EMIS Professional Qualifications and Development Workgroup

September 23, 2019

Ohio | Department of Education

EMIS Advisory Council Timeline

- **September 2018**
  - Authorized under ORC 3301.0713, as enacted by HB 21, the EMIS Advisory Council was established to make recommendations to the State Superintendent to improve the operation of EMIS.
  - The Department received nominations for membership and established the Council.

EMIS Advisory Council Timeline

- **October 2018 – May 2019**
  - The 22-member Council convened three times from October 2018 to May 2019.
  - Four workgroups were established to identify strengths and opportunities for improvement for each of the four domains of EMIS.
    - EMIS Manual & Data Requirements
    - District Software & EMIS Data Collector
    - Department Data Processing & ODDEX
    - Reports & Impact

Workgroups

EMIS Manual & Data Requirements

- Reporting Responsibility Documentation
- Communication of Changes/Updates
- Valid Definitions & Formats
- Instructional Documentation

District Software & EMIS Data Collector

- Student Information System
- Payroll/HR System
- Level 1 Validations
- User Interface
- Extracts from SIS
- Report Access

Department Data Processing & ODDEX

- ODDEX
- Gen Issues
- Level 2 Reports
- Statewide Processing
- Certification

Reports & Impact

- Finance
- Secure Data Center
- Accountability
- Report Card
- Funding Reports

EMIS Advisory Council Timeline

- The four workgroups, consisting of Council members and additional EMIS stakeholders nominated by Council members, met twice between February 2019 and April 2019.
- Preliminary summaries of the recommendations of the workgroups were shared during the Council meeting in April and the council members developed a process for prioritizing approximately 80 recommendations.

EMIS Advisory Council Timeline

- **June 2019**
  - The report was voted on and approved to be submitted to the State Superintendent.
  - The newest workgroup, EMIS Professional Qualifications and Development, was created.

Recommendations for Improvement

- Looking for both short-term and long-term recommendations.
- Recommendations will be shared with EMIS Advisory Council first, then taken to the State Superintendent for consideration.
- These meetings will be ongoing as needed and could continue through next year.

Qualifications and Core Competencies of an EMIS Coordinator

Roles of an EMIS Coordinator

- Differs by district.
- Liaison between district and their district's Information Technology Center (ITC).
- Interpret EMIS reporting requirements for district.
- Ensure the accuracy, completeness, and transfer of district, building, staff, student, course, and financial data to EMIS.
- Coordinate data collection and verification processes.
- Adhere to EMIS processing schedules.
- Communicate EMIS requirements to district staff.
- Transmit data files to ODE.
- Review reports in the Data Collector and in the Secure Data Center (SDC).

EMIS Coordinator Roles, cont.

- Investigate and troubleshoot various error reports.
- Correct data and re-submit when necessary.
- Distribute EMIS reports received from the Department to district staff.
- Assist district staff with understanding and interpreting EMIS reports.
- Interpret EMIS data and other statistical information.
- Monitor and adhere to all state and federal changes to EMIS reporting.
- Attend EMIS Coordinator meetings, seminars, workshops, conference calls, etc. to maintain accurate knowledge of EMIS requirements.

Small Group Discussion

- What is missing?

- What should be deleted?

Small Group Discussion

- Prioritization of roles?

Essential Skills of an EMIS Coordinator

- Efficient and effective in meeting deadlines.
- Good organizational skills.
- Ability to communicate effectively (verbally and in writing).
- Ability to multitask.
- Ability to troubleshoot.
- Ability to work collaboratively with other district staff.
- Ability to work collaboratively with staff at other districts.
- Ability to research, plan, and develop special reports.
- Demonstrate dedication, commitment, honesty, integrity, and good character when reporting EMIS data for a district to the Department.

Small Group Discussion

- What is missing?

- What should be deleted?

Small Group Discussion

- Prioritization of skills

Existing Professional Development & Training Opportunities for EMIS Coordinators

ODE ITC EMIS Trainings

- Offered by the EMIS training staff at the ITCs
- Intended mainly for EMIS coordinators and include reporting information and change information
- In the winter, these sessions are held remotely via Skype and conference call
- Record final Skype session
- Schedules on the EMIS Training webpage

ODE New EMIS Coordinator Trainings

- Offered by the EMIS training staff for new EMIS coordinators–those with three or fewer years' experience with EMIS–in April & August
- Trainings focus on the basics of reporting
  - April training is slightly more advanced and includes information more relevant to spring and end of year reporting

