSE (RN)	...	0000000000	ALL	Jul 1, 2020	Jun 30, 2021
Jefferson County Public Schools	Superintendent	58000000000000000000	PMF	0101	SUPERINTENDENT	...	0000000000	ALL	Jul 1, 2020	May 31, 2021
Jefferson County Public Schools	Assistant Superintendent	58000000000000000000	PMF	0102	ASSISTANT SUPERINTENDENT	...	0000000000	ALL	Jul 1, 2020	Jun 30, 2021
Jefferson County Public Schools	School Business Administrator	58000000000000000000	PMF	1009	SCHOOL BUSINESS ADMINISTRATOR	...	0000000000	ALL	Jul 1, 2020	Feb 10, 2021
Jefferson County Public Schools	Director/Coordinator Spec Educ	58000000000000000000	PMF	1502	DIRECTOR/COORDINATOR SPEC EDUC	...	0000000000	ALL	Jul 1, 2020	Jun 30, 2021
Jefferson County Public Schools	Asst Dir/Coord of Special Ed	58000000000000000000	PMF	1504	ASST DIR/COORD OF SPECIAL ED	...	0000000000	ALL	Jul 1, 2020	Jun 30, 2021
Jefferson County Public Schools	Psychologist	58000000000000000000	PMF	1526	PSYCHOLOGIST	...	0000000000	ALL	Jul 1, 2020	Jun 30, 2021
Jefferson County Public Schools	Director of Art	58000000000000000000	PMF	4402	DIRECTOR OF ART	...	0000000000	ALL	Jul 1, 2020	Jun 30, 2021
Jefferson County Public Schools	Director of Physical Education	58000000000000000000	PMF	4603	DIRECTOR OF PHYSICAL EDUCATION	...	0000000000	ALL	Jul 1, 2020	Jun 30, 2021

Staff Data

Staff Tenure Template Data (SIRS 322)

- Includes each staff member’s current tenure status as teacher and/or principal
- effective date of the tenure status
 - when their probation ends.
- Although teachers can be certified in multiple areas, teacher tenure is only granted once by an employer
 - there may be some exceptions for teachers who leave an employer for a significant length of time and return)
- This template is not year-based
 - Staff present in the L2RPT report is based on that person having a valid Staff Snapshot record for the current School Year
 - All codes will be carried over from year-to-year, a reload will be necessary for new staff only.

Who Should be Reported?

Staff subject to APPR evaluations should be reported in this template (i.e. building principals/administrators and teachers). These staff should be reported as “TEACHER” or “PRINCIPAL” in Staff Snapshot

School Year: 2020-21
 District Name:
 School Location: All Locations
 Tenure Area: All Tenure Areas

Finish

Data Refresh Date: Jun 15, 2021

Tenure Area a	Total Educators Reported in Staff Tenure Template in SIRS b = (c+d+e+f+g)	Not Tenure Eligible c	Probationary d	Probation Extended e	Tenure Granted f	Tenure Denied g
Administrative	5	0	2	0	3	0
Art	5	0	0	0	5	0
Elementary tenure area	51	0	2	0	50	0
English as a second language	5	0	4	0	1	0
General business education	2	0	1	0	1	0
Health	3	0	0	0	3	0
Health Occupations	1	0	0	0	1	0
Home economics-general	2	0	0	0	2	0
Industrial arts-general	2	0	0	0	2	0
Music	12	0	1	0	11	0
Physical education	14	0	0	0	14	0
Remedial reading	5	0	1	0	4	0
School media specialist (including library or educational communications)	1	0	0	0	1	0
Secondary English	14	0	0	0	14	0
Secondary Foreign Languages	8	0	0	0	8	0
Secondary Mathematics	14	0	0	0	14	0
Secondary Science	15	0	0	0	15	0
Secondary Social Studies	11	0	0	0	11	0
Special education-general	22	0	2	0	20	0
Special education-speech and hearing	7	0	0	0	7	0
Overall - Total	226	0	14	0	212	0

Staff Data

Staff Attendance Template Data (SIRS 324)

- A teacher is absent if he or she is not in attendance on a day in the regular school year when the teacher would otherwise be expected to be teaching students in an assigned class
 - LEAs will have to decide which days should be included as instructional days
 - Personal leave includes voluntary absences for reasons other than sick leave
 - Teacher absenteeism does not include administratively approved leave for professional development, field trips, or other off-campus activities with students. Days in which schools are closed (e.g. snow days), would not count as an absence for teachers.

