

MEMORANDUM

October 11, 2002

TO: All Elementary School Principals

FROM: Information Technology Services
Office of Information Technology

SUBJECT: **IDENTIFICATION OF PARAPROFESSIONALS FOR CLASS SIZE COMPUTATION**

The attached document contains the timelines and procedures for identification of paraprofessionals for class size computation.

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Each year, the Florida Department of Education (FDOE) produces a report on class size for grades K-3 for each district. Prior to releasing the report, the FDOE has requested verification of class size data from Miami-Dade County Public Schools. In order to complete this process, information of full-time and part-time paraprofessionals (teacher aides) must be collected.

The on-line screen for this process includes full-time and part-time paraprofessionals at your school who worked during the FTE Survey week, and were assigned one of the job codes listed on the last page of this document. Next to each paraprofessional's name and ID are a series of input fields. These fields need to be completed with the employee number of each full-time teacher, regardless of grade level, who the paraprofessional served during FTE Survey week. If a paraprofessional assisted more than 8 teachers, the school should enter those teachers who received the most paraprofessional aid. The screens used for this process are reproduced on the following pages.

This data must be collected for Survey 2 (October 7-11, 2002), and again for Survey 3 (February 3-7, 2003). The Paraprofessionals screen will be available October 15 - November 1 for input for the October FTE Survey. After November 1, the screen will be inactivated. An e-mail notice will be sent to notify schools of the dates that the Paraprofessionals screen will be available for the February FTE (Survey 3).

If you have any questions concerning the use of the Paraprofessionals screen, please contact Support Services Support at 305-995-3705(0).

Getting Started - Personnel Reporting System

To use the *Paraprofessionals* selection, you must “sign-on” to the CICS operating system. The M-DCPS computer network security screen is displayed when **CICS** has been entered on the Application Status screen.

```

** PRESS: PF1 FOR PHONE, BULLETIN BOARDS, S&D, A/V AND TEXTBOOK INFORMATION **
SIG1-11-X2FD                                     10/10/2002 14.59.48

      PRODUCTION CICS      AT TERMINAL X2FD      PRINTER X2FG
=====
      AT THIS TIME YOU MUST SIGN-ON

      EMPLOYEE NUMBER:

      WORK LOCATION:

      PERSONAL PASSWORD:

      (OPTIONAL) APPLICATION:

=====
      IF YOU WISH TO CHANGE YOUR PASSWORD, PLEASE ENTER Y BELOW:

      ==>

PF3 = EXIT CICS      | BLANK APPLICATION = DISPLAYS APPLICATION LIST
PF1 FOR PHONE, BULLETIN BOARDS, S&D, A/V AND TEXTBOOK INFORMATION

```

Figure 1: M-DCPS Computer Network Screen

The “sign-on” procedure, indicated on the screen must be followed.

- ▼ Type EMPLOYEE NUMBER
- ▼ Type WORK LOCATION (NUMBER)
- ▼ Type PERSONAL PASSWORD
- Press **Enter**

Option Before pressing **Enter**,

- ▼ **Tab** to APPLICATION
- ▼ Type **P** **E** **R** **S**
- Press **Enter** This option bypasses the Application List screen allowing you to go directly to the PERSONNEL REPORTING ACCESS ADVISORY screen.

Getting Started - Personnel Reporting System

Your personal application list screen will be displayed when you have been cleared through security access.

