

A-Z Topics

Fall BEDS Staff

September 2025

IOWA™

Department of Education

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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 $50000 or $62000 (depending on years of experience) in accordance with Iowa Code.
- **Required Positions:** A number of positions are required in public and state-accredited nonpublic schools, such as Superintendent, School Nurse, and counselors. (See complete table herein).
- **Licenses and Endorsements:** Meet requirements for proper licensure and endorsements, according to BOEE.

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. 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 Nonpublic+	Citation	Rule
Activity Director	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.
Counselor	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.
Equity 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.

Position	Required of Nonpublic+	Citation	Rule
Librarian	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.
School Nurse	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).
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. This position may be combined with that of superintendent, but one person may not serve as elementary principal, secondary principal, and superintendent.
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.

Position	Required of Nonpublic+	Citation	Rule
Section 504 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.
Superintendent	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).
Talented and Gifted	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.
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).

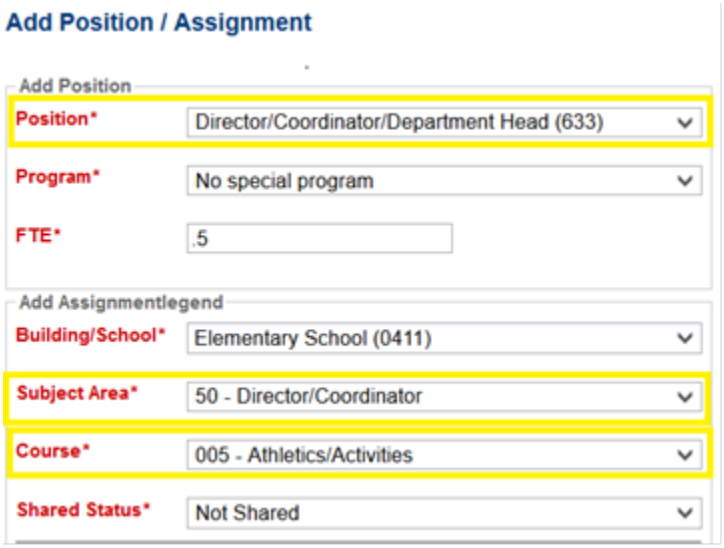
Position: Director/Coordinator/Department Head (633)

Program (funding source):
District determines

FTE:
District determines

Building/School:
District determines

Assignment Code:
50005 Athletics/Activities



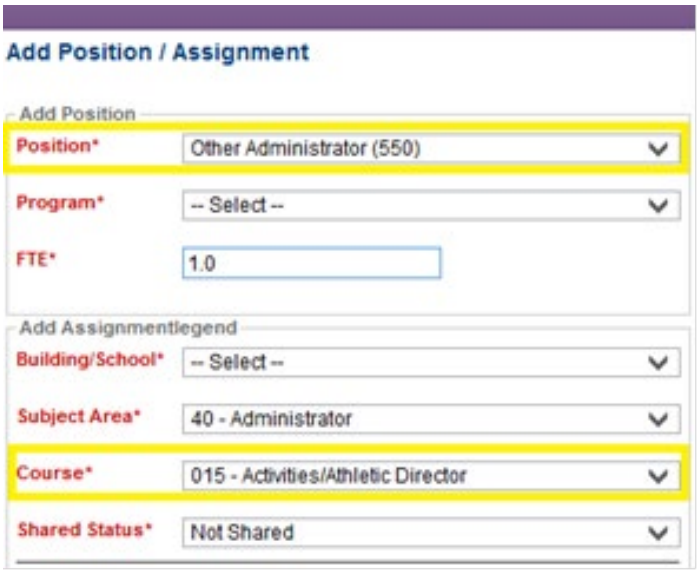
Position:
Other Administrator (550)

Program (funding source):
District determines

FTE:
District determines

Building/School:
District determines

Assignment Code:
40015 Activities/Athletic Director



Activities & Advising – Extracurricular 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 extracurricular 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.

