

# A-Z Special Topics

Fall BEDS Staff



**Contents**

INTRODUCTION ..... 4

    Overview ..... 4

    a. REQUIRED POSITIONS – Public & Nonpublic ..... 5

ACTIVITY/ATHLETICS DIRECTOR..... 8

ACTIVITIES & ADVISING – Extra-curricular Activities ..... 9

ASSIGNMENT CODES ..... 9

AT RISK OR ALTERNATIVE EDUCATION ..... 11

    Alternative high school special education teachers: ..... 11

    Endorsements..... 11

COACHES – Athletic ..... 12

    Athletic Coach Coding Sample..... 12

COACHES – Activities ..... 13

COACHES – Instructional..... 13

COLLEGE AND CAREER TRANSITION COUNSELOR and COORDINATOR..... 13

COUNSELORS..... 13

CURRICULUM CONSULTANT..... 14

    a. Curriculum Consultant - Elementary ..... 14

    b. Curriculum Consultant - Secondary ..... 14

CURRICULUM DIRECTOR ..... 15

    a. Curriculum Director – Elementary ..... 15

    b. Curriculum Director - Secondary..... 15

DISTRICT COORDINATORS ..... 16

EARLY CHILDHOOD / PRESCHOOL / HEAD START ..... 16

    HEAD START ..... 16

EQUITY COORDINATOR..... 16

EXTRA-CURRICULAR ACTIVITIES ..... 17

FTE 17

    FTE Example 1 ..... 17

    FTE Example 2 ..... 17

    FTE Example 3 ..... 18

GRADE LEVELS ..... 18

iJAG 18

HEAD START ..... 18

HOME SCHOOL..... 18

JUVENILE HOME TEACHER (Shelters & Detention Centers) ..... 19

LIBRARIAN.....	19
LONG-TERM SUBSTITUTE TEACHERS .....	19
MENTAL HEALTH PROFESSIONAL.....	20
NURSE – 2 positions .....	20
OPERATIONAL SHARING .....	21
a. Eligible Positions.....	21
b. Weighting.....	21
c. Operational Sharing Application.....	22
PRINCIPALS .....	23
PRESCHOOL .....	23
PRIMARY BUILDING.....	23
PROJECT LEAD THE WAY (PLTW) .....	23
REQUIRED POSITIONS .....	24
SCHOOL NURSE.....	24
SECTION 504 COORDINATOR .....	24
SECTIONS .....	24
SHARED STAFF .....	24
SHELTERS & DETENTION CENTERS .....	24
SOCIAL WORKER – 2 positions.....	25
SUBSTITUTE TEACHERS (LONG TERM).....	25
SUBSTITUTE TEACHERS (Other).....	25
SUPERINTENDENTS.....	26
TALENTED AND GIFTED (TAG).....	26
TEACHER LEADERSHIP & COMPENSATION .....	27
TITLE IX COORDINATOR.....	27

# INTRODUCTION

## Overview

School districts, Area Education Agencies (AEAs) and state-accredited nonpublic schools must report all licensed and non-licensed staff working in their district/area/school. **Fall BEDS Staff** is the Iowa Department of Education's (IDOE) data collection application to monitor compliance with a variety of state and federal staffing requirements, such as:

- **Minimum Salary Required:** Iowa public school teachers must be paid a minimum salary of \$33,500 in accordance with Iowa's Teacher Leadership and Compensation laws
- **Required Positions:** A number of positions are required in public and state-accredited non-public schools, such as Superintendent, School Nurse, and counselors. (See complete table herein).

**Legal Reference: Iowa Code 256.9(48)**

## REQUIRED POSITIONS – Public & Nonpublic

The following positions are required of all public schools and **state accredited** nonpublic schools. Please see Iowa Code Chapter 12 for complete details. If a nonpublic school has a position that is NOT required, the employee must have the appropriate credentials.

Position	Required of Non Public	Citation	Rule
<b>ACTIVITY DIRECTOR</b>	NO	281— IAC 12.6(1)	Each board shall sponsor a pupil activity program sufficiently broad and balanced to offer opportunities for all pupils to participate. The program shall be supervised by qualified professional staff and shall be designed to meet the needs and interests and challenge the abilities of all pupils consistent with their individual stages of development; contribute to the physical, mental, athletic, civic, social, moral, and emotional growth of all pupils; offer opportunities for both individual and group activities; be integrated with the instructional program; and provide balance so a limited number of activities will not be perpetuated at the expense of others.
<b>COUNSELOR</b>	NO	281— IAC 12.3(11)	A qualified school counselor, licensed by the board of educational examiners, who works collaboratively with students, teachers, support staff and administrators shall direct the program and provide services and provide services and instruction in support of the curricular goals of each attendance center. The school counselor shall be the member of the attendance center instructional team with special expertise in identifying resources and technologies to support teaching and learning. The school counselor and classroom teachers shall collaborate to develop, teach, and evaluation attendance center curricular goals.
<b>EQUITY COORDINATOR</b>	NO	Section IV.O; 34 C.F.R. §§104.7( a) and 106.8(a); 28 C.F.R. §35.107( a)	Guidelines require public districts to designate an employee to coordinate agency's activities to comply with federal law.

