

# **Teacher Staff and Salary Survey 2017-2018**

**Online Instructions**

**DUE**

**December 1, 2017**

**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 .xism 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, 2017.

## 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.

### Teacher Staff Data Entry Template

Due Date: December 1st, 2017  
Vermont Agency of Education HelpDesk (802)479-1044

**Please Create a Folder on your C drive Called "TEACHERSTAFF" before using this template**

Please Select Your Organization:

**File overview**

Tab	Description
Cover	Choose the school to input data for and then click the correct button for the task you are doing.
Teacher Staff Template	Input FTE, Salary, Benefits and contracted services for each staff category for each function. New this year, data also needs to be broken out by Federal funds and Nonfederal funds.
Comparison Signature	Use this tab to compare the data you've input to last year's data.
Data	This is the data used to create the CSV file and is the same as the Teacher Staff Template data

Go to Teacher Staff Template

Make Teacher Staff Data File

Print Comparison and Signature Page Report

## DATA ENTRY

**NEW THIS YEAR!! Teacher staff data needs to be split by Federally funded positions and NonFederally funded positions.**

								Federally funded rows.		
ORGID	TS_FUNDSOURC	FCTCATNO	FCTCAT	STFCATNO	STFCAT	MALFTE	FEMFT	SAL	BEN	CON
	Federal	1000	Direct Instructional Services	101	Preschool/Prekindergarten Teachers					
	NonFederal	1000	Direct Instructional Services	101	Preschool/Prekindergarten Teachers					
	Federal	1000	Direct Instructional Services	102	Kindergarten Teachers					
	NonFederal	1000	Direct Instructional Services	102	Kindergarten Teachers					
	Federal	1000	Direct Instructional Services	103	Elementary Teachers (Grades 1-6)					
	NonFederal	1000	Direct Instructional Services	103	Elementary Teachers (Grades 1-6)					
	Federal	1000	Direct Instructional Services	104	Secondary Teachers (Grades 7-12)					
	NonFederal	1000	Direct Instructional Services	104	Secondary Teachers (Grades 7-12)					
	Federal	1000	Direct Instructional Services	108	Vocational Teachers					
	NonFederal	1000	Direct Instructional Services	108	Vocational Teachers					

All fields should be completed for the staff (both federally & nonfederally funded) that your organization employs. 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". Then 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\*\*\*FY18TCHSTF.CSV (\*\*\*) is listed here as it will vary depending on what school you are working on, So PS304 will have PS304FY18TCHSTF.CSV). This .CSV is then ready to be transferred to the AOE server.

## PRINT COMPARISON REPORT AND SIGNTAURE PAGE

Teacher Staff Comparison Report and Signature Page									
FY2018									
Function	Function Description	Staff	Category Description	FTE Current Year	FTE Previous Year	Percent Change FTE	Salary Current Year	Salary Previous year	Percent Change Salary
1000	Direct Instructional Services	101	Preschool/Prekindergarten Teachers	0.00	0.00	0.00%	-	-	0.00%
1000	Direct Instructional Services	102	Kindergarten Teachers	0.00	3.00	-100.00%	-	197,657	-100.00%
1000	Direct Instructional Services	103	Elementary Teachers (Grades 1-6)	0.00	17.00	-100.00%	-	927,898	-100.00%
1000	Direct Instructional Services	104	Secondary Teachers (Grades 7-12)	0.00	0.00	0.00%	-	-	0.00%
1000	Direct Instructional Services	108	Vocational Teachers	0.00	0.00	0.00%	-	-	0.00%
1000	Direct Instructional Services	109	SPED ungraded teachers	0.00	0.00	0.00%	-	-	0.00%
1000	Direct Instructional Services	110	Itinerate teachers (Specials teachers and other teachers working across districts without set s	0.00	12.00	-100.00%	-	723,881	-100.00%
1000	Direct Instructional Services	111	Regular Education Paraprofessionals	0.00	14.00	-100.00%	-	306,931	-100.00%
1000	Direct Instructional Services	112	SPED paraprofessionals	0.00	6.00	-100.00%	-	128,395	-100.00%
2100	Support Services - Students	201	Attendance & Social Work Personnel	0.00	0.00	0.00%	-	-	0.00%
2100	Support Services - Students	202	Guidance Counselors/Directors - Elem (Grades 1-6)	0.00	2.00	-100.00%	-	93,596	-100.00%
2100	Support Services - Students	203	Guidance Counselors/Directors - Sec (Grades 7-12)	0.00	0.00	0.00%	-	-	0.00%
2100	Support Services - Students	204	Nurses	0.00	1.00	-100.00%	-	52,455	-100.00%
2100	Support Services - Students	205	Psychological-Speech Pathology-Audiology-Occupational Therapy	0.00	1.00	-100.00%	-	33,348	-100.00%
2100	Support Services - Students	206	School Registrars	0.00	0.00	0.00%	-	-	0.00%
2100	Support Services - Students	207	Admin. Assists., Clerical & Secretarial Support Staff	0.00	0.00	0.00%	-	-	0.00%
2100	Support Services - Students	209	Nurses Aides	0.00	0.50	-100.00%	-	9,581	-100.00%


