

MEMORANDUM

TO: All Elementary Schools

FROM: Information Technology Services (ITS)

SUBJECT: ****IMPORTANT** IDENTIFICATION OF PARAPROFESSIONALS**

Each year, the Florida Department of Education (FDOE) requires that information on full-time and part-time paraprofessionals (teacher aides) be collected. The on-line screen for updating this information will be available in the Personnel Reporting System (PERS) on October 29, 2003. All information must be entered on-line by 5:00 p.m. Friday, November 7, 2003. After this date, the screen will be inactivated. The attached document contains the instructions for updating this information.

If there are questions regarding this process, please call Support Services at 305-995-3705(0).

Getting Started - Personnel Reporting System

To use the *Paraprofessionals* selection, you must “sign-on” to the CICS operating system.

If your computer terminal screen looks like this sample, follow the directions below. [If your screen looks like the sample on page 2, begin with the directions on that page.]

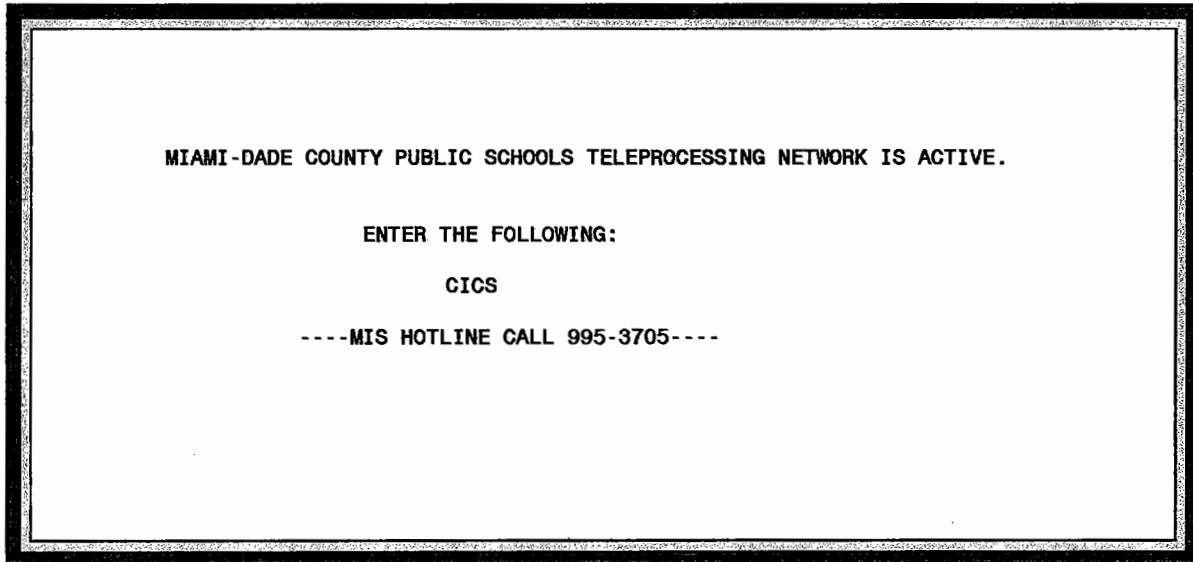


Figure 1: M-DCPS Computer Network Screen

▼ Type **C I C S**

■ **Enter**

The M-DCPS computer network security screen will be displayed...

Getting Started - Personnel Reporting System

The M-DCPS computer network security screen is displayed when CICS has been entered on the previous screen.

```
*** PF1 FOR PHONE, SCHOOL BOARD RULES AND OTHER GENERAL INFORMATION
SIG1-11-M6L3                                     10/14/2003 12.46.39

      PRODUCTION CICS   AT TERMINAL M6L3       PRINTER M6L4
=====
      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 INFO PF5=RACF DEF
```

Figure 2: Security Screen

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

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

[If you followed the option on page 2 and entered PERS, and if you are authorized to access the PERSONNEL REPORTING SYSTEM, this following screen will be bypassed and you will go directly to the PERSONNEL REPORTING SYSTEM ADVISORY screen on page 4.]

```
APPLICATION SIG2-12-T1WH ← LIST FOR SAMPLE EMPLOYEE AT 0000 10/14/2003 07.51.26

CATS STUDENT TRANS          REPT REPORT VIEWER
AMEN ADMIN MENU            SDRQ S & D REQUISITONS
COMP COMPASS              SDES STAFF DEVELOPMENT
CORE COUNT ON READING     SPAR SCHOOL POLICE
FISH FLA INV SCHL HOUSE   TSTM TEST EDITING
FOOD SERVICE ORDERING
ISIS PK TO 12 STU INFO
MAIL ELECTRONIC MAIL
MESS MENU SCHEDULING
META TRACKING SYSTEM
MACS MAC SCHL DATA TRNF
MSAF BDGT/FINANCE/PURCH
NAT2 2.1 DATABASE
OFLD TEACHER TRACKING
PARI PARIS
PARL PARS MAINTENANCE
RSTR PAYROLL APPROVAL
PERS PERSONNEL

PF1 FOR PHONE LIST, BULLETIN BOARDS AND S&D, A/V & TEXTBOOK INFO PF5=RACF DEF
TYPE APPLICATION CODE OR "ALL" AND PRESS PF2 FOR SYSTEM AUTHORIZATION LIST
```

Figure 3: 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 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 SYSTEM Advisory screen shown below, will be displayed.