Position	Required of Non Public	Citation	Rule
<b>LIBRARIAN</b>	NO	281— IAC 12.3(12)	A qualified teacher librarian, licensed by the board of educational examiners, who works with students, teachers, support staff and administrators shall direct the library program and provide services and instruction in support of the curricular goals of each attendance center. The teacher librarian shall be a member of the attendance center instructional team with special expertise in identifying resources and technologies to support teaching and learning. The teacher librarian and classroom teachers shall collaborate to develop, teach, and evaluate attendance center curricular goals with emphasis on promoting inquiry and critical thinking; providing information literacy learning experiences to help students access, evaluate, use, create, and communicate information; enhancing learning and teaching through technology; and promoting literacy through reader guidance and activities that develop capable and independent readers.
<b>NURSE</b>	NO	281— IAC 12.4(12)	The board of directors of each school district shall employ a school nurse, and shall require a current license to be filed with the superintendent or other designated administrator as specified in subrule 12.4(10).
<b>PRINCIPAL (elementary)</b>	Yes	281— IAC 12.4(5)	The board operating an elementary school shall develop and adopt staffing policies designed to attract, retain, and effectively utilize competent personnel. Each board operating an elementary school shall employ at least one elementary principal. This position may be combined with that of secondary principal or with a teaching assignment at the elementary or secondary level, provided the individual holds the proper licenses/certificates and endorsements. This position may be combined with that of superintendent, but one person may not serve as elementary principal, secondary principal, and superintendent.
<b>PRINCIPAL (secondary)</b>	Yes	281— IAC 12.4(6)	The board operating a secondary school shall develop and adopt staffing policies designed to attract, retain, and effectively utilize competent personnel. Each board operating a secondary school shall employ at least one secondary principal. This position may be combined with that of elementary principal or with a teaching assignment at the elementary or secondary level, provided the individual holds the proper licenses/certificates and endorsements. This position may be combined with that of superintendent, but one person may not serve as elementary principal, secondary principal, and superintendent.

Position	Required of Non Public	Citation	Rule
<b>SECTION 504 COORDINATOR</b>	NO	Section IV.O; 34 C.F.R. §§104.7(a) and 106.8(a); 28 C.F.R. §35.107(a)	Guidelines require public districts to designate an employee to coordinate agency's activities to comply with federal law.
<b>SUPERINTENDENT</b>	Yes	281— IAC 12.4(4)	Each board of a school or school district that operates both an elementary school and a secondary school shall employ as its executive officer and chief administrator a person who holds a license/certificate endorsed for service as a superintendent. The board of a school district may meet this requirement by contracting with its area education agency for the “superintendency services” as provided by Iowa Code section 273.7A. The individual employed or contracted for as superintendent may serve as elementary principal or as a high school principal in that school or school district provided that the superintendent holds the proper licensure/certification. For purposes of this subrule, high school means a school which commences with either grade 9 or grade 10, as determined by the board of directors of the school district, or by the governing authority of the nonpublic school in the case of nonpublic schools. Boards of school districts may jointly employ a superintendent, provided such arrangements comply with the provisions of Iowa Code subsection 279.23(4).
<b>Talented and Gifted</b>	NO	281— IAC 12.5(12)	The comprehensive school improvement plan shall include the following gifted and talented provisions: valid and systemic procedures, including multiple selection criteria for identifying gifted and talented students from the total student population; goals and performance measures; a qualitatively differentiated program to meet the students’ cognitive and affective needs; staffing provisions; an in-service design; a budget; and qualifications of personnel administering the program.

Position	Required of Non Public	Citation	Rule
TITLE IX COORDINATOR	NO	Section IV.O; 34 C.F.R. §§104.7(a) and 106.8(a); 28 C.F.R. §35.107(a)	Guidelines require public districts to designate an employee to coordinate agency's activities to comply with federal law.

+If a nonpublic school has a position that is NOT required, the employee must have the appropriate license.

## ACTIVITY/ATHLETICS DIRECTOR

Anyone with a valid Iowa teaching or administrator license, or an activities administration authorization may serve as an activities/athletic director. The activities administration authorization is intended for non-educators who have a degree in sports management (or similar degree) and who complete additional coursework related to serving as an AD - holders of this authorization cannot apply for the evaluator license. Evaluator training is not required to serve as an AD (unless the AD is using a valid administrator license).

### Add Position / Assignment

**Position:**

*Director/Coordinator/Department Head (633)*

**Program (funding source):**

*District determines*

**FTE:**

*District determines*

**Building/School:**

*District determines*

**Assignment Code: 50005**

*Athletics/Activities*

Add Position	
Position*	Director/Coordinator/Department Head (633) ▼
Program*	No special program ▼
FTE*	.5
Add Assignment Legend	
Building/School*	Elementary School (0411) ▼
Subject Area*	50 - Director/Coordinator ▼
Course*	005 - Athletics/Activities ▼
Shared Status*	Not Shared ▼



**Position:**

*Other Administrator (550)*

**Program (funding source):**

*District determines*

**FTE:**

*District determines*

**Building/School:**

*District determines*

**Assignment Code:**

*40015 Activities/Athletic Director*

**Add Position / Assignment**

Add Position

**Position\*** Other Administrator (550) ▾

**Program\*** -- Select -- ▾

**FTE\*** 1.0

---

Add Assignment Legend

**Building/School\*** -- Select -- ▾

**Subject Area\*** 40 - Administrator ▾

**Course\*** 015 - Activities/Athletic Director ▾

**Shared Status\*** Not Shared ▾

**Grades\***

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PK	K	1	2	3	4	5
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
6	7	8	9	10	11	12

[All](#) | [None](#) | [PK-5](#) | [6-8](#) | [9-12](#)

## ACTIVITIES & ADVISING – Extra-curricular Activities

Extra duty pay should be reported for all extra duty assignments as extra compensation; however, salaries for individuals not otherwise employed by the district should be posted in the Base Salary/Pay column.

