

# **Teacher Staff and Salary Survey 2016-2017**

**Online Instructions**

**DUE**

**December 1, 2016**

**IT: Data Management & Analysis  
(802) 479-1044**



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## SYSTEM REQUIREMENTS

Adobe Acrobat Reader (Free Download)

Windows Users – Microsoft Excel or Spreadsheet program for reading Office 2007 excel files

Mac Users – Spreadsheet program capable of reading .xlsm files

Please call the helpdesk and someone will help you get this file and assist you installing it onto your machine. AOE Help Desk (802) 479-1044.

## TECHNICAL SUPPORT

Call (802) 479-1044 for assistance with any software problems.

## DUE DATE

The Teacher/Staff and Salary Survey is due no later than December 1, 2016.

## STARTING THE APPLICATION

Open Microsoft Excel template sent to you via email.

## COVER PAGE OPTIONS

Select your school from the drop down menu shown below. Use the Button “Go to Teacher Staff Template” to go to the data collection sheet.

The screenshot shows the cover page of an Excel template titled "Teacher Staff Data Entry Template". The page has a light purple background. At the top, it says "Due Date: December 1st, 2016" and "Vermont Agency of Education HelpDesk (802)479-1044". Below that, a bold instruction reads: "Please Create a Folder on your C drive Called 'TEACHERSTAFF' before using this template". Underneath, there is a text field for "Please Select Your Organization:" with a dropdown menu showing "CASTLETON HUBBARDTON US #42" and a text field for "PS061". At the bottom, there are three buttons: "Go to Teacher Staff Template", "Make Teacher Staff Data File", and "Print Comparision and". The bottom of the screenshot shows the Excel ribbon with tabs for "Cover", "Teacher Staff Template", "Last Year Data", "Comparision", "Signature", and "Data".

## DATA ENTRY

	A	B	C	D	E	F	G	H	I	J
1	ORGID	FCTCATNO	FCTCAT	STFCATNO	STFCAT	MALFTE	FEMFTE	SAL	BEN	CON
2	PS264	1000	Direct Instructional Services	109	SPED ungraded teachers	0	1	62097	18098	0
		1000	Direct Instructional Services		Itinerate teachers (Specials teachers and other teachers wrking across districts without set school)	0	2	114212	35572	0
3	PS264			110						
4	PS264	1000	Direct Instructional Services	111	Regular Education Paraprofessionals	3.5	13	769148	223055	0
5	PS264	1000	Direct Instructional Services	112	SPED paraprofessionals	4.5	14.1	965842	288627	0
6	PS264	1000	Direct Instructional Services	101	Preschool/PreKindergarten Teachers	2	3.5	278224	93940	0
7	PS264	1000	Direct Instructional Services	102	Kindergarten Teachers	0	15.39	270062	205806	0
8	PS264	1000	Direct Instructional Services	103	Elementary Teachers (Grades 1-6)	1	0	48476	16980	0
9	PS264	1000	Direct Instructional Services	104	Secondary Teachers (Grades 7-12)	1	0	52788	4505	0
10	PS264	1000	Direct Instructional Services	108	Vocational Teachers	0	0.6	33431	27898	0

All fields should be completed for the staff that your organization employees. Contract employees should not be counted as FTE, but the monetary contracted amount should be included in the last column. For help with definitions of the Staff categories please see the reporting instructions.

## DATA FILE CREATION

Before creating the file that will be sent to AOE you will need to create a folder on your C drive called "TEACHERSTAFF". The go back to the cover sheet of the workbook and press the button labeled "Make Teacher Staff File Data". This will make a file named PS\*\*\*FY16TCHSTF.CSV (\*\*\*) is listed here as it will vary depending on what school you are working on, So PS304 will have PS304FY16TCHSTF.CSV). This .CSV is then ready to be transferred to the AOE server.

## PRINT COMPARSION REPORT AND SIGNTAURE PAGE

Teacher Staff Comparison Report and Signature Page				
FY2017				
		FTE Current Year	FTE Previous Year	Percent
Direct Instructional Services	109 SPED ungraded teachers	0	7	
Direct Instructional Services	110 Itinerate teachers (Specials teachers and other teachers working across districts without set school)	0	7.4	
Direct Instructional Services	111 Regular Education Paraprofessionals	0	6.38	
Direct Instructional Services	112 SPED paraprofessionals	0	20.35	
Direct Instructional Services	101 Preschool/Prekindergarten Teachers	2	2	
Direct Instructional Services	102 Kindergarten Teachers	0	1	
Direct Instructional Services	103 Elementary Teachers (Grades 1-6)	0	13	
Direct Instructional Services	104 Secondary Teachers (Grades 7-12)	0	7	
Direct Instructional Services	108 Vocational Teachers	0	7	
Services - Students	201 Attendance & Social Work Personnel	0	20.35	
Services - Students	202 Guidance Counselors/Directors - Elem (Grades 1-6)	0	1	
Services - Students	203 Guidance Counselors/Directors - Sec (Grades 7-12)	0	1	
Services - Students	204 Nurses	0	2	
Services - Students	205 Psychological-Speech Pathology-Audiology-Occupational Therapy	0	0.93	
Services - Students	206 School Registrars	0	0.93	
Services - Students	207 Admin. Assists., Clerical & Secretarial Support Staff	0	0.93	
Services - Students	209 Nurses Aides	0	1	