EMIS Training Videos

- Created to assist with understanding EMIS, EMIS data, and EMIS reporting
- Videos also helpful for district staff at all levels
- More videos are being developed
- Examples
  - Stay Connected with EMIS Communications
  - Getting Help with EMIS Reporting Questions
  - The Language of EMIS

EMIS Alliance Trainings

- Provided by ITC staff for EMIS coordinators
- Developed in concert with EMIS at ODE
- Intended to assist districts on a more detailed level than ODE is able to
- Examples
  - Using Excel to Troubleshoot EMIS Data
  - Troubleshooting FTE Reports
  - Statewide Student Identifiers

Other ODE EMIS Presentations

- EMIS staff present at other conferences or locations
- When available, those presentations are posted on the EMIS Presentations webpage

OAEP & OEDSA Presentations

- EMIS staff present on different EMIS reporting topics at conferences
- The number and topic of these trainings varies based on requests by the conference organizers

ITC Provided Trainings

- Though the details differ by location, ITCs generally offer training opportunities to their customer districts
- The more hands on trainings coordinators ask for
- Differs by location

Discussion Question

Are there any additional training opportunities not currently reflected in the inventory? If so, what are they?

Discussion Question

For each training in the inventory…

- Who from your district attends? (List by position; if more than one, list all.)
- What are the strengths?

Discussion Question

For each training in the inventory, what are the areas needing improvement?

Discussion Question

For non-EMIS staff: Are you aware of these opportunities for your EMIS Coordinator?

- If yes…
  - Have you sent your EMIS coordinator to these training opportunities on a regular basis?
  - Do you feel the trainings have value?
- If no…
  - How can we better advertise so that superintendents and EMIS coordinators are more aware of these opportunities?

Discussion Question

We provide trainings via multiple formats: in-person, Skype, conference presentations, and recorded videos

- Are you aware of all these formats?
- Is there a format we are missing that would work better for you?
- Is there a format you think is particularly unhelpful?

Discussion Question

Are there critical audiences that impact EMIS reporting that are not covered with existing training opportunities? If yes…

- Would more training for non-EMIS staff ultimately help EMIS coordinators?
- What type/format of trainings should be the focus?
- Short-term and long-term suggestions and ideas?

Discussion Question

Regarding the new training videos that you watched prior to this meeting, what topics should we cover for both EMIS and non-EMIS users in future videos?

Office of Educator Licensure

Sophie Hubbell, Assistant Director

Ohio | Department of Education

Licensure

Purpose: Quality Schools

- –Highly effective teachers and leaders
- –Safe and nurturing school environments

Methods: Educator Standards

- –Initial teacher licensure programs
- –Residency programs for new teachers
- –Professional development for renewal

Who We Serve

- Teachers
- School Leaders
- District Administrators
- Support Services Personnel
- Coaches
- Colleges and Universities

Licensure Data

- About 40 types of credentials
- Over 100 teaching fields and endorsements
- Terms range from one year to five years
  - Some permanent certificates, but no longer issued

Teacher Credentials

- Alternative Resident Educator License
- Resident Educator License
- Professional Teaching License
- Supplemental Teaching License
- Interim License
- Associate Teaching License
- Substitute Teaching License
- Visiting International Teaching License
- Permanent Non-Tax Certificate
- 12-Hour Teaching Permit
- 40-Hour STEM School Teaching Permit
- Out-of-State Teaching License