If the extra-curricular is not a class, e.g., yearbook is sometimes offered as a class taught by a licensed teacher, you can use a generic Student Support/Non-Licensed staff assignment. You may enter FTE=0 for these positions when appropriate.

**Position:**

*Student Support (106)*

**Program (funding source):**

*District determines*

**FTE:** *District determines*

**Building/School:**

*District determines*

**Assignment Code:**

*99050 Non Licensed Staff*

**Add Position / Assignment**

Add Position

**Position\*** Student Support (106) ▾

**Program\*** -- Select -- ▾

**FTE\*** 1.0

---

Add Assignment Legend

**Building/School\*** -- Select -- ▾

**Subject Area\*** 99 - Non Licensed Staff ▾

**Course\*** 050 - Non Licensed Staff ▾

**Shared Status\*** Not Shared ▾

## ASSIGNMENT CODES

Assignment codes are connected to endorsement and licensure requirements for licensed/certified staff. Assignment codes and descriptions can be found the [Fall BEDS Code Sets](#) workbook. HINT:

the 9-12 assignment codes are national SCED course codes. At this point in time, all other assignment codes have been uniquely adopted by the IDOE.

The categories for the ranges of assignment codes includes:

Series	Description
01001 to 30048	9-12 assignments/SCED codes
40001 to 40020	Administrator assignments
50001 to 50050	Director/Coordinator Assignments
60001 to 60048	K-8 assignments
70001 to 70030	Support and Related Services assignments
80002 to 80026	Special Education Instructional assignments
90001 to 90002	Coaching assignments (Employee/Non-Employee)
91060 to 91061	Paraprofessional/Classroom Aide assignments (Instruct/Non-Instructional)
9200	Early Childhood
95001	School Nurse assignment
96000 to 96011	Teacher Leader assignments linked to the Teacher Leadership Teaching positions
99050	All Non-Licensed staff

(See also Fall BEDS Code Sets on the FBS web page)

# AT RISK OR ALTERNATIVE EDUCATION

Teachers in alternative high schools must meet requirements for highly qualified teachers. The legislation primarily focuses on the requirements of core content endorsement for every subject matter taught. For example, if a student in an alternative high school is receiving a math credit, the course must be taught by a math endorsed teacher.

## Alternative high school special education teachers:

- A special education teacher with an appropriate core content endorsement (math endorsement for math instruction) in an alternative high school is highly qualified.
- A special education teacher co-teaching with an appropriately endorsed (math endorsement for math instruction) alternative high school teacher in an alternative high school is highly qualified.

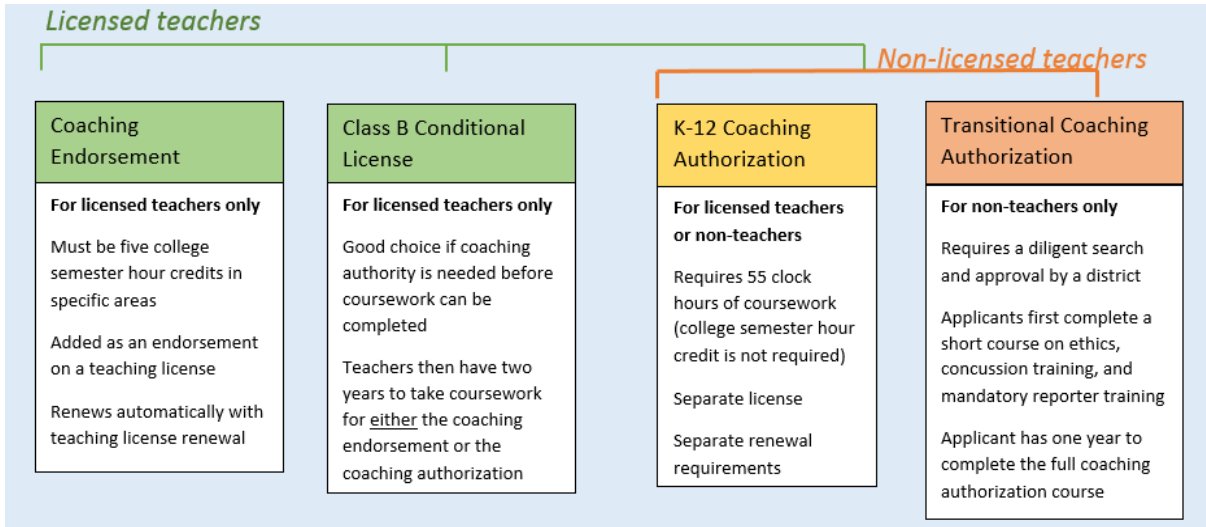
## Endorsements

Since there is no specific content endorsement for teaching students in at-risk programs, the licensure requirements indicate that the instructor must hold the **endorsement applicable for the level of instruction if supervising or overseeing on-line or multiple subject credit recovery programs**. Therefore,

- A teacher who holds the general elementary classroom teaching endorsement is authorized to teach elementary level (grades K-6) students in at-risk programs and a teacher who holds a secondary level endorsement is authorized to teach secondary level (grades 7-12) students in at-risk programs.
- A teacher who is responsible for the direct instruction of content (Math, Science, Language Arts, etc.) is required to hold the proper endorsement for the content being taught at the appropriate grade level.
- An at-risk coordinator not involved with direct instruction of students is required to hold a teaching license but is not required to be endorsed. If, however, the coordinator provides direct instruction to students, s/he must have appropriate teaching endorsements.