There is a 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 entered 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 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.



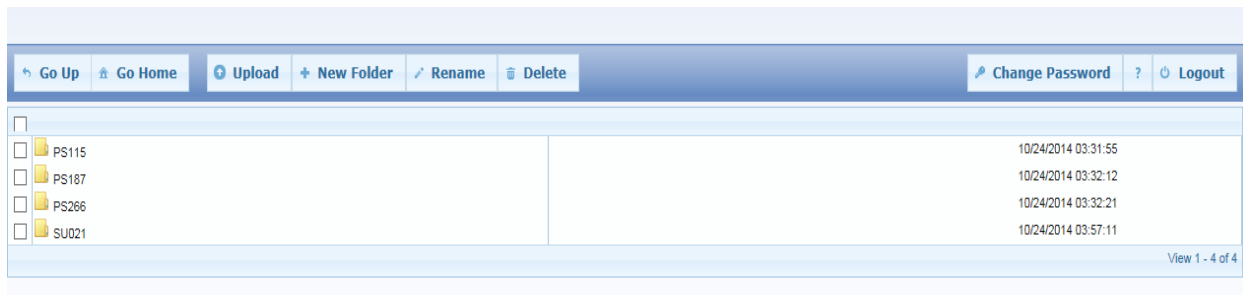
Log In

Username:  [Forgot Username](#)

Password:  [Forgot Password](#)

Use Java™ enabled version

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

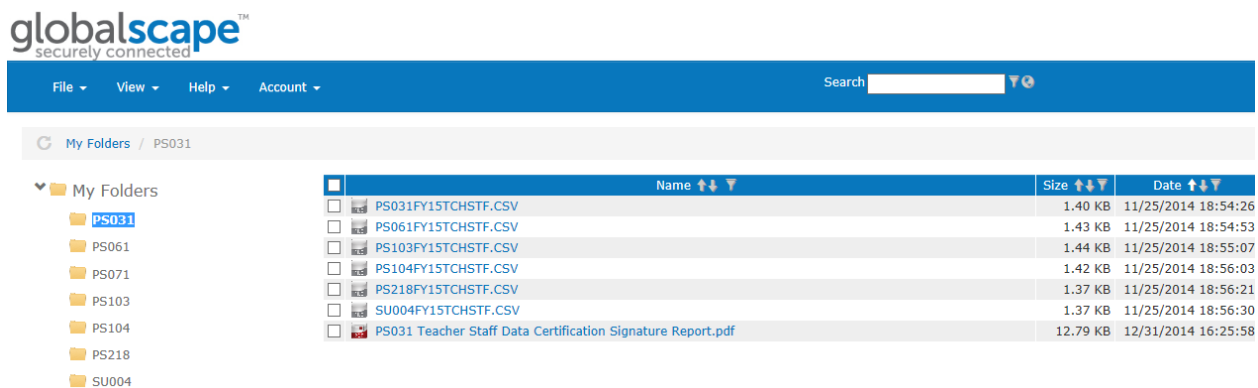


Go Up Go Home Upload New Folder Rename Delete Change Password ? Logout

Folder Name	Timestamp
PS115	10/24/2014 03:31:55
PS187	10/24/2014 03:32:12
PS266	10/24/2014 03:32:21
SU021	10/24/2014 03:57:11