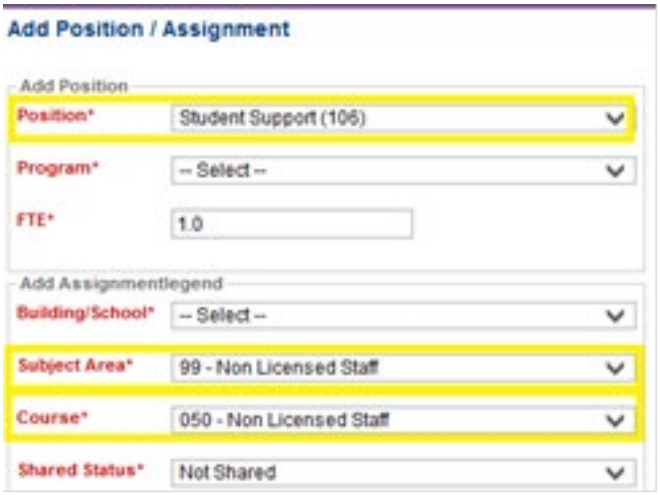
Position:
Student Support (106)

Program (funding source):
District determines

FTE:
District determines

Building/School:
District determines

Assignment Code:
99050 Non Licensed Staff



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. See SCED v12 and the Code Sets spreadsheet for more information.

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

Series	Description
99050	All Non-Licensed staff

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.

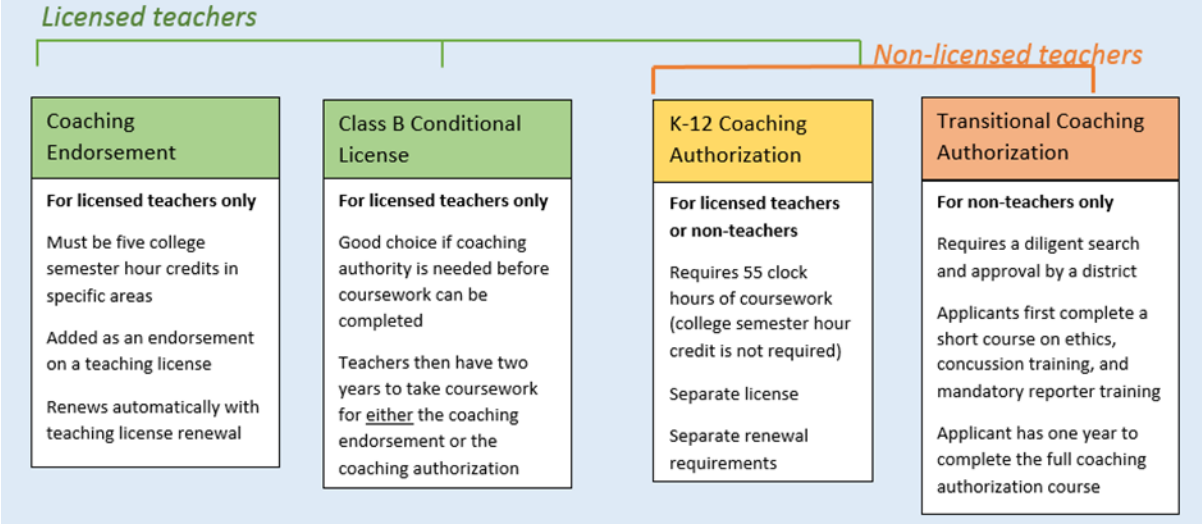
Endorsements

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

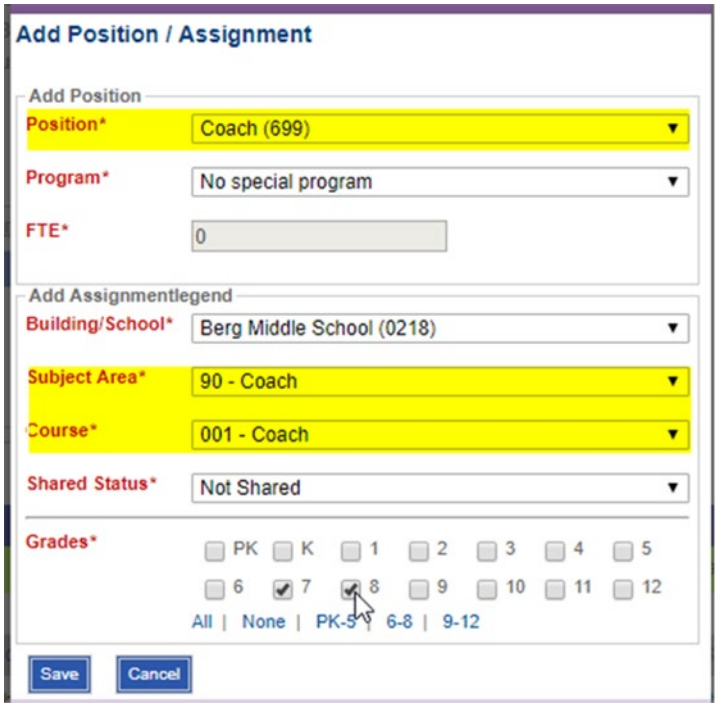
FTE:
0.00 (MUST be 0.00)

Building/School:
District determines

Assignment Code:
90001 - Coach

OR

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



Coaches – Activities

See Activities & Advising – Extracurricular Activities

Coaches – Instructional

See Teacher Leadership & Compensation

College & Career Transition Counselor and Coordinator

- 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. See the Department of Education's College & Career Transition Counselors webpage for more information.