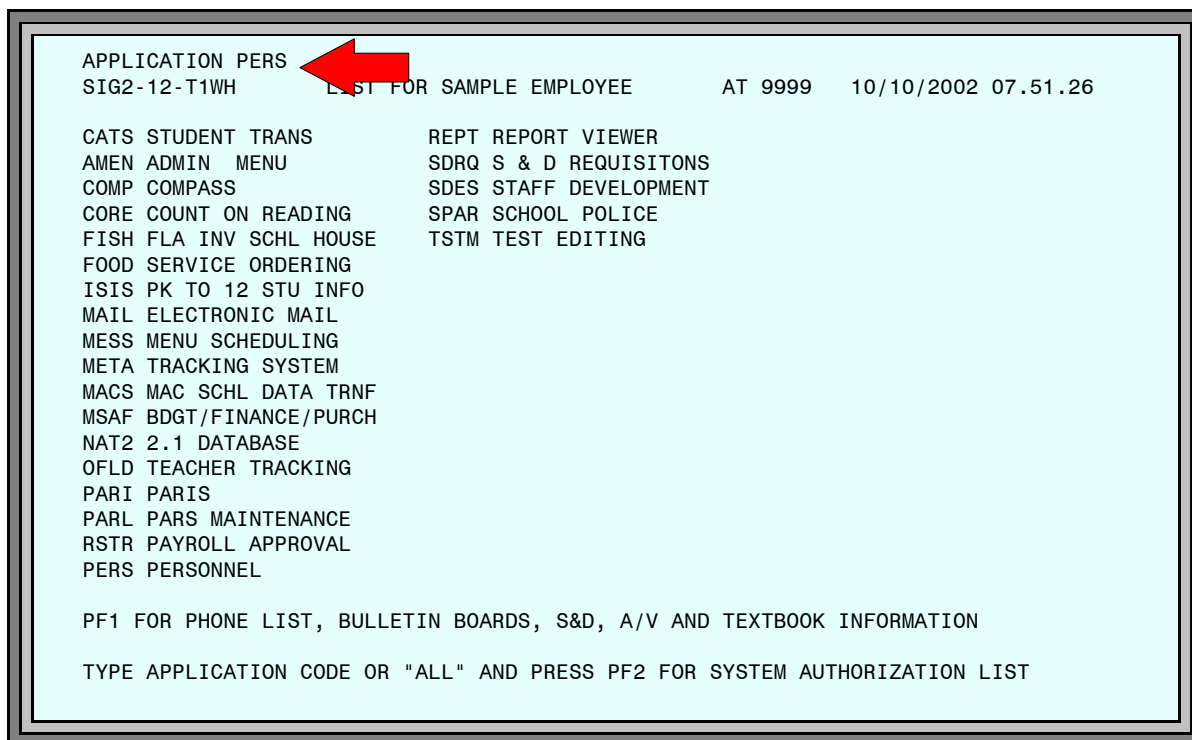


Figure 2: Sample Application List Screen

Your name will appear in place of SAMPLE EMPLOYEE and your work location number will be displayed.

If you have been authorized to access the PERSONNEL REPORTING SYSTEM, the application PERS PERSONNEL will be on your application list. If it is not, contact your work site authorizing administrator.

On this screen, to access the PERSONNEL REPORTING SYSTEM,

▼ Type **P E R S**

■ Press **Enter**

Getting Started - Personnel Reporting System

When PERS has been entered on either the NETWORK SECURITY screen or the APPLICATION LIST screen, the PERSONNEL REPORTING ACCESS ADVISORY screen shown below, will be displayed.