# COACHES – Athletic

Athletic coaching requires a coaching endorsement or authorization and therefore would be included as certified staff. Zero compensation information may be entered for volunteer coaches, otherwise any stipend or salary data would be entered as extra duty pay if the individual is employed in another capacity (i.e. teacher, administrator, non-certified employee). If the coaching assignment is the only position the individual holds in the district, any stipend or salary would be posted to the Base Salary/Pay column.



## Athletic Coach Coding Sample

**Position:**  
Coach (699)

**Program (funding source):**  
District determines

**FTE:**  
0.00 (MUST be 0.00)

**Building/School:**  
District determines

**Assignment Code:**  
90001 - Coach

OR

90002 - Non-employee coach  
(full time job outside of district)

**Add Position / Assignment**

Add Position

Position\* Coach (699)

Program\* No special program

FTE\* 0

Add Assignment Legend

Building/School\* Berg Middle School (0218)

Subject Area\* 90 - Coach

Course\* 001 - Coach

Shared Status\* Not Shared

Grades\*  PK  K  1  2  3  4  5  6  7  8  9  10  11  12

All | None | PK-5 | 6-8 | 9-12

Save Cancel

## COACHES – Activities

See [Activities & Advising](#)

## COACHES – Instructional

See [Teacher Leadership](#)

## COLLEGE AND CAREER TRANSITION COUNSELOR and COORDINATOR

Two positions were added in 2022:

- 720 - CCT Counselor (use this position if licensed as a Professional School Counselor)
- 199 – CCT Coordinator (this is a non-licensed position)

These positions qualify for operational sharing. Please see the [DE website](#) for more information.

## COUNSELORS

Each attendance center must have a counselor associated with it EXCEPT stand-alone PK buildings. Please note: We are able to exclude the non-publics, but public districts with a stand-alone PK building will need a **state override** for this requirement.

If a nonpublic school has a position that is NOT required, the employee must have the appropriate license.

# CURRICULUM CONSULTANT

This position is not considered an administrator position by BOEE. Please contact BOEE with questions.

## Curriculum Consultant - Elementary

**Position:**  
*Content/Curriculum Consultant (618)*

**Program (funding source):**  
*District determines*

**FTE:**  
*District determines*

**Building/School:**  
*District determines*

**Assignment Code:**  
*50011 - elementary curriculum*

The screenshot shows the 'Add Position / Assignment' form. The 'Add Position' section includes: Position\* (Content/Curriculum Consultant (618)), Program\* (No special program), and FTE\* (1.00). The 'Add Assignment Legend' section includes: Building/School\* (Comm School District (0000)), Subject Area\* (50 - Director/Coordinator), Course\* (011 - Elementary Curriculum), and Shared Status\* (Not Shared). The 'Grades\*' section has checkboxes for PK, K, 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, and 12. The 'All | None | PK-5 | 6-8 | 9-12' options are visible at the bottom. There are 'Save' and 'Cancel' buttons.

## Curriculum Consultant - Secondary

**Position:**  
*Content/Curriculum Consultant (618)*

**Assignment Code:**  
*50032 - secondary curriculum*

The screenshot shows the 'Add Position / Assignment' form. The 'Add Position' section includes: Position\* (Content/Curriculum Consultant (618)), Program\* (No special program), and FTE\* (1.00). The 'Add Assignment Legend' section includes: Building/School\* (Comm School District (0000)), Subject Area\* (50 - Director/Coordinator), Course\* (032 - Secondary Curriculum), and Shared Status\* (Not Shared). The 'Grades\*' section has checkboxes for PK, K, 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, and 12. The 'All | None | PK-5 | 6-8 | 9-12' options are visible at the bottom. There are 'Save' and 'Cancel' buttons.

# CURRICULUM DIRECTOR

This position is not considered an administrator position by BOEE. Contact BOEE with questions.  
**\*\*Please note that this position is different from the position of Curriculum Consultant!!\*\***

## Curriculum Director – Elementary

**Position:**  
*Director/Coordinator/Department Head (633)*

**Program (funding source):**  
*District determines*

**FTE:**  
*District determines*

**Building/School:**  
*District determines*

**Assignment Code:**  
*50011 - elementary curriculum*

The screenshot shows the 'Add Position / Assignment' form with the following fields and values:

- Add Position:**
  - Position\*: Director/Coordinator/Department Head (633)
  - Program\*: No special program
  - FTE\*: 1.00
- Add Assignment Legend:**
  - Building/School\*: Comm School District (0000)
  - Subject Area\*: 50 - Director/Coordinator
  - Course\*: 011 - Elementary Curriculum
  - Shared Status\*: Not Shared
  - Grades\*:  PK  K  1  2  3  4  5  6  7  8  9  10  11  12