View 1 - 4 of 4

4. Select the File button. Select File Upload



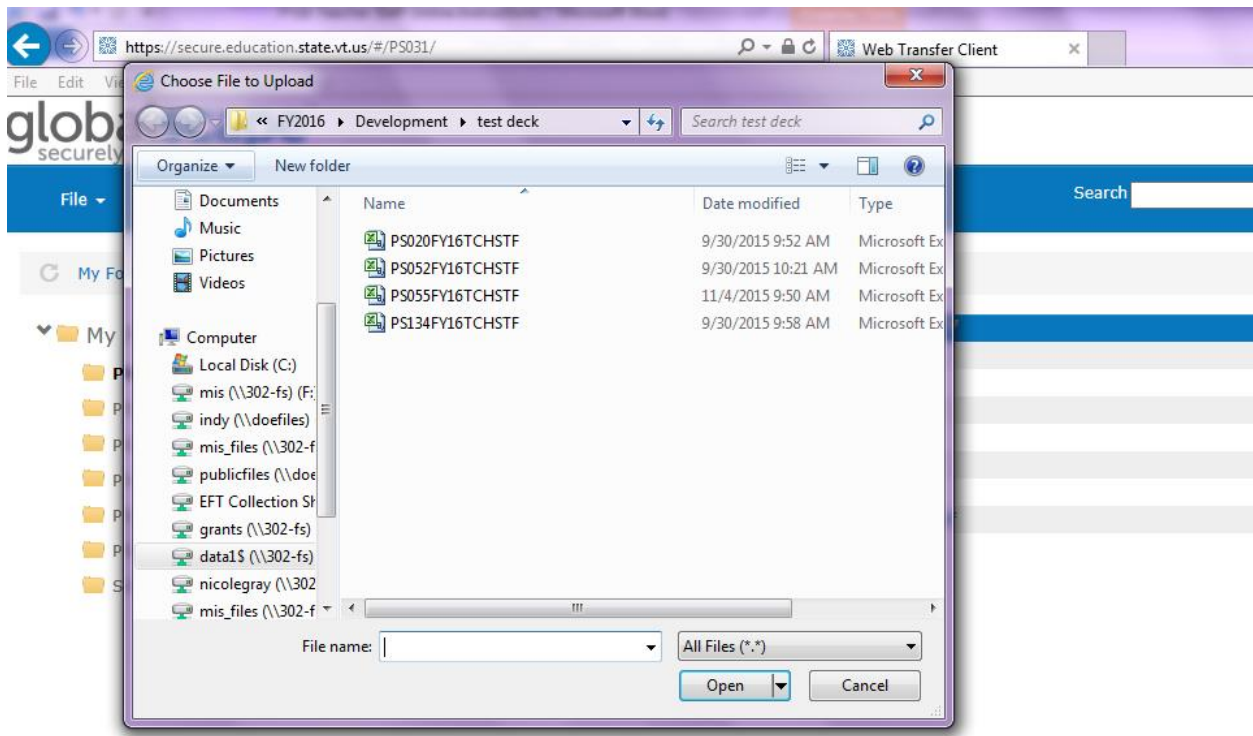
globalscape™  
securely connected

File View Help Account Search

My Folders / PS031

My Folders	Name	Size	Date
PS031	PS031FY15TCHSTF.CSV	1.40 KB	11/25/2014 18:54:26
PS061	PS061FY15TCHSTF.CSV	1.43 KB	11/25/2014 18:54:53
PS071	PS103FY15TCHSTF.CSV	1.44 KB	11/25/2014 18:55:07
PS103	PS104FY15TCHSTF.CSV	1.42 KB	11/25/2014 18:56:03
PS104	PS218FY15TCHSTF.CSV	1.37 KB	11/25/2014 18:56:21
PS218	SU004FY15TCHSTF.CSV	1.37 KB	11/25/2014 18:56:30
SU004	PS031 Teacher Staff Data Certification Signature Report.pdf	12.79 KB	12/31/2014 16:25:58

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.