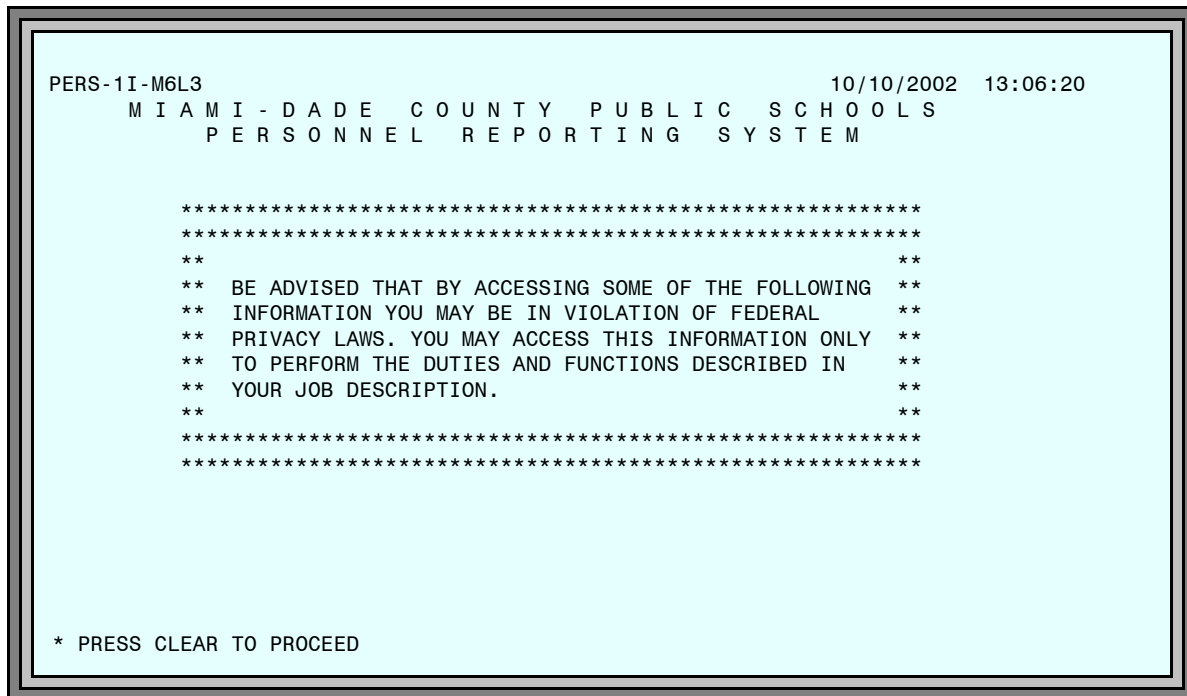


Figure 3: Access Advisory Screen

▼ Press **Clear** to proceed to the PERSONNEL REPORTING SYSTEM APPLICATIONS MENU.

Getting Started - Personnel Reporting System

After pressing **Enter** on the PERSONNEL REPORTING SYSTEM ADVISORY SCREEN, the PERSONNEL REPORTING SYSTEM APPLICATIONS MENU screen shown below will be displayed.

```
PERS-11-X2FD                                10/10/02 15:08:47
  MIAMI - DADE COUNTY PUBLIC SCHOOLS
    PERSONNEL REPORTING SYSTEM
      APPLICATIONS MENU

1. PACS INQUIRY                               11. PAYROLL MAINTENANCE
2. PACS MAINTENANCE                           12. RPA APPROVAL
3. SALARY SCHEDULES                           13. RETIREMENT VARIANCES
4. BAS HEADER INQUIRY                         14. OFFICIAL MAINTENANCE
5. BAS HEADER MAINTENANCE                     15. M.I.S. INQUIRY
6. APPLICANT TRACKING SYSTEM (A.T.S.)         16. FRINGE BENEFITS
7. A.T.S. MAINTENANCE                         17. DATA ENTRY
8. PERSONNEL ACTIONS                         18. POP INFORMATION
9. EMPLOYEE INQUIRY                          19. TEACHER TRANSCRIPT REQUEST
10. EMPLOYEE DIRECTORY                       20. PARAPROFESSIONALS
22. INSTRUCTIONAL DIVERSITY GUIDELINES        21. PERSONNEL MAINTENANCE

ENTER SELECTION  20
* RETURN TO CICS = CLEAR KEY      * PRESS PF8 FOR HELP SCREEN
```

Figure 4: M-DCPS Personnel Reporting System Applications Menu

▼ Type **20**

■ Press **Enter**

The PARAPROFESSIONALS DATA ENTRY screen will be displayed.

Updating Paraprofessionals with Teacher Information

[illegible]

Figure 5: Paraprofessionals - Data Entry Screen

The *Paraprofessionals* data entry screen displays all employees who are designated as paraprofessionals on the personnel file (full and part time) in the work location which was entered on the security control sign-on screen.

What You See

- ◆ The first line indicates the location **number** and the location **name**.
- ◆ For each paraprofessional that worked during the FTE survey week, the following information is listed:

Employee Number

Payroll code (P/C)

Employee Name (last, abbreviated first name)

- ◆ Space for 8 teacher employee numbers that were assisted by this paraprofessional.

If no paraprofessionals are assigned to your location, the message “NO PARAPROFESSIONALS FOUND AT THIS LOCATION XXXX” will display.

Updating Paraprofessionals with Teacher Information

What You Do

Beside each paraprofessional's name is the place for up to 8 teacher employee numbers that were being assisted by that paraprofessional during FTE survey week.

- ▼ The cursor will be positioned on the first blank employee number field.
- ▼ Enter each teacher's 6-digit employee number in the space provided.
- ▼ The **Tab** key will position the cursor on the next line for data entry.