Buttons: Save, Cancel

## Curriculum Director - Secondary

**Position:**  
*Director/Coordinator/Department Head (633)*

**Program (funding source):**  
*District determines*

**FTE:**  
*District determines*

**Building/School:**  
*District determines*

**Assignment Code:**  
*50032 - secondary curriculum*

### Add Position / Assignment

The screenshot shows the 'Add Position / Assignment' form with the following fields and values:

- Add Position:**
  - Position\*: Director/Coordinator/Department Head (633)
  - Program\*: No special program
  - FTE\*: 1.00
- Add Assignment Legend:**
  - Building/School\*: Comm School District (0000)
  - Subject Area\*: 50 - Director/Coordinator
  - Course\*: 032 - Secondary Curriculum
  - Shared Status\*: Not Shared
  - Grades\*:  PK  K  1  2  3  4  5  6  7  8  9  10  11  12

Buttons: Save, Cancel

## DISTRICT COORDINATORS

Districts are required to designate an employee to coordinate agency's activities to comply with federal law. One employee can be assigned these three responsibilities/titles, but each district must designate an employee to each position. These assignments will be linked to position #195 District Coordinator and the FTE will be 0.00. (See Section IV.O; 34 C.F.R. §§104.7(a) and 106.8(a); 28 C.F.R. §35.107(a).

- 50060 Equity Coordinator
- 50061 Title IX Coordinator
- 50062 Section 504 Coordinator

## EARLY CHILDHOOD / PRESCHOOL / HEAD START

A position #737 was created for **Early Childhood Regular Education (ECRE)** that is intended to provide a parallel to the Early Childhood Special Education (ECSE). Assignments include:

- 92001 Preschool – SWVPP
- 92002 Preschool – Not SWVPP
- 92005 Head Start (formerly 60001)

Assignments are also for position #736 **Early Childhood Special Education Teacher**:

- 92003 Preschool – With Special Ed (Integrated)
- 92004 Preschool – Special Ed Only (Self Contained)

**Preschool paraprofessionals/aides** (position #101) assignments:

- 91062 Preschool Instructional Para/Aid
- 92063 Preschool Non-Instructional Para/Aid

## HEAD START

Head Start classrooms must be reported if any of the following are true:

1. A student with an IEP is in the class (a properly endorsed Special Education teacher is required)
2. A student funded under the Statewide Voluntary Preschool Program (SWVPP) is in the class (properly endorsed regular education teacher is required)
3. The class is taught by district-funded teachers (no licensure/endorsements are required by the state, but the staff must be reported in Fall BEDS Staff)

Head Start programs that are privately run and do not include any special education nor SWVPP students are not required to be reported in Fall BEDS Staff. If they are reported, the teachers do not need any state licensure.

## EQUITY COORDINATOR

See [District Coordinators](#)



# EXTRA-CURRICULAR ACTIVITIES

See [Activities & Advising](#)

## FTE

The FTE reflects the portion of full-time employment for each certified and non-certified staff person employed by the district. It is based on an eight-hour workday or a forty hour work week. To calculate an FTE for an individual, determine hours worked during the day/night and divide by the standard district workday or the hours worked per week and divide by the standard district work week. The decimal number obtained represents the FTE for that individual. The typical FTE for a full-time licensed or non-licensed staff person would be 1.0. All entries should be rounded to the nearest hundredth.

For FBS reporting purposes, do not exceed a total 1.0 FTE for any staff member!

Calculating FTE for Licensed and Non-licensed positions:

The FTE reflects the portion of full-time employment for each licensed and non-licensed staff person employed by the district. It is based on the standard district workday or workweek.

To calculate an FTE for an individual:

- Determine hours worked during the day/night
- Divide those hours by the standard district workday or the hours worked per week
- Next divide by the standard district work week.
- The decimal number obtained represents the FTE for that individual.

### FTE Example 1

A person employed full-time in the district who works:

- 3 hours a day as a public transportation person (bus driver)
- 5 hours a day as a maintenance person would calculate FTEs as follows. The work day is eight hours.

FTE for the bus driver position:  $3 \text{ hours} / 8 \text{ hours} = .375$  FTE as Pupil Transportation (171)

FTE for the maintenance position:  $5 \text{ hours} / 8 \text{ hours} = .625$  FTE as Operation and Maintenance (181)

### FTE Example 2

A part-time food services person who works:

- 4 hours per day 5 days a week would be a .5 FTE.

FTE = 4 hours/8 hour day = .5 FTE as Food Service (136)

### FTE Example 3

A person employed part-time in a district as a security guard (Security – 191) works:

- 3 hours a day, 3 days a week.

FTE = Can be calculated 2 ways

Option 1	Option 2
<ul style="list-style-type: none"> <li>• 3 hours/ 8 hour day= .375 FTE</li> <li>• 3 days/5 day week = .6</li> <li>• .375 * .6 = .225</li> </ul>	<ul style="list-style-type: none"> <li>• 3 hours per day * 3 days a week = 9 hours</li> <li>• 8 hours per day * 5 days a week = 40 hours</li> <li>• 9/40 = .225</li> </ul>

## GRADE LEVELS

Grade levels should be reported based on the curriculum, so if there is an 8th grader in a course designed for grades 9-12, only report grades 9-12. There is no need to add another assignment for the 8th grader.

