

16 KAR 1:050. Local educator assignment data.

RELATES TO: KRS 161.020, 161.028, 161.030, 161.1221

STATUTORY AUTHORITY: KRS 161.1221

NECESSITY, FUNCTION, AND CONFORMITY: KRS 161.020, 161.028, and 161.030 require that a teacher and other professional school personnel hold a certificate of legal qualification for his or her respective position to be issued by the Education Professional Standards Board. KRS 161.1221 requires that the Education Professional Standards Board identify all professional school personnel assigned out-of-field. This administrative regulation establishes the requirements for public school districts for reporting educator assignment data used to determine out-of-field teaching.

Section 1. Definitions.

- (1) "Content area" means an academic area as defined in the Kentucky Program of Studies established in 704 KAR 3:303 or the Curriculum Framework established by the Kentucky Department of Education and KRS 158.6451.
- (2) "Course" means a unit of study created by a district or school, involving one (1) or more academic content areas, intended to be provided to one (1) or more population types.
- (3) "Course identifier" means a number that uniquely identifies a unit of study provided by a public school or district.
- (4) "Grade" means a code supplied by the Kentucky Department of Education.
- (5) "Organization ID" means a unique number that identifies a school or district across data systems or within the same data system.
- (6) "Population" means a group of students defined by similar demographic or disability criteria.
- (7) "Unique staff ID" means a number that identifies a particular person across data systems or within the same data system.
- (8) "Work assignment" means a job function requiring certification by the Education Professional Standards Board.

Section 2. Public school districts shall report information about course offerings and assignments of all certified staff to the Education Professional Standards Board.

Section 3. Courses shall be identified by providing the Education Professional Standards Board with the following information:

- (1) The name and course identifier of each course;
- (2) The content area or areas covered by the course;
- (3) The student population or populations for which the course is intended; and
- (4) The lowest and highest grades for which the course is intended.

Section 4.

- (1) Teacher assignment information shall include the following information:
 - (a) The name and unique staff ID of the teacher;
 - (b) The teacher work assignment;
 - (c) The organization ID of the district or school of the assignment;
 - (d) The course identifier for each course established in Section 3 of this administrative regulation;
 - (e) The lowest and highest grade of students enrolled in each course;
 - (f) The number of students enrolled in each course; and
 - (g) The total number of hours of staff time devoted to the assignment over the school year.
- (2) Administrator assignment information shall include the following information:
 - (a) The name and unique staff ID of the administrator;

- (b) The administrator work assignment;
- (c) The organization ID of the district or school of the assignment; and
- (d) The total number of hours of staff time devoted to the assignment over the school year.

Section 5.

- (1) Each school district shall provide two (2) assignment reports to the Education Professional Standards Board each school year.
- (2)
 - (a) The first assignment report shall be provided to the Education Professional Standards Board no later than November 1.
 - (b) The second assignment report shall be provided to the Education Professional Standards Board no later than March 1.

Section 6.

- (1) The school districts shall submit all required data electronically via software selected by the district and approved by the Kentucky Department of Education under requirements established in KRS 156.670 and 701 KAR 5:110.
- (2) The school districts shall conform to the content and format specified in "Education Professional Standards Board Local Educator Assignment Data Reporting Standards and Procedures".
- (3) The Education Professional Standards Board shall work with the Kentucky Department of Education to create a seamless data reporting system for school districts.
- (4) The Education Professional Standards Board or its designee shall provide school districts with technical assistance and support necessary to collect the required information.

Section 7.

- (1) The Education Professional Standards Board shall maintain a publicly-available set of data-reporting standards. These shall include:
 - (a) A list or downloadable file of content areas;
 - (b) A list or downloadable file of population types; and
 - (c) A set of standards for course and assignment reporting. The list of courses and work assignments shall be available as a downloadable file.
- (2)
 - (a) These standards shall be available on the Education Professional Standards Board Web site at: www.kyepsb.net.
 - (b) These standards shall be available in "Education Professional Standards Board Local Educator Assignment Data Reporting Standards and Procedures".

Section 8. Incorporation by Reference.

- (1) "Education Professional Standards Board Local Educator Assignment Data Reporting Standards and Procedures", 2002-2003 School Year, is incorporated by reference.
 - (2) This material may be inspected, copied, or obtained, subject to applicable copyright law, at the Education Professional Standards Board, 100 Airport Road, 3rd Floor, Frankfort, Kentucky 40601, Monday through Friday, 8 a.m. to 4:30 p.m.
- (28 Ky.R. 196; Am. 627; eff. 9-5-2001; Recodified from 704 KAR 20:760, 7-2-2002; 29 Ky.R. 990; eff. 12-18-2002; 32 Ky.R. 2044; 33 Ky.R. 17; eff. 8-7-2006; Crt eff. 2-27-2020.)