

**GIFTED STAFF SUMMARY
REPORT EXPLANATION
(.TXT_CCYYK_STF_GIFTED_SUMMARY)**

Education Management Information System (EMIS)



Revision Date Month DD, 20YY

**Prepared by
Office of Data Services**

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Revision History

The revisions to this document listed in the table below.

Revision Date	Owner/Source	Description of Change
July 26, 2006		Created from report and COBOL program, GIFTED_STAFF_SUMMARY_2006K, , valid for FY07 October(K) reporting period

Report Overview

General Description and Significance

This report summarizes the number of gifted teachers and coordinators by degree type and years of experience and provides a total of both together. It gives the district the opportunity to ensure that their gifted data is being properly reported to ODE.

As each individual district report is generated, the numbers are added to a grand total. At the end of the process, a state-wide gifted staff summary is produced.

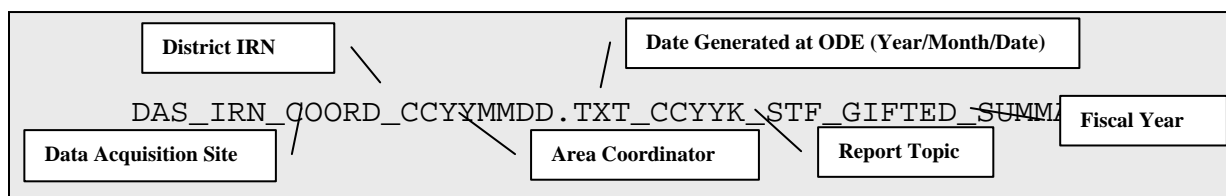
Tips for Reading This Document

- EMIS data elements are written in **SMALL CAPITAL LETTERS**.
- Report field names are written in **BOLD SMALL CAPITAL LETTERS**.
- Options (values) for each data element are indicated in *ITALICIZED CAPITAL LETTERS* and are enclosed in quotation marks.
- Record names are displayed in *italicized bold letters*.
- File names are displayed in **CAPITALIZED BOLD LETTERS**.
- CCYYYP denotes the century and year and processing period.

Report Name and Timing

The file name for the report is:

DAS_IRN_COORD_CCYYMMDD.TXT_CCYYK_STF_GIFTED_SUMMARY; its components are described below. This report is produced during the October (K) reporting period.



ODE Processing

Process Description

This report is generated by the weekly EMIS process for each week in the October reporting cycle that a district submits data. It is distributed to each district through its ITC.

The report generation program must be run after the certification program has properly updated the staff records. This sequence is necessary because only certified staff are included on the report.

Data Source

These data come from the certification, **ACTIVE** file, **STAFF EMPLOYMENT** file, and the **STAFF DEMOGRAPHIC** file. The first file is maintained at ODE and provides information such as the certification grades and types, subjects, issue and effective dates. The latter two files contain data submitted directly by the districts.

Submitted Data Used in Report

Element Name	Record Field #	File Name	Special Notes
DISTRICT IRN	CK040	<i>Staff Employment</i>	
POSITION CODE	CK060	<i>Staff Employment</i>	
ASSIGNMENT AREA	CK220	<i>Staff Employment</i>	
POSITION STATUS	CK070	<i>Staff Employment</i>	
EMPLOYEE ID	CK050	<i>Staff Employment</i>	
EDUCATION LEVEL	CI100	<i>Staff Demographic</i>	
TOTAL EXPERIENCE YEARS	CK210	<i>Staff Demographic</i>	
CERT SUBJECT		<i>ACTIVE</i>	
CERT GR		<i>ACTIVE</i>	
DISTRICT NAME		<i>OEDS</i>	
DISTRICT IRN		<i>OEDS</i>	

Derived Data Used in Report

Element Name	Record Field #	File Name	Field Value	Conversion factors
PROPER CERT FLAG		<i>Staff Employment</i>	“Y” or “N”	3 possible certification fields, added to file when run against certification process

Report Selection Criteria

The **STAFF EMPLOYMENT** file is the primary driver for this process. To be included in the output:

- ASSIGNMENT AREA must = “999380”
- POSITION CODE must = “110”, “113”, “115”, “201”, “206”, “208”, or “212”

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- POSITION STATUS NOT= “U” or “P”

To be included, the matching *Certification* record must have:

- PROPER CERT FLAG must all = “Y”

Additional data on the *Staff Demographic* record are included when creating the report output, but no filtering is done on the values in these files.

Report Sample

Header Information

The header describes information about the report generation. The upper left section names the program from which the report was generated, the data source and the reporting period in which the report was produced. The middle information identifies the producer of the report and the report title and includes the name of the district for which the report was produced. The upper right section states the date on which the report was generated, the page number, and the district IRN.

That is followed by column headers indicating the data described on each detail line.

Detail Information

There are three distinct sections to the report: gifted teachers, gifted coordinators, and all gifted personnel. Each section contains a line for years of experience in 5-year increments. After each listing, each column is summed. The total number of gifted staff and the total number of certified staff for that section are printed. The last section is a summary of the teacher and coordinator section.