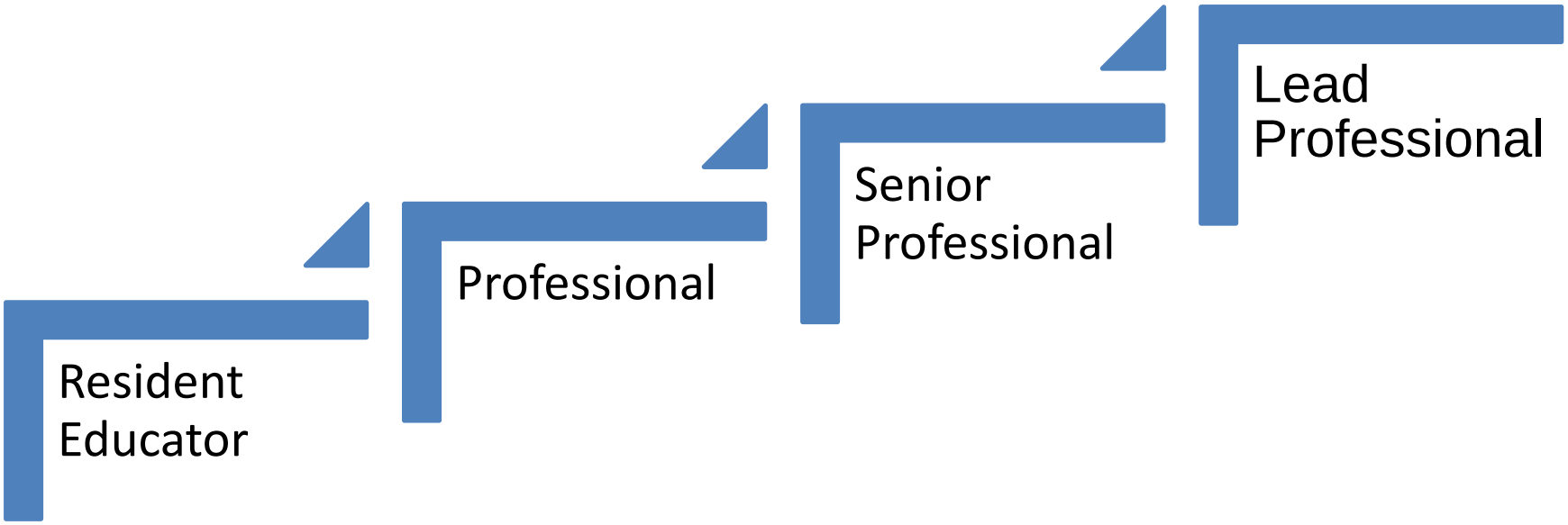
Administrator Credentials

- Professional Administrator License
- School Treasurer License
- School Business Manager
- Alternative Superintendent License
- Alternative Administrative Specialist License
- Alternative Principal License

Support Services

- Pupil Services License
- Temporary Pupil Services License
- Educational Aide Permit
- Student Monitor Permit
- Adult Education Permit
- Pupil Activity Permit (Coaching)

Teaching License Tiers



Pathways to a Teaching License

	Traditional	Alternative
Initial	• Teacher preparation program • Content & professional knowledge exams	• Alternative institute • Content exam(s)
Professional	• Resident Educator Program	• Resident Educator Program • Education coursework • Professional knowledge exam

Teaching License Tiers

Senior Professional Educator License

Degree Requirement	Experience	Demonstration of Practice at the Accomplished or Distinguished Level:
Master's degree or higher	Nine years under a standard teaching license, including at least five under a professional license	Master Teacher Portfolio

Lead Professional Educator License

Degree Requirement	Experience	Demonstration of Practice at the Distinguished Level:
Master's degree or higher	Nine years under a standard license, including at least five under a Professional or higher license	1. Earn the Teacher Leader Endorsement AND Master Teacher Portfolio, **OR** 2. Active National Board Certification

Example Credentials by Minimum Education

High School Diploma	Associate Degree or Specialized Training
• Student Monitor Permit • Educational Aide Permit	• Career Tech Workforce Development • Educational Aide w/ ESEA • Prekindergarten Associate • Interpreter for Hearing Impaired
Bachelor's Degree	**Master's Degree or Higher**
• Substitute Teacher • Resident Educator • School Treasurer • School Business Manager • School Nurse	• Principal • Superintendent • School Psychologist • School Social Worker

Educational Aide Permit

To perform educational assistant duties in a school, including the supervision of students and assistance with instructional tasks

- 1 Year or 4 Year Term
- ESEA endorsement available through college coursework or assessment

School Business Manager

- 5 year term
- Bachelor's degree
- Complete an approved program

http://education.ohio.gov/Topics/Teaching/Licensure/Audiences/School-Manager-License