Please note – use SCED codes for HS courses only! Junior high courses need to use the 60XXX codes.

## iJAG

Please note: iJAG specialists are not employees of the district and do not need to be reported in Fall BEDs Staff.

## HEAD START

[See EARLY CHILDHOOD / PRESCHOOL / HEAD START](#)

## HOME SCHOOL

Individuals funded through home school assistance program (HSAP) categorical funding are to be identified with program code of 11.

Districts with a HSAP must report teachers with appropriate assignment codes of either 60034 or 30004. Teachers in a district's HSAP can only supervise and/or teach students in grades corresponding to the teacher's license (Iowa Code 299A.2).

- Teachers supervising or teaching students in grades kindergarten through grade 8 are to be reported with the assignment code of 60034.
- Teachers supervising or teaching students in grades 9 through 12 are to be reported with the assignment code of 30004.

If a teacher is licensed to teach grades kindergarten through 12, the teacher is to be reported with two assignments utilizing the assignment codes of 60034 and 30004. In addition, [Iowa Administrative Code 281-31.4\(2\)](#) states, "A practitioner who possesses only a valid Iowa substitute authorization may neither provide direct instruction nor instructional supervision under this rule."

For questions related to the home school assistance program, please contact [buffy.campbell@iowa.gov](mailto:buffy.campbell@iowa.gov) or 515-954-8651.

## JUVENILE HOME TEACHER (Shelters & Detention Centers)

Teachers in shelter and detention facilities are providing a short term educational service for the school districts where students attended prior to placement. The requirements of an appropriate educational program provided in an approved shelter or detention facility (Iowa Code section 232.2) are defined in Iowa Code section 282.30. Teachers in shelter and detention facilities must meet requirements for certified teachers in [Iowa Administrative Code 281—63.14\(1\)](#). Teachers are also required to hold the **endorsement applicable for the level of instruction** being taught to the students placed in the facility. For example, if the majority of students placed in a shelter or detention facility are students in grades 5-12, then a secondary endorsement is required. If the facility has multiple classrooms serving elementary and secondary students a teacher for each level would be required.

### ENDORSEMENTS

According to [Iowa Administrative Code 281—63.14\(1\)](#) each teacher who is assigned to these programs shall hold Iowa certification either for multi-categorical special education or for behavioral disorders, or both, as appropriate to the grade level of the students served. The minimum special education endorsement required would be an Instructional Strategist I.

## LIBRARIAN (Teacher Librarian)

Use position, 722, Teacher Librarian/ Media Specialist. A new law went through this summer that will allow schools to employ a Librarian who has served as a community public librarian, who is not licensed with the BoEE to serve as a school librarian. Contact Shelly in this situation.

## LONG-TERM SUBSTITUTE TEACHERS

See [Substitute Teachers – Long Term](#)

# MENTAL HEALTH PROFESSIONAL

The BOEE now has a statement of professional recognition for mental health professionals. Please refer to this [FAQ document](#) from BOEE.

Iowa Code 228.1 Definition of mental health professional

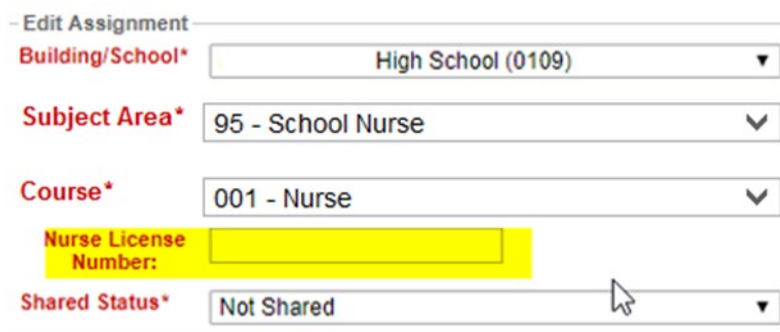
6. "Mental health professional" means an individual who has either of the following qualifications: a. The individual **meets all** of the following requirements: (1) The individual holds at least a master's degree in a mental health field, including but not limited to psychology, counseling and guidance, nursing, and social work, or is an advanced registered nurse practitioner, a physician assistant, or a physician and surgeon or an osteopathic physician and surgeon. (2) The individual holds a current Iowa license if practicing in a field covered by an Iowa licensure law. (3) The individual has at least two years of post-degree clinical experience, supervised by another mental health professional, in assessing mental health needs and problems and in providing appropriate mental health services. b. The individual holds a current Iowa license if practicing in a field covered by an Iowa licensure law and is a psychiatrist, an advanced registered nurse practitioner who holds a national certification in psychiatric mental health care registered by the board of nursing, a physician assistant practicing under the supervision of a psychiatrist, or an individual who holds a doctorate degree in psychology and is licensed by the board of psychology.

Go [here](#) to find information on licensing.

## NURSE – 2 positions

Any school nurse hired by a district/school will be required to **report the nurse license** number that is on file for them. You can verify license numbers online at [Iowa Board of Nursing](#).

Manually enter the Nurse License number in the Edit Assignment field:



The screenshot shows a form titled "Edit Assignment" with the following fields:

- Building/School\***: High School (0109)
- Subject Area\***: 95 - School Nurse
- Course\***: 001 - Nurse
- Nurse License Number:** (This field is highlighted in yellow and is currently empty.)
- Shared Status\***: Not Shared

Use Position #143 Nurse (No BOEE Folder) or Position # 698 Nurse and assignment 95001.