Counselors

Each attendance center must have a counselor associated with it **except** stand-alone PK buildings. Note: We are able to exclude nonpublic schools, 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

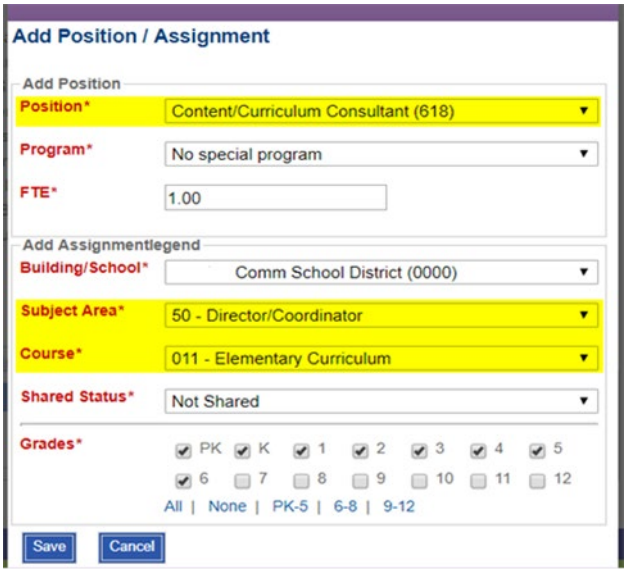
Position:
Content/Curriculum Consultant (618)

Program (funding source):
District determines

FTE:
District determines

Building/School:
District determines

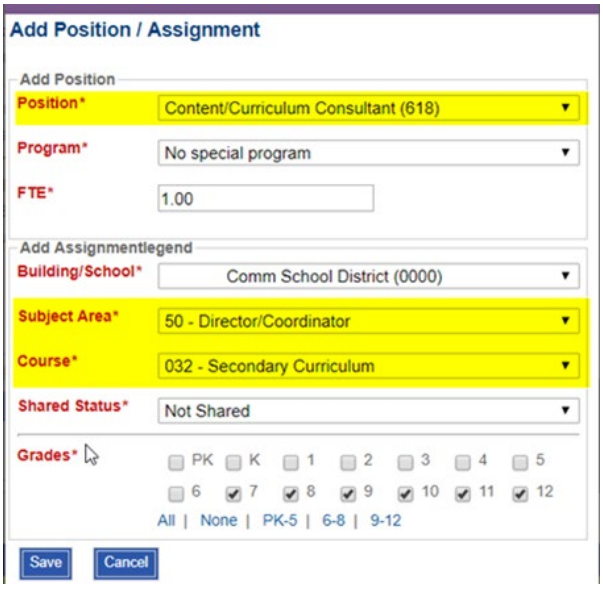
Assignment Code:
50011 - elementary curriculum



Curriculum Consultant – Secondary

Position:
Content/Curriculum Consultant (618)

Assignment Code:
50032 - secondary curriculum



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

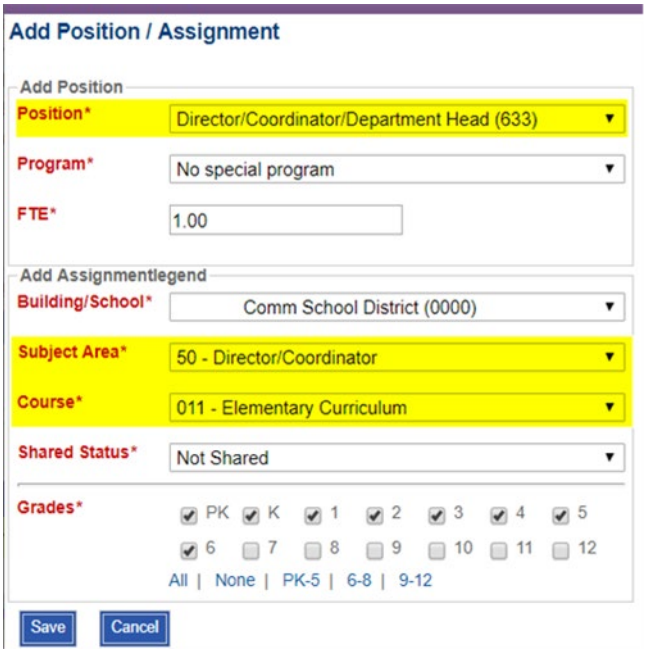
Position:
Director/Coordinator/Department Head (633)