Once all employees have been entered on this screen,

■ Press **Enter**

** RECORD(S) UPDATED ** 10/10/2002 08:05:48
PS23-T1WH PARAPROFESSIONALS
LOCATION: 4444 TEST SCHOOL

PARAPROFESSIONAL EMPNO	P/C	NAME	-----TEACHERS BEING ASSISTED BY PARAPROFESSIONAL-----								
123456	C	SAMPLE, EM	111111	222222	333333						
123456	C	SAMPLE, EM	444444	555555	666666	777777	888888	999999	122222	233333	
123456	C	SAMPLE, EM	344444	455555	566666	677777					
123456	C	SAMPLE, EM	788888								
123456	C	SAMPLE, EM	988888								
123456	C	SAMPLE, EM	689999								
123456	C	SAMPLE, EM	234567								
123456	C	SAMPLE, EM	123456	434567							
123456	C	SAMPLE, EM	345678								
123456	C	SAMPLE, EM	456789								
123456	C	SAMPLE, EM	567891								
123456	C	SAMPLE, EM	678912	789123							
123456	C	SAMPLE, EM	891234								
123456	C	SAMPLE, EM	912345	786543	987654	876543	765432	654321	543219	432198	


* PRESS CLEAR TO EXIT

Figure 6: Paraprofessionals - Data Entry Screen

The message RECORD(S) UPDATED appears at the top of the screen, if there are no errors.

Each employee number entered will be verified to be an active teacher assigned to that work location. If the employee number entered is not an active teacher or is not assigned to that work location, the message "ENTER VALID TEACHER" will display. The incorrect employee number must be either removed or changed. (See page 7 for instructions for this process.)

Updating Paraprofessionals with Teacher Information

**** RECORD(S) UPDATED ****  10/10/2002 08:05:48
PS23-T1WH PARAPROFESSIONALS
LOCATION: 4444 TEST SCHOOL

PARAPROFESSIONAL
EMPNO P/C NAME -----TEACHERS BEING ASSISTED BY PARAPROFESSIONAL-----

123456	C	SAMPLE, EM	111111	222222	333333						
123456	C	SAMPLE, EM	444444	555555	666666	777777	888888	999999	122222	233333	
123456	C	SAMPLE, EM	344444	455555	566666	677777					
123456	C	SAMPLE, EM	788888								
123456	C	SAMPLE, EM	988888								
123456	C	SAMPLE, EM	689999								
123456	C	SAMPLE, EM	234567								
123456	C	SAMPLE, EM	123456	000000							
123456	C	SAMPLE, EM	345678								
123456	C	SAMPLE, EM	456789								
123456	C	SAMPLE, EM	567891								
123456	C	SAMPLE, EM	678912	789123							
123456	C	SAMPLE, EM	891234								
123456	C	SAMPLE, EM	912345	786543	987654	876543	765432	654321	543219	432198	

* PRESS CLEAR TO EXIT

Figure 7: Paraprofessionals - Data Entry Screen

If an employee number entered is *incorrect*,

- ▼ Press **Tab** to position the cursor on the incorrect employee number.
- ▼ Type correct employee number.
- Press **Enter**

If an employee number entered should be *removed*,

- ▼ Press **Tab** to position the cursor on the incorrect employee number.
- ▼ **Enter** all zero's (000000) in place of the employee number entered.
- Press **Enter**

After all employee numbers have been entered, if there are no errors, the message RECORD(S) UPDATED appears at the top of the screen.

Updating Paraprofessionals with Teacher Information

** MORE AVAILABLE **

10/10/2002 08:05:48

PS23-T1WH

PARAPROFESSIONALS

LOCATION: 4444 TEST SCHOOL

PARAPROFESSIONAL

EMPNO P/C NAME

-----TEACHERS BEING ASSISTED BY PARAPROFESSIONAL-----

123456	C	SAMPLE, EM	111111	222222	333333						
123456	C	SAMPLE, EM	444444	555555	666666	777777	888888	999999	122222	233333	
123456	C	SAMPLE, EM	344444	455555	566666	677777					
123456	C	SAMPLE, EM	788888								
123456	C	SAMPLE, EM	988888								
123456	C	SAMPLE, EM	689999								
123456	C	SAMPLE, EM	234567								
123456	C	SAMPLE, EM	123456	434567							
123456	C	SAMPLE, EM	345678								
123456	C	SAMPLE, EM	456789								
123456	C	SAMPLE, EM	567891								
123456	C	SAMPLE, EM	678912	789123							
123456	C	SAMPLE, EM	891234								
123456	C	SAMPLE, EM	912345	786543	987654	876543	765432	654321	543219	432198	

* PRESS CLEAR TO EXIT

Figure 8: Paraprofessionals - Data Entry Screen

If additional paraprofessionals are assigned to this location, the message “MORE AVAILABLE” will display at the top of the screen. If this message is present,

▼ Press **Enter**

Repeat the process described above until the message “NO MORE AVAILABLE” is displayed.

