NONCERTIFIED STAFF FILE
INSTRUCTIONS

1. Report all non-certified staff as of **October 1 of the school year**. This includes regular non-certified staff employed by your district as well as **contracted** food service, security and transportation staff (e.g., employees of Laidlaw, Dattco, Marriott, etc.) who provide services to your district. See below specifically how to report these FTEs.
2. **Print these instructions and the data page for each school, and distribute them to your school administrators.**
3. A Full-time equivalent (FTE) for a full-time position is 1.0. Part-time positions should be reported as a percentage of 1.0 (e.g., 0.4, 0.6, etc.)

Direct any questions to Raymond Martin at raymond.martin@ct.gov.

NON-CERTIFIED INSTRUCTIONAL STAFF

Category	Description	Subgroup
Instructional Assistant	Report all staff members (paraprofessionals) assigned to assist a teacher in activities such as monitoring, conducting rote exercises, operating equipment and clerking. **Do not report kindergarten or regular program reading instructional assistants here.** NOTE: "Other Program" includes staff in areas such as Title I.	Pre-Kindergarten Kindergarten Regular Program ESL/Bilingual Other Program
	Special education paraprofessionals must be reported in two categories in order to comply with the Individuals with Disabilities Act (IDEA). Report an FTE for all paraprofessionals teaching students ages 3, 4, or 5. **Please note these are the students' ages, NOT the grade in which they are placed.**	Special Education: Students Ages 3-5
	Report an FTE for all paraprofessionals teaching students ages 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, or 21. **Please note these are the students' ages, NOT the grade in which they are placed.**	Special Education: Students Ages 6-21
Reading Instructional Assistant	Report all paraprofessionals providing reading instruction to students. Do not report staff members performing only administrative functions here.	None
Library/Media Support Staff	Report all staff members who assist a library/media specialist in performing professional library/media services.	None

---

NON-CERTIFIED NON-INSTRUCTIONAL STAFF

Category	Description	Subgroup
Technical Staff	Report all staff members who provide computer network administration, database administration, and computer support services.	None
Other Student Support Services	Report all staff members who provide services not provided by regular or special education instruction (e.g., attendance officers; aides providing health, psychology, speech or social services, etc.) NOTE: all schools are required by law to have a nurse on staff at least part-time.	School Nurse Other Support Services
Professional Administrative	Report all professional, non-certified staff members who assist the superintendent in directing and managing the operation of the district (e.g., human resource assistant, purchasing manager, fiscal services personnel, program evaluators, etc.)	None
Auxiliary Administrative Support Staff	Report all district-based clerical staff members who provide direct support to administrators (e.g., secretaries, administrative assistants, data entry operators, data entry clerks, etc.)	None
Other Service/ Support Staff	Report all non-certified staff members not reported elsewhere here. Report your transportation manager as well as **contracted** transportation staff (e.g., employees of Laidlaw, Dattco, etc.) who provide services to your district in central office form ONLY. Include contracted foodservice and security staff in the appropriate ~~FTE totals~~FTE totals for each school.	Maintenance Custodial Food Service Transportation Security Other