School Year:

District Name:

Data Refresh Date: Jun 15, 2021 12:00:00 AM

School Name a	Location Code b	Total Absences c	Sick Leave d	Personal Leave e	Jury Duty Leave f	Maternity/Paternity Leave g	Bereavement Leave h	Other Leave i
...	580106030005	128	44	0	0	0	48	36
...	580106030000	108	104	0	0	0	2	2
...	580106030004	285	236	0	1	0	15	33
...	580106030001	46	28	0	0	0	2	16
...	580106030002	300	221	0	0	0	22	57
...	580106030003	155	67	0	0	0	19	69

Educator Evaluation Implementation

All aspects of your APPR plan should be reported

- SIRS reporting requires each teacher/principal to have the following (SIRS p. 264):
 - Student Performance Score (**REQSP**)
 - Calculation agreed to in your 3012-d plan
 - Cannot be based on NYS 3-8 testing data
 - Observation/School Visit (**REQOB**)
 - Completed by the district
 - A composite score that follows the HEDI rubric (**REQOC**)
 - ***If you use Optional Scores in your plan, they must be included***

Districts **MUST** complete their APPR implementation form by August 25th

This form “...is used to determine eligibility for an increase in State Aid for the 2023-24 school year for school districts only”

Implementation Certification form must be completed by August 25, 2023 by the ***superintendent and board president***

Educator Evaluation Implementation - 2023

Electronic Submission

2023-24 school year.

Signatures

The names entered below represent the digital signatures of each party and assure the implementation of the 2022-23 Educator Evaluation plan.

I have read this document and assure each item as checked above.

	Please enter your name below.	Date
Superintendent Signature		
Board of Education President Signature		

Educator Evaluation Implementation

Data Due Dates

The ***target*** date for evaluation data is the close of the Suffolk data warehouse on **August 17, 2023**.

- **This is not a mandated deadline, it is a strongly suggested request**

The **FINAL** submission date is **October 19, 2023**

- “Complete 2022-23 Staff Evaluation Rating data must be submitted by October [19], 2023 for a district to be eligible for their increase in State aid”

2022-23 Statement of Confirmation of Staff Evaluation Implementation and Rating Verification Report(s) **due October 27, 2023**

- The certification form will be available and must be submitted through NYSED Application Business Portal, in the same location as the Educator Evaluation form

Educator Evaluation Implementation

For evaluations conducted pursuant to Education Law §3012-d, each educator's overall rating is determined based on the ratings received by the educator in each of the two categories:

- Student Performance
- Observations/School Visits

		<u>Observation/School Visit</u>			
		<u>Highly Effective (H)</u>	<u>Effective (E)</u>	<u>Developing (D)</u>	<u>Ineffective (I)</u>
<u>Student Performance</u>	<u>Highly Effective (H)</u>	H	H	E	D
	<u>Effective (E)</u>	H	E	E	D
	<u>Developing (D)</u>	E	E	D	I
	<u>Ineffective (I)</u>	D*	D*	I	I

Districts and collective bargaining units, where one exists, must certify that the process used for assigning points uses the narrative descriptions for each rating category as are set forth in statute and the Commissioner's regulations to effectively differentiate educators' performance in ways that improve student learning and instruction.

Educator Evaluation Implementation

Staff Evaluation Rating Template (SIRS 326)

School Year:

District or Charter Name:

Data Refresh Date: Oct 22, 2019

Education Law 3012-d

Row Number	-a-	Count -b-	Rating -c-
1	Total Number of Educators Reported in Staff Evaluation Rating Table in SIRS	267	
2	Educators Reported with Original Scores/Ratings	141	
3	Total Number of Educators Reported with Required Student Performance Subcomponent (0 to 20)	141	
6	Total Number of Educators Reported with Required Teacher Observation/Principal School Visit Subcomponent (0.00 or 1.00 to 4.00)	141	
9	Total Number of Educators Reported with Overall Rating	141	
11	Educators Reported with Overall Rating	132	Highly Effective
12	Educators Reported with Overall Rating	9	Effective
15	Educators Reported with Transition Scores/Ratings	126	
16	Total Number of Educators Reported with Transition Required Student Performance Subcomponent (0 to 20)	126	
19	Total Number of Educators Reported with Transition Required Teacher Observation/Principal School Visit Subcomponent (0.00 or 1.00 to 4.00)	126	
22	Total Number of Educators Reported with Transition Overall Rating	126	
24	Educators Reported with Transition Overall Rating	120	Highly Effective
25	Educators Reported with Transition Overall Rating	5	Effective
26	Educators Reported with Transition Overall Rating	1	Developing