

Supplemental Guidance



NJSMART Staff Submission FAQs: Contracted, Non-Certified Staff

The NJSMART SMID Management and Staff Submissions require all LEAs to submit staff members who are on their direct payroll as well as contracted personnel (i.e., purchased services) as of the October 15th, 2012 official snapshot date. This collection includes certified and non-certified staff and faculty members. It is important to note that “certified” means teaching certification with respect to this collection.

Federal regulations require that submitted staff members include: teachers and non-instructional staff in LEAs and schools filled by direct hire or by contracting at the LEA and SEA levels; LEA administrators; school administrators; support staff (i.e., para-professionals, library aides, coaches); instructional coordinators/supervisors; and special education teachers/ staff, among others. Contracted personnel who are included in this collection often include individuals who perform common purchased services (e.g. outsourced bus drivers, cafeteria workers, etc.) who may not be directly employed by your LEA.

This supplemental guide is meant to provide additional guidance for LEAs working with contracted service providers, and to provide useful tips in understanding what data elements are required by the Federal government in reporting contracted, Non-Certificated staff.

While the Submission Data Handbook outlines this same information, this list of commonly asked questions provides explicit clarification to some of the common misconceptions related to the submission of contracted, non-certified staff member data. Non-certified staff refers to staff members who do not have a teacher certification by definition of the USDOE and NJDOE.

1. Why are LEAs being asked to submit personnel to these collections?

Federal requirements have not changed; New Jersey is improving its adherence to these Federal requirements. Districts have always been expected to submit this information, including data for purchased services. Please review the Frequently Asked Questions in [EdFacts](#) report specifications for files n059-7 and n070-0. More details can be found in the Staff Member ID (SMID) Management Training PowerPoint available on the NJSMART Help tab. In addition, users can review the list of accepted job codes contained in the [Job Codes and Job Code Subcategories](#) document for a better idea of which positions need to be reported.

2. Do we need to submit the same personnel to Staff Submission that we submitted to SMID Management?

Yes, submit any staff person who was active in your district as of the October 15th snapshot to the Staff Submission. The data collected within the Staff Submission is supplemental information on each staff member’s assignment. Staff Submission does not repeat data collected in SMID Management (aside from basic identifying information). Any edits or additions that you make to SMID Management after October 15th will not be considered in Staff Submission.

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3. Do we need to submit the same data for contracted personnel that we submit for payroll employees?

For the most part, collected fields are the same. There are some differences. One difference is that LEAs will not need to input salary information for contracted employees (i.e., bus drivers, etc.) submitted to Staff Submission. Another difference is that Social Security Numbers are collected for **certified staff only**. Refer to requirements outlined in the Staff Submission Data Handbook for fields applicable only to certified staff. Data elements like Salary, Highest Education, Years of Prior Experience, Years in NJ, Years in LEA, etc. are required for certified instructional staff and not contracted services. Staff members such as bus drivers, crossing guards, or any staff submitted with a job code of 0100 or less do not need submit this information.

4. How can LEAs know who to report if different personnel work each week and how can we obtain information on these personnel?

For positions involving personnel that consistently alternate over time, LEAs may report the staff that is present during the week of the snapshot. For example, if a district has a new custodial person each week, then the custodian working during the snapshot week would be reported. Districts should contact the company that provides the services to obtain information on the staff member's position being reported if they don't have information for that position.

5. What happens if a staff member is employed by two or more districts? Will the staff person be assigned two different SMIDs?

Each staff person will be assigned only one unique staff member identifier (SMID). However, unlike SID Management, multiple districts may submit the same staff member without conflict.

6. Who should be indicated as certificated in the Certification Status field?

The value of Y (indicating that the staff member is certificated in the primary assignment) should be applied only to certificated teachers (certificated as defined by the USDOE and NJDOE) who are currently serving in teaching positions that require certification. Non-teaching staff such as paraprofessionals and bus drivers are not considered certified staff in this collection and therefore should receive a value of N in the field for Certification Status.