

MEMORANDUM

TO: All Elementary Schools

FROM: Information Technology Services (ITS)

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

Each year, the Florida Department of Education (FLDOE) 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 Wednesday, February 15, 2006. All information must be entered on-line by 5:00 p.m. Tuesday, March 7, 2006. After this date, the screen will be inactivated. The attached document contains the instructions for updating this information. Also attached is a list of the Paraprofessional job codes used for collecting this information.

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

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 (Pre-K)	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
4231	Community Liaison Specialist – 10 mo.	23
*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 - 12 mo.	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.

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-X2HF                                10/05/2005
11.22.45

          PRODUCTION CICS    AT TERMINAL X2HF    PRINTER X2HI
-----
          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 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.

```
APPLICATION
SIG2-12-X2HF      LIST FOR BEVERLY YOUNG      AT 0000  10/05/2005 11.25.46

AAAA SECURITY ACCESS PARL PARS MAINTENANCE      WSS WEB STUDENT SERVIC
ACCD ACCIDENT SYSTEM RSTR PAYROLL APPROVAL      WMSA WEB MSA SERVICES
CATS STUDENT TRANS   UWAY UNITED WAY          WNIS WEB NTKW INET SVCS
AMEN ADMIN MENU      SUBS SUBSTITUTES
COMP COMPASS         PERQ PERSONNEL QUERY
CORE COUNT ON READING PERS PERSONNEL
FASI FIRE ALARM SAFETY PROJ PROJECT ACCOUNTING
FTES SCHL FUNDING CERT PROP PROPERTY CONTROL
ISIS PK TO 12 STU INFO REPT REPORT VIEWER
MAIL ELECTRONIC MAIL  SDRQ S&D REQUISITIONS
META TRACKING SYSTEM SDES STAFF DEVELOPMENT
MACS MAC SCHL DATA TRNF SEAD MISC APPLICATIONS
MISI NETWORK/INV MGMT TADL ATTEND DOWNLOAD
MSAF BDGT/FINANCE/PURCH TRVL TRAVEL
NAT3 NATURAL 3       VACS VOC ADULT COMM SCH
OFLD TEACHER TRACKING WRPT WEB CNTL-D REPORTS
PARI PARIS           WHRS WEB HUM RES SERV
ACES CHARTER SCHOOLS WBS WEB BUSINESS SERV

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

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.

```
PERS-1I-M6L3                                10/05/2005  13:06:20
  M I A M I - D A D E   C O U N T Y   P U B L I C   S C H O O L S
    P E R S O N N E L   R E P O R T I N G   S Y S T E M

*****
*****
**
**  BE ADVISED THAT BY ACCESSING SOME OF THE FOLLOWING  **
**  INFORMATION YOU MAY BE IN VIOLATION OF FEDERAL    **
**  PRIVACY LAWS. YOU MAY ACCESS THIS INFORMATION ONLY **
**  TO PERFORM THE DUTIES AND FUNCTIONS DESCRIBED IN  **
**  YOUR JOB DESCRIPTION.                             **
**                                                    **
*****
*****

* PRESS CLEAR TO PROCEED
```

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.

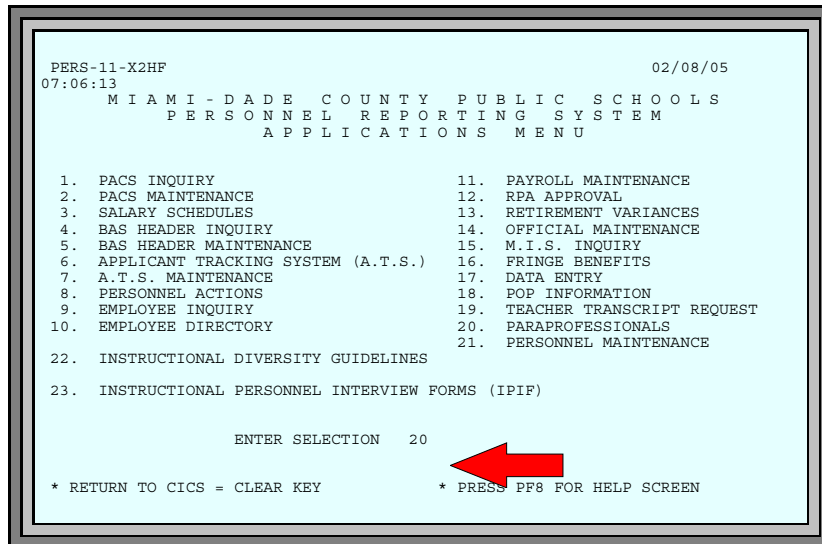


Figure 4: M-DCPS Personnel Reporting System Applications Menu

- Type **2 0**
Press **Enter**

The PARAPROFESSIONALS DATA ENTRY screen will be displayed.

Updating Paraprofessionals with Teacher Information

10/05/2005 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	_____	_____	_____	_____	_____	_____	_____	_____
123456	C	SAMPLE, EM	_____	_____	_____	_____	_____	_____	_____	_____
123456	C	SAMPLE, EM	_____	_____	_____	_____	_____	_____	_____	_____

* PRESS CLEAR TO EXIT

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

- g The first line indicates the location **number** and the location **name**.
- g 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)
- g 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 **                                10/05/2005  08:05:48
PS23-T1WH                                PARA PROFESSIONALS
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 **          10/05/2005  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 **                               10/05/2005  08:05:48
PS23-T1WH
LOCATION: 4444  TEST SCHOOL

PARAPROFESSIONALS

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.