- When adding a nurse for the first time, you need to decide whether they are certified or non-certified staff.
- While all nurses must have a license from the Board of Nursing (Dept. of Public Health), certified nurses also have a BOEE folder number. Nurses with a BOEE folder number have

taken additional steps with the BOEE for recognition of their credentials, have a bachelor's degree, and are eligible for TSS funds.

- If the nurse does not have the special recognition or any other BOEE credentials, use the Nurse (No BOEE Folder) position and add as non-certified staff.

## **OPERATIONAL SHARING**

Please refer to the Shared Staff document for information and instructions.

### **Eligible Positions**

Iowa Code 257.11, subsection 5, paragraph a, subparagraph (1) was amended to allow a master social worker or an independent licensed social worker to be included as an eligible position for generating supplementary weighting under operational sharing. A district that shares a master social worker or an independent licensed social worker, licensed under Iowa Code chapters 147 or 154C, will generate supplementary weighting equivalent to three pupils.

Districts may share staff but the only sharing arrangements that qualify for shared operational function supplementary weighting are limited to the following positions:

### **Weighting**

Each district that enters into an eligible sharing agreement with an eligible sharing partner or eligible sharing partners will generate supplementary weighting as designated above. A district can only generate supplementary weighting for sharing one individual per position. If an individual holds two eligible operational sharing assignments and is shared with another district for both assignments, only one of the two positions will generate supplementary weighting, assuming the minimum 20% time requirement is met. Each district can generate no more than 21 FTEs.

Superintendent (9 FTEs)

- 511 – Superintendent

Business Management (each district can generate supplementary weighting for only one of the following) (4 FTEs)

- 612 - School Business Official (each district can only have one SBO)
- 133 - Other Business Official
- 112 - Board Secretary

HR Manager (4 FTEs)

- 134 - HR Manager

Transportation Director (4 FTEs)

- 167 - Transportation Director

Operation & Maintenance Director (4 FTEs)

- 168 - Operations Director

Curriculum Director (2 FTEs)

- 633 - Director/Coordinator/Department Head
- Assignments: 50011 Elementary Curriculum, 50032 Secondary Curriculum

Counselor (2 FTEs)

- 721 – Counselor

Social Worker (2 FTEs)

- 624 – Social Worker
- 198 - Social Worker (Non-BoEE licensed)

Special Education Director (2FTEs)

- 515 - Special Education Director

Work-based Learning Coordinator (2 FTEs)

- 633 - Director/Coordinator/Department Head
- Assignment: 50040 Work-based Learning Coordinator

Mental Health Professional with SPR from BOEE (2 FTEs)

- 621 – Mental Health Professional

School Resource Officer (2 FTEs)

- 190 – SRO

College and Career Transition Counselor or Coordinator (2 FTEs)

- 720 - CCT Counselor
- 199 – CCT Coordinator

## **Operational Sharing Application**

Districts **MUST CERTIFY** their Fall BEDS Staff data before they can complete their Operational Sharing reporting. Both the contract-holding/primary district and the secondary/sharing district must report to complete the process.

Note: the contract-holding/primary district reports the entire salary and benefits while the secondary/sharing district reports the actual salary and days purchased.

## PRINCIPALS

Position	Required of Non Public	Citation	Rule**
PRINCIPAL (elementary)	Yes	281—IAC 12.4(5)	The board operating an elementary school shall develop and adopt staffing policies designed to attract, retain, and effectively utilize competent personnel. Each board operating an elementary school shall employ at least one elementary principal. This position may be combined with that of secondary principal or with a teaching assignment at the elementary or secondary level, provided the individual holds the proper licenses/certificates and endorsements. . (**Please see Chapter 12 for complete details)
PRINCIPAL (secondary)	Yes	281—IAC 12.4(6)	The board operating a secondary school shall develop and adopt staffing policies designed to attract, retain, and effectively utilize competent personnel. Each board operating a secondary school shall employ at least one secondary principal. This position may be combined with that of elementary principal or with a teaching assignment at the elementary or secondary level, provided the individual holds the proper licenses/certificates and endorsements. This position may be combined with that of superintendent, but one person may not serve as elementary principal, secondary principal, and superintendent. (**Please see Chapter 12 for complete details)

## PRESCHOOL

[See EARLY CHILDHOOD / PRESCHOOL / HEAD START](#)

## PRIMARY BUILDING

The primary building is the building in which the teacher spends the most time. Report staff that spend equal time in more than one building in the building in which they start their day.

## PROJECT LEAD THE WAY (PLTW)

Project Lead the Way (PLTW) courses have been given their own, unique SCED codes. Start with a Project Lead the Way position and the courses connected to that program will be accessible in the drop-down options. There is also a requirement that PLTW teachers have completed the PLTW training program via Iowa State University. You will need to **check the**

**box** asserting that the teacher has had the PLTW training. If not, use the regular education teacher and the related SCED codes that are NOT PLTW limited.

Please note that the PTLW SCED codes are for high school (9-12) courses only.