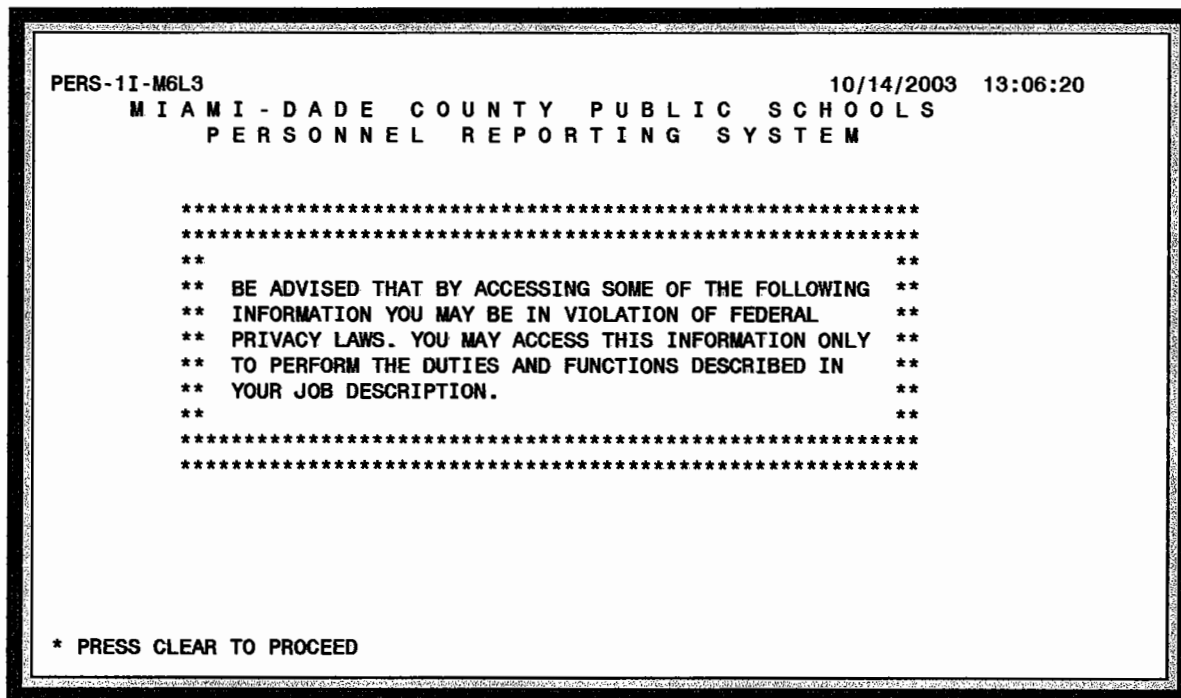


Figure 4: Advisory Screen

▼ Press 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 APPLICATION MENU screen shown below will be displayed.

```
PERS-11-T1WH                                10/14/2003 08:03:07
      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. PAYROLL TRANSACTIONS
4.  BAS HEADER INQUIRY                    14. OFFICIAL MAINTENANCE
5.  BAS HEADER MAINTENANCE                15. M.I.S. INQUIRY
6.  APPLICANT INQUIRY                    16. FRINGE BENEFITS
7.  APPLICANT 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
23. INSTRUCTIONAL PERSONNEL INTERVIEW FORMS (IPIF)

      ENTER SELECTION  _ _

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

Figure 5: DCPS Computer Security Screen

▼ Type **20**

■ Press **Enter**

The PARAPROFESSIONALS DATA ENTRY screen will be displayed.

Updating Paraprofessionals with Teacher Information

```

** MORE AVAILABLE **                               10/14/2003 08:05:48
PS23-T1WH                                           PARAPROFESSIONALS
LOCATION: 4444 TEST SCHOOL ←
PARAPROFESSIONAL
EMPNO P/C NAME      -----TEACHERS BEING ASSISTED BY PARAPROFESSIONAL-----
123456 C SAMPLE, EM   _____
123456 C SAMPLE, EM   _____
123456 C SAMPLE, EM   _____
123456 C SAMPLE, EM   _____
123456 C SAMPLE, EM   _____
123456 C SAMPLE, EM   _____
123456 C SAMPLE, EM   _____
123456 C SAMPLE, EM   _____
123456 C SAMPLE, EM   _____
123456 C SAMPLE, EM   _____
123456 C SAMPLE, EM   _____
123456 C SAMPLE, EM   _____
123456 C SAMPLE, EM   _____
123456 C SAMPLE, EM   _____
123456 C SAMPLE, EM   _____

* PRESS CLEAR TO EXIT
  
```

Figure 6: 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,

■ **Enter**

```
** RECORD(S) UPDATED ** ← 10/14/2003 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 7: 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 8 for instructions for this process.)

Updating Paraprofessionals with Teacher Information

```
** RECORD(S) UPDATED ** ←
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 8: 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 ** ←
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 9: 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

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.

PARAPROFESSIONA/ASSOCIATE EDUCATOR JOB LISTING

Job Code	Title	Pay Grade
*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)	15
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

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

PARAPROFESSIONA/ASSOCIATE EDUCATOR JOB LISTING

Job Code	Title	Pay Grade
4278	Paraprofessional II (Pre-K)	12
4281	Interpreter for the Deaf/Hard-of-Hearing QAI/10 mo.	23
4282	Interpreter for the Deaf/Hard-of-Hearing QAI/10 mo.	23
4283	Interpreter for the Deaf/Hard-of-Hearing QAI/10 mo.	23
4284	Interpreter for the Deaf/Hard-of-Hearing RID	23
*4285	Interpreter for the Deaf/Hard-of-Hearing QAI/12 mo.	23
4287	Occupational Therapy Assistant	23
*4291	Interpreter for the Deaf/Hard-of-Hearing QAI/12 mo.	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 QAI/12 mo.	23
4298	Interpreter for the Deaf/Hard-of-Hearing Non Cert/10 mo.	12
*4300	Interpreter for the Deaf/Hard-of-Hearing Non Cert/12 mo.	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.