

PK Partnership Classroom Teacher Coding Guidance

TWEDS CODES AND DEFINITIONS

| Code Table ID | Name | XML Name | Date Issued | Date Updated |
|---------------|---|-----------------------|-------------|--------------|
| DC143 | Classroom-position-type | ClassroomPositionType | 03/01/2012 | 10/20/2020 |
| Code | Translation | | | |
| 01 | Teacher of Record | | | |
| 02 | Assistant Teacher | | | |
| 03 | Support Teacher | | | |
| 04 | Substitute Teacher | | | |
| 05 | PK Classroom Aide | | | |
| NOTE: | <p>Teacher of Record - Indicates that the teacher is responsible for the classroom, making the final decisions about the instruction delivered and the final outcomes for the students assigned to the class.</p> <p>Assistant Teacher - Indicates that the teacher is assigned to the class and works with the Teacher of Record providing instruction and/or other instructional services to the students in the class.</p> <p>Support Teacher - Indicates that the teacher provides specialized services on a regular or irregular basis to students in the class.</p> <p>Substitute Teacher - Indicates that the substitute teacher serves in a classroom in the absence of a teacher certified for that assignment where the teacher has quit, died, or been terminated.</p> <p>PK Classroom Aide - Indicates that the Classroom Aide (Role-ID 033) serves the Teacher of Record on a regular or irregular basis in a prekindergarten classroom.</p> | | | |

Teacher of Record - Indicates that the teacher is **responsible for the classroom**, making the **final decisions about the instruction** delivered and the **final outcomes for the students** assigned to the class. Teacher of record is the certified staff that provides direct instruction for the majority of the day; 2 hours for PK3 and 4 hours for PK4

PARTNERSHIP TEACHER CODING GUIDANCE

Staffing data is submitted to PEIMS annually. This includes data for teachers in prekindergarten partnership classrooms regardless of whether the teacher is employed by the LEA or the private provider.

| If the partnership classroom has a: | Person to be coded in PEIMS | PEIMS Classroom Position type code |
|---|---|------------------------------------|
| PK3 appropriately certified teacher | The PK3 certified teacher | Teacher of Record (01) |
| PK4 appropriately qualified* teacher | The PK4 qualified teacher | Teacher of Record (01) |
| Substitute in the absence of an appropriately qualified PK3 or PK4 teacher | The substitute teacher | Substitute Teacher (04) |
| Substitute filling in for an appropriately qualified PK3 or PK4 teacher for a designated amount of time | The qualified teacher for whom the substitute teacher is filling in for | Teacher of Record (01) |

*PK4 partnership classroom teachers must meet the requirements of HB 2729.

Only staff meeting the criteria and requirements for the "Teacher of Record" can be coded as such. Open-enrollment charters must follow the specifications within their charter contract regarding teacher certification. Districts of innovation must follow their local innovation plans regarding the certification of teachers.

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FREQUENTLY ASKED QUESTIONS

1. How does a non-LEA employee receive a Unique Staff ID?
 - a. The LEA will need sufficient information from the non-LEA employee to have a unique ID assigned. This information includes basic demographic data: date of birth, race, ethnicity, gender, etc.
2. Can a single staff member be listed as the Teacher of Record for several PK3 and/or PK4 classrooms for?
 - a. No, each classroom must have a unique Teacher of Record. An instance where a Teacher of Record might repeat would be when a staff member is the Teacher of Record for a PK3 AM class and then a PK3 PM class.
3. We will have to staff our partnership classroom with a substitute until we are able to hire a teacher who meets the appropriate teaching requirements. This does not fall into the categories above (absence of an appropriate teacher due to quitting, dying, or termination nor is it a “fill in”). Is this allowable? How would this person be coded?
 - a. Substitutes are allowable in this scenario. The substitute would be coded as **Substitute Teacher (04)** which is defined as an open position that the LEA/partnering entity has not been able to fill with a permanent teacher.