## REQUIRED POSITIONS

See [Intro](#)

## SCHOOL NURSE

See [Nurse](#)

## SECTION 504 COORDINATOR

See [District Coordinators](#)

## SECTIONS

The number of sections taught must be entered for each teaching assignment, which vary according to grade level, curriculum assignment and/or building assignment. Use the following information for general guidance and information:

**Regular Education:** Report the number of sections based on the number of different groups of students per assignment.

**Special Education:**

- If this assignment is for a pull-out program (student leaves a regularly scheduled class for specialized instruction), then report as one (1) section.
- If this assignment is a regularly scheduled class, then report the number of sections based on the number of different groups of students per assignment.
- If the special education teacher is in a regular classroom with a regular education teacher (co-teaching), then the number of sections would be determined by the number of groups the special education teacher is working with.

**At-Risk:** Report as one (1) section.

**Overload/Early Bird Schedule:** Classes taught before, after or as an overload assignment should be reported as one (1) section if the student earns credit (ex: yearbook).

## SHARED STAFF

Please refer to the Reporting Shared Staff document.

## SHELTERS & DETENTION CENTERS

See [Juvenile Home Teacher](#)



## SOCIAL WORKER – 2 positions

Person who assists in the prevention of, or solution to, those personal, social, and emotional problems of individuals and their relationship with the family, school, and community.

Non-BOEE certified social workers still must be licensed under Iowa Code chapters 147 or 154C. License numbers must be put into the application; they can be found on the IDPH Bureau of Professional Licensure online services [website](#).

## SUBSTITUTE TEACHERS (LONG TERM)

Long-Term Substitute Teachers are individuals teaching regularly scheduled classes for 30 or more consecutive days in the same assignment. Record long-term-substitutes if they are employed on October 1st. All other substitutes working on a short-term basis need not be reported.

When you report the long-term sub in Fall BEDS Staff, you will be asked if the sub is substituting for a teacher on long-term leave. You will answer yes to this question and then enter the folder number of the teacher on leave. The teacher on leave must be entered first or you will get an error message.

## SUBSTITUTE TEACHERS (Other)

1. The day limitation (10 days in a row in a 30-day period in one assignment) for holders of a substitute authorization is in effect.
2. The degree requirement to obtain a substitute authorization has been changed from a bachelor's degree to an associate's degree or 60 semester hours through a college or university accredited through an [institutional accrediting agency](#) approved by the U.S. Department of Education. **The substitute authorization course is still required.**
3. The age requirement of 21 years of age for a substitute authorization is in effect.
4. Paraeducators who hold a paraeducator certificate with the limited substitute authorization may serve as a substitute in any classroom except driver's education as per the most recent proclamation (9/17/2021).

License types approved for full substitute teaching (up to 90 days in one assignment):

- Initial, standard, master educator, permanent professional, or exchange licenses
- Professional administrator license
- Professional service license
- Full career and technical authorization
- Substitute license

Substitute authorizations for non-teachers (limited to 10 days in a row in a 30-day period in one assignment) - requirements to apply:

- A minimum of 60 semester hours of college coursework
- Completion of an approved Iowa substitute authorization course (or equivalent education coursework)

Extend day limit for substitute authorization holders - subbing for an absence:

Use this form to [request to extend the day limit](#) for a substitute authorization holder who is filling an absence (not a vacant position).

Vacant positions: The BoEE has received numerous requests to fill vacant positions with substitute teachers. [School administrators may submit a formal request through this link.](#)

The following information will be requested:

- What type of position is still open?
- How was the position advertised and for how long?
- How many applications were received?
- If there were licensed applicants, what was the rationale for not hiring?
- What is the name and folder number of the substitute you wish to use?
- What are their unique qualifications?
- If the position is special education, what is the name and folder number of the licensed teacher who will be overseeing IDEA compliance?
- What is the plan for continuous advertising?
- If a [virtual option](#) with an Iowa licensed teacher is not viable, please describe why:
- Although the BoEE may grant temporary permission for the use of a substitute teacher in an open position, it is the district's or school's responsibility to contact the [Iowa Department of Education](#) to ensure all compliance standards are being met.

## SUPERINTENDENTS

Use position 511, Superintendent, and position 512, Assistant Superintendent

## TALENTED AND GIFTED (TAG)

The gifted and talented program teacher-coordinator shall comply with the endorsement requirements of 282—subrule 13.28(24) (formerly 282—subrule 14.140(13)). The endorsement authorizes the holder to serve as a teacher or a coordinator of programs for the gifted and talented from the prekindergarten level through grade 12.

Both elementary and secondary assignments are required for a district.

30006 Talented and Gifted – Elementary

50006 Talented and Gifted – District Director/Coordinator

60046 Talented and Gifted – Secondary

Position	Required of Non Public+	Citation	Rule**
TAG	NO	281—IAC 12.5(12)	The comprehensive school improvement plan shall include the following gifted and talented provisions: valid and systemic procedures, including multiple selection criteria for identifying gifted and talented students from the total student population; goals and performance measures; a qualitatively differentiated program to meet the students' cognitive and affective needs; staffing provisions; an in-service design; a budget; and qualifications of personnel administering the program. (**Please see Chapter 12 for complete details)

+If a nonpublic school has a position that is NOT required, the employee must have the appropriate license.

## TEACHER LEADERSHIP & COMPENSATION

Refer to the Teacher Leader Requirements document.

## TITLE IX COORDINATOR

See [District Coordinators](#)