Program (funding source):
District determines

FTE:
District determines

Building/School:
District determines

Assignment Code:
50011 - elementary curriculum



Curriculum Director – Secondary

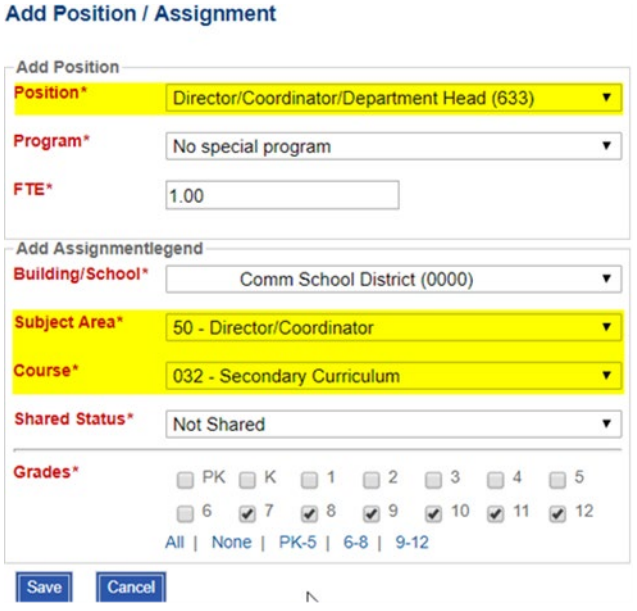
Position:
Director/Coordinator/Department Head (633)

Program (funding source):
District determines

FTE:
District determines

Building/School:
District determines

Assignment Code:
50032 - secondary curriculum



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 SVWPP 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

Extracurricular Activities

See Activities & Advising – Extracurricular Activities

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 hours/8 hours= .375 FTE as Pupil Transportation (171

FTE for the maintenance position: 5 hours/8 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.

Calculating FTE

FTE = Can be calculated 2 ways:

Option 1	Option 2
3 hours/ 8 hour day= .375 FTE 3 days/5 day week = .6 .375 * .6 = .225	3 hours per day * 3 days a week = 9 hours 8 hours per day * 5 days a week = 40 hours 9/40 = .225

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.

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.

For questions related to the home school assistance program, contact Buffy Campbell at buffy.campbell@iowa.gov or 515-954-8651.

Hourly Wage Data Collection

Use the template provided on the Fall BEDS Staff webpage or click the Hourly Tracking button on the application's home page for the template and instructions. This data collection is for all non-salaried staff to report individual hourly wages and projected annual hours. Please report salary and benefit data in the application as usual in addition to providing this information. There is additional information in the Fall BEDS Staff User Guide.

iJAG

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

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. Districts may employ a Librarian who has served as a community public librarian, who is not licensed with the BOEE, to serve as a school librarian. Leave a comment on the staff member's assignment if this causes an error.

Long-Term Substitute Teachers

See Substitute Teachers (Long Term)

Mental Health Professional

The BOEE has a statement of professional recognition for mental health professionals.

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.

Nurse – 2 positions

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.
- If a nurse has a folder number from BOEE due to a CTE authorization but is not teaching a class, use the non-licensed Nurse position.

Nurse Assignments – NEW

There are two types of a school nurse employed in schools:

1. District Employed School Nurse (Registered Nurse serves an entire school population employed by the school)
2. District Contracted School Nurse (Registered Nurse serves an entire school population contracted with a community partner [non-inclusive list of examples: hospital, clinic, long term care facility, or local public health agency)

Subject Code	Course Code	Description
95	002	District Employed School Nurse (RN serves entire school population, employed by school)
95	003	District Contracted School Nurse (RN serves entire school population contracted with a community partner)
95	004	Advanced Registered Nurse Practitioner
95	005	District Employed Licensed Practical Nurse (1:1 or Group Assignment with learners)
95	006	Contracted Licensed Practical Nurse (1:1 or Group Assignment with learners)
95	007	District Employed Registered Nurse (1:1 or Group Assignment with learners)
95	008	District Contracted Registered Nurse (1:1 or Group Assignment with learners)

Nurse Licensure Check

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

Any district/school employing or contracting a nurse will be required to report the nurse license number and additional information that is on file for employment. Employed or contracted nurses must hold an unencumbered license to practice either through an active Iowa license or an active multistate compact license. Personnel can verify nurse license numbers online at NURSYS through "Quick Confirm."