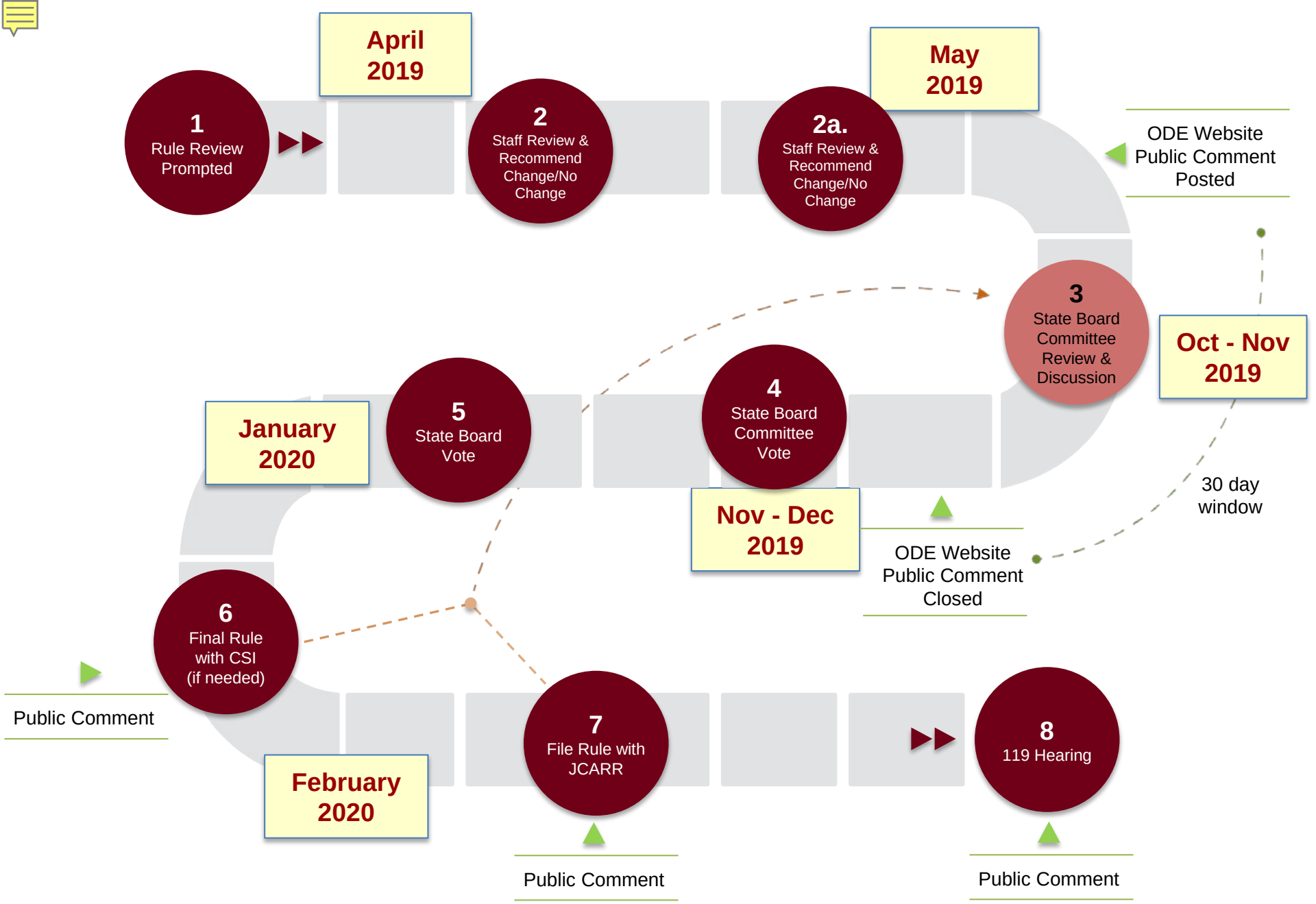
School Business Manager

Alternative preparation: meet education and experience requirement in any combination

Options	Education	Experience
1	Bachelors in Business	300 hour internship
2	Bachelor's degree any field + 15 Semester hours in specified content areas	Two years as a business manager, supervisor, or director of business services in an organizational setting

Costs of Credentialing

- Fees range from $20-$200
- Credential costs range from $25-$40/year
- Fees cover expenses such as
  - Personnel for processing applications
  - Personnel for customer service
  - IT system maintenance
  - Rapback service
  - Professional conduct services


April 2019
May 2019
1
Rule Review Prompted
2
Staff Review & Recommend Change/No Change
2a.
Staff Review & Recommend Change/No Change
ODE Website Public Comment Posted
3
State Board Committee Review & Discussion
Oct - Nov 2019
30 day window
January 2020
5
State Board Vote
4
State Board Committee Vote
Nov - Dec 2019
ODE Website Public Comment Closed
6
Final Rule with CSI (if needed)
Public Comment
February 2020
7
File Rule with JCARR
Public Comment
8
119 Hearing
Public Comment

Questions?

Next Steps

- Reminder that the next workgroup meeting is already scheduled

  Monday, October 28, 2019

  1:00-4:00pm

- Follow-up questions will be sent to help prepare for the next meeting

education.ohio.gov

Social Media

facebook — Ohio Families and Education
Ohio Teachers' Homeroom

LinkedIn — ohio-department-of-education

Storify — storify.com/ohioEdDept

twitter — @OHEducation @EMISOhio

YouTube — OhioEdDept