A staff member is counted as a gifted teacher when

- ASSIGNMENT AREA = “999380”
- POSITION CODE = “206” or “201” or “208” or “212”

A staff member is counted as a gifted coordinator when

- ASSIGNMENT AREA = “999380”
- POSITION CODE = “113” or “110” or “115”

One is added to the running totals based on the TOTAL EXPERIENCE YEARS.

The count increments for the degree type are based on the following:

- EDUCATION LEVEL = “2” → Bachelors
- EDUCATION LEVEL = “3” → Masters

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- EDUCATION LEVEL = “5” → Doctorate
- EDUCATION LEVEL = anything else → Other

To determine which certification validation count is incremented, the following decisions are applied:

- CERT SUBJECT = “196210” and the CERT Gr = “2” or “5”, → **LICENSURE 19210**
- CERT SUBJECT = “196212” and the CERT Gr = “2”, “5”, “or “T”, → **LICENSURE 196212**
- All other counts are incremented based solely on the CERT SUBJECT.

GIFTED STAFF DATA SUBMITTED TO ODE AS OF 02/24/2006

GIFTED TEACHERS

POSITION = 206, ASSIGNMENT AREA = 999380		EDUCATION				STAFF COUNT	CERTIFICATION VALIDATION						LICENSURE	
TEACHER	YRS EXPERIENCE	BACHELORS	MASTERS	DOCTORATE	OTHER		196185	196200	196210	196215	196220	196225	196210	196212
0-5	YRS EXPERIENCE	0	0	0	0	0	0	0	0	0	0	0	0	
6-10	YRS EXPERIENCE	0	0	0	0	0	0	0	0	0	0	0	0	
11-15	YRS EXPERIENCE	0	0	0	0	0	0	0	0	0	0	0	0	
16-20	YRS EXPERIENCE	0	0	0	0	0	0	0	0	0	0	0	0	
21-25	YRS EXPERIENCE	0	0	0	0	0	0	0	0	0	0	0	0	
26-30	YRS EXPERIENCE	0	0	0	0	0	0	0	0	0	0	0	0	
30+	YRS EXPERIENCE	0	0	0	0	0	0	0	0	0	0	0	0	
TOTAL, ALL EXPERIENCE		0	0	0	0		0	0	0	0	0	0	0	
TOTAL NUMBER OF GIFTED TEACHERS						0								
TOTAL NUMBER CERTIFIED						0								

GIFTED COORDINATORS

POSITION = 113, ASSIGNMENT AREA = 999380		EDUCATION				STAFF COUNT	CERTIFICATION VALIDATION						LICENSURE	
TEACHER	YRS EXPERIENCE	BACHELORS	MASTERS	DOCTORATE	OTHER		196185	196200	196210	196215	196220	196225	196210	196212
0-5	YRS EXPERIENCE	0	0	0	0	0	0	0	0	0	0	0	0	
6-10	YRS EXPERIENCE	0	0	0	0	0	0	0	0	0	0	0	0	
11-15	YRS EXPERIENCE	0	0	0	0	0	0	0	0	0	0	0	0	
16-20	YRS EXPERIENCE	0	0	0	0	0	0	0	0	0	0	0	0	
21-25	YRS EXPERIENCE	0	0	0	0	0	0	0	0	0	0	0	0	
26-30	YRS EXPERIENCE	0	0	0	0	0	0	0	0	0	0	0	0	
30+	YRS EXPERIENCE	0	0	0	0	0	0	0	0	0	0	0	0	
TOTAL, ALL EXPERIENCE		0	0	0	0		0	0	0	0	0	0	0	
TOTAL NUMBER OF GIFTED COORDINATORS						0								
TOTAL NUMBER CERTIFIED						0								

GIFTED PERSONNEL

POSITION = ALL, ASSIGNMENT AREA = 999380		EDUCATION				STAFF COUNT	CERTIFICATION VALIDATION						LICENSURE	
TEACHER	YRS EXPERIENCE	BACHELORS	MASTERS	DOCTORATE	OTHER		196185	196200	196210	196215	196220	196225	196210	196212
0-5	YRS EXPERIENCE	0	0	0	0	0	0	0	0	0	0	0	0	
6-10	YRS EXPERIENCE	0	0	0	0	0	0	0	0	0	0	0	0	
11-15	YRS EXPERIENCE	0	0	0	0	0	0	0	0	0	0	0	0	
16-20	YRS EXPERIENCE	0	0	0	0	0	0	0	0	0	0	0	0	
21-25	YRS EXPERIENCE	0	0	0	0	0	0	0	0	0	0	0	0	
26-30	YRS EXPERIENCE	0	0	0	0	0	0	0	0	0	0	0	0	
30+	YRS EXPERIENCE	0	0	0	0	0	0	0	0	0	0	0	0	
TOTAL, ALL EXPERIENCE		0	0	0	0		0	0	0	0	0	0	0	
TOTAL NUMBER OF GIFTED PERSONNEL						0								
TOTAL NUMBER CERTIFIED						0								

Error Detection and Correction

If the report numbers are not in line with the district's expectations, the *Staff Employment* records should be checked. Particular note should be paid to the ASSIGNMENT AREA, POSITION CODE, POSITION STATUS, and EDUCATION LEVEL. The *Staff Demographic* TOTAL EXPERIENCE YEARS should also be validated.

If there are still questions about the output, the staff certification records should be validated. Particular attention should be paid to the subject areas of certification.

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