If a paraprofessional assisted more than 8 teachers, the school should enter those 8 teachers that received the most paraprofessional aid.

PARAPROFESSIONAL/ASSOCIATE EDUCATOR JOB LISTING

Job Code	Title	PayGrade
*4005	Community Involvement Specialist	12
4039	Community Involvement Specialist	12
4217	Paraprofessional III Behavioral	15
4218	Paraprofessional III Bilingual	15
4219	Paraprofessional III General – 10 mo.	15
4220	Paraprofessional III Montessori	15
4221	Paraprofessional III Pre-K	15
4222	Paraprofessional III Social Services	15
4223	Paraprofessional III Therapeutic	15
*4224	Paraprofessional III Vocational	15
4225	Associate Educator II	15
4226	Paraprofessional III Therapeutic (P)	16
4227	Paraprofessional III Behavioral (P)	15
*4228	Paraprofessional III General – 12 mo.	15
4229	Paraprofessional III - Vocational – 10 mo.	15
*4240	Paraprofessional II(General)	12
*4241	Paraprofessional I(General)	7
*4242	Paraprofessional I Vocational	7
*4243	Paraprofessional I Behavioral (P)	7
4245	Paraprofessional II Behavioral (P)	12
4246	Associate Educator	14
*4247	Paraprofessional II Vocational	12
4248	Community Liaison Specialist	23
4252	Computer Lab Specialist	12
4253	Instructional Management System Specialist – 10 mo.	14
*4254	Instructional Management System Specialist – 12 mo.	14
4256	Paraprofessional II (Vocational)	12
4259	Paraprofessional II (General)	12
4260	Paraprofessional I (General)	7
4263	Paraprofessional II (Therapeutic)	12
4264	Paraprofessional I (Therapeutic)	7
4266	Paraprofessional II (Behavioral)	12
4267	Paraprofessional I (Behavioral)	7
4268	Paraprofessional II (Bilingual)	12
4269	Paraprofessional I (Bilingual)	7
4271	Paraprofessional I (Vocational)	7
4272	Paraprofessional II (Social Service)	12
4273	Paraprofessional I (Social Service)	7
*4276	Paraprofessional II (Therapeutic)	12
4277	Paraprofessional I (Pre-K)	7
4278	Paraprofessional II Pre-K)	12
4281	Interpreter for the Deaf/Hard-of-Hearing QAI/10mo.	23
4282	Interpreter for the Deaf/Hard-of-Hearing QAI/10mo.	23
*4283	Interpreter for the Deaf/Hard-of-Hearing QAI/12mo.	23
*4284	Interpreter for the Deaf/Hard-of-Hearing RID	23
*4285	Interpreter for the Deaf/Hard-of-Hearing QAI/12mo.	23
4287	Occupational Therapy Assistant	23

All jobs listed are 10-month positions, except those indicated with an asterisk(*) which are 12-month-positions.

PARAPROFESSIONAL/ASSOCIATE EDUCATOR JOB LISTING

Job Code	Title	PayGrade
4291	Interpreter for the Deaf/Hard-of-Hearing QAIII/10mo.	23
4292	Paraprofessional I Therapeutic (P)	7
4293	Paraprofessional II (Therapeutic (P)	12
4294	Paraprofessional I (Montessori)	7
4295	Paraprofessional II (Montessori)	12
*4296	Interpreter for the Deaf/Hard-of-Hearing QAII/12mo.	23
4298	Interpreter for the Deaf/Hard-of-Hearing Non Cert/10mo.	12
*4300	Interpreter for the Deaf/Hard-of-Hearing NonCert/12mo.	12
*4301	Wages Case Manager	23
*4302	Job Placement Specialist	21
*8045	Paraprofessional I (Bilingual)	7

All jobs listed are 10-month positions, except those indicated with an asterisk(*) which are 12-month-positions.