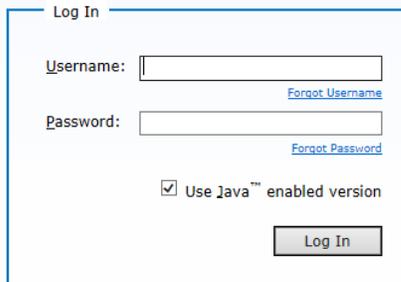
There is a new tab in the teacher staff data collection template called "Comparison\_Signature", this provides a comparison between the numbers AOE had for FTE and salaries from the previous year to the numbers just enter for this year's data collection. A very large percentage

change may indicate the need for data revisions. The cover page contains a button for with printing the signature page to return to AOE.

## FILE TRANSFER AND SUBMISSION

### To Upload

1. Go to the [Globalscape Secure File Transfer Site](#)
2. Enter your username and password.



Log In

Username:  [Forgot Username](#)

Password:  [Forgot Password](#)

Use Java™ enabled version

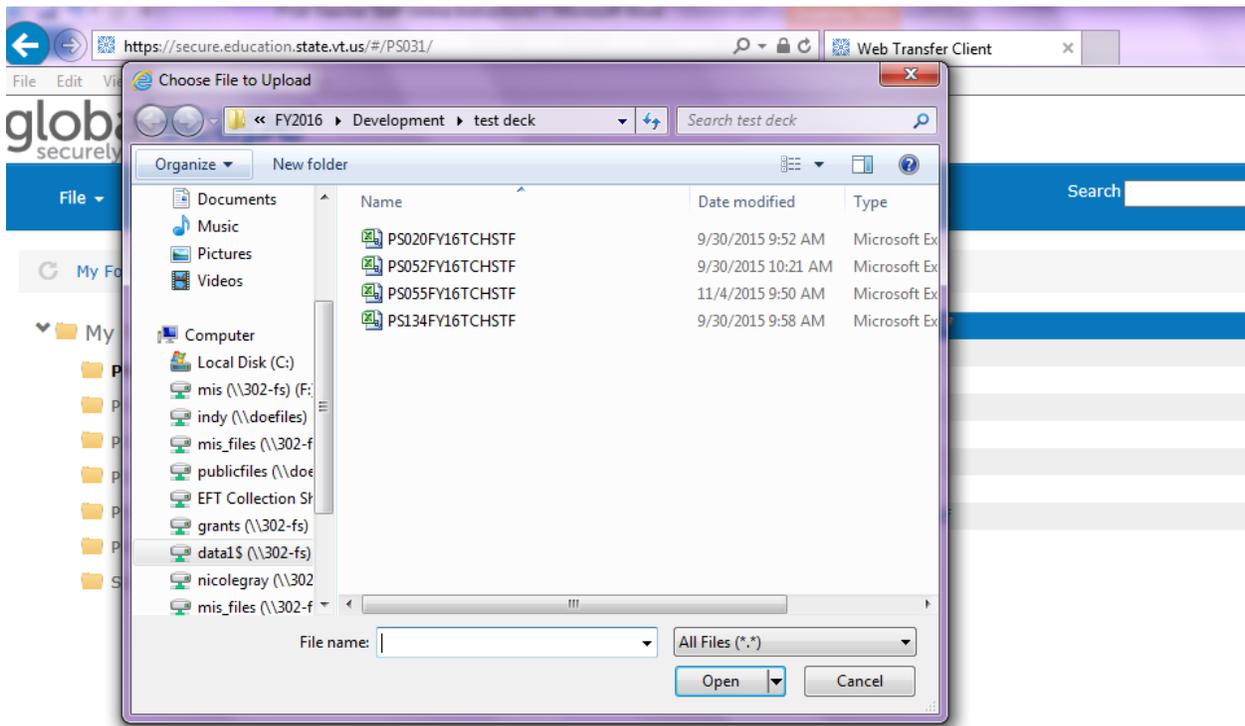
3. Double click on the folder you would like to upload to.



4. Select the File button. Select File Upload



5. Double click the file you want to upload.



6. Your file will appear in the file list on the right. Please note you will have to upload each file individually.