UNENCUMBERED *means that the nurse has a full and unrestricted license to practice by the state board of nursing.*

To check Nurse Licensure:

1. Go to NURSYS
2. click on "**Look up License**" central to the page
3. Select "**I agree**" under the "***Employer Certification Of Compliance With the Fair Credit Reporting and Quick confirm License Verification Terms and Conditions***"
4. Verify the license three ways: search by name, search by license number or search by NCSBN ID"
5. Licenses that are "**Active**" and "**Iowa Single State** or **Multistate**" may practice in Iowa.
6. Schools may choose to "**Download Report"** and then select "**Download Full Report, Download Full Report with Documents, or Download by License**" to see any discipline or final orders data submitted.

Note: All Discipline/final orders data are submitted by the primary source Boards of Nursing. Boards may choose whether or not to report discipline actions with accompanying NPDB codes and copies of final orders. No distinction should be drawn from the presence or absence of this supplementary information. Please contact the Iowa Department of Inspections, Appeal and Licensing Board of Nursing for all questions.

For Nurses that have a Statement of Professional Recognition from BOEE, the Nurse License number is not the same as a BOEE folder number. There is a new validation that will check for similarities between the reported nurse license number and the BOEE folder number.

Operational Sharing

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

Eligible Positions

Districts may share staff but the only sharing arrangements that qualify for shared operational function supplementary weighting are limited to certain positions and assignments.

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 below. 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 25 FTEs.

Position/Category	Position Code	Assignment	FTE
Superintendent	511	40001 – Administration (Superintendent, Asst Superintendent	9
Business Management (can only count one)	612 – School Business Official (each district can only have one SBO)	50035 – School Business Official	4
Business Management (can only count one)	133 – School Business Officials - Other	99050 – Non-Licensed Staff	4
Business Management (can only count one)	112 – Board Secretary	99050 – Non-Licensed Staff	4
HR/Personnel Manager	134	99050 – Non-Licensed Staff	4
Transportation Director	167	99050 – Non-Licensed Staff	4
Operations Director	168	99050 – Non-Licensed Staff	4
Curriculum Director	633	50011 – Elementary	2
Curriculum Director	633	50032 – Secondary	2
Counselor	721	60035 – Elementary School Counselor	2
Counselor	721	30010 – Secondary School Counselor	2
Social Worker	624 – Social Worker	70021 – School Social Work Services	2
Social Worker	198 – Social Worker (no BOEE license)	70021 – School Social Work Services	2
Special Education Director	515	40007 – Administration (General, other than Superintendent)	2
Work-based Learning Coordinator	633	50040 – Work-based Learning Coordinator	2
Mental Health Professional (with SPR from BOEE)	621	70032 – Mental Health Professional	2
School Resource Officer	190	99050 – Non-Licensed Staff	2
College and Career Transition	720 – CCT Counselor	30011 – College and Career Transition Counselor	2
College and Career Transition	199 – CTT Coordinator	99050 – Non-Licensed Staff	2

Operational Sharing Application

Districts should certify their Fall BEDS Staff data before they certifying their Operational Sharing reporting. Use the Shared filter in Fall BEDS Staff to see staff that have been reported as shared. Verify the shared arrangement type, the district/AEA that is shared with is selected, FTE is correct, and the purchased amount is reported (if not the contract holder). Both the contract-holding/primary district and the secondary/sharing district must report to complete the process. Data for all positions that qualify for Operational Sharing with the appropriate reporting in FBS will display in the Operational Sharing application. This data needs to be reviewed and certified.

Note – some situations may result in Operational Sharing not being reported to the Department of Management:

- The wrong shared type is reported
- More than one person per position reported (can only get Operational Sharing for one)
- One person reported with multiple positions that qualify (can only get Operational Sharing for one)
- Sharing with a private provider
- The FTE is too small
- An appropriate Social Worker license cannot be confirmed

Principals

Position	Required of Nonpublic	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 Required Positions – Public & Nonpublic

School Nurse

See Nurse – 2 positions

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 (Shelters & Detention Centers)

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)

For additional information, see Licensure Tips for Administrators.

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 Nonpublic+	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

Virtual Schools and Online Instruction

Providers meeting the minimum requirements to operate an approved online school in the state of Iowa are responsible for providing an appropriately Iowa-licensed teacher and alignment to applicable State and Federal academic standards. (Iowa Code 256.9 subsection 55). Staff positions and assignments should be reported in Fall BEDS Staff, regardless if the staff is a district/school employee or an employee of a third party/vendor. Questions regarding online instruction or staff can be addressed by School Improvement staff.