

# RENEWAL AND ACCELERATION

*with Data*

22-23 Staff  
Reporting  
Substitutes &  
Coaches



# 22-23 Staff Reporting Updates

- Reporting Substitutes/Coaches
  - [Staff Manual: FAQ's – Appendix G](#)
- New NSSRS Validation Errors
- Other Items of Note



# Reporting Substitutes

## Frequently Asked Questions

- Substitutes now collected in Staff Reporting as a replacement of CDC collection
- Subs should be reported throughout school year
  - Start school year reporting basic demographic data, etc.
    - 0 Days Worked OK
  - Throughout school year, update Days Worked (monthly, by semester)
    - Days Worked – full or half days (0.0 or 0.5)
- [Types of Substitute Licenses](#)
- [Public Cert Lookup](#) or TEACH Business Partner Portal (BPP)



# Reporting Coaches

## Frequently Asked Questions

- Which coaches to report
  - Sports/Activities listed on [NSAA homepage](#)
- Reporting coaches who are also in other positions
  - If a Teacher...
  - If a Para...
- [Special Services Coach Permit](#)
- [Public Cert Lookup](#) or TEACH Business Partner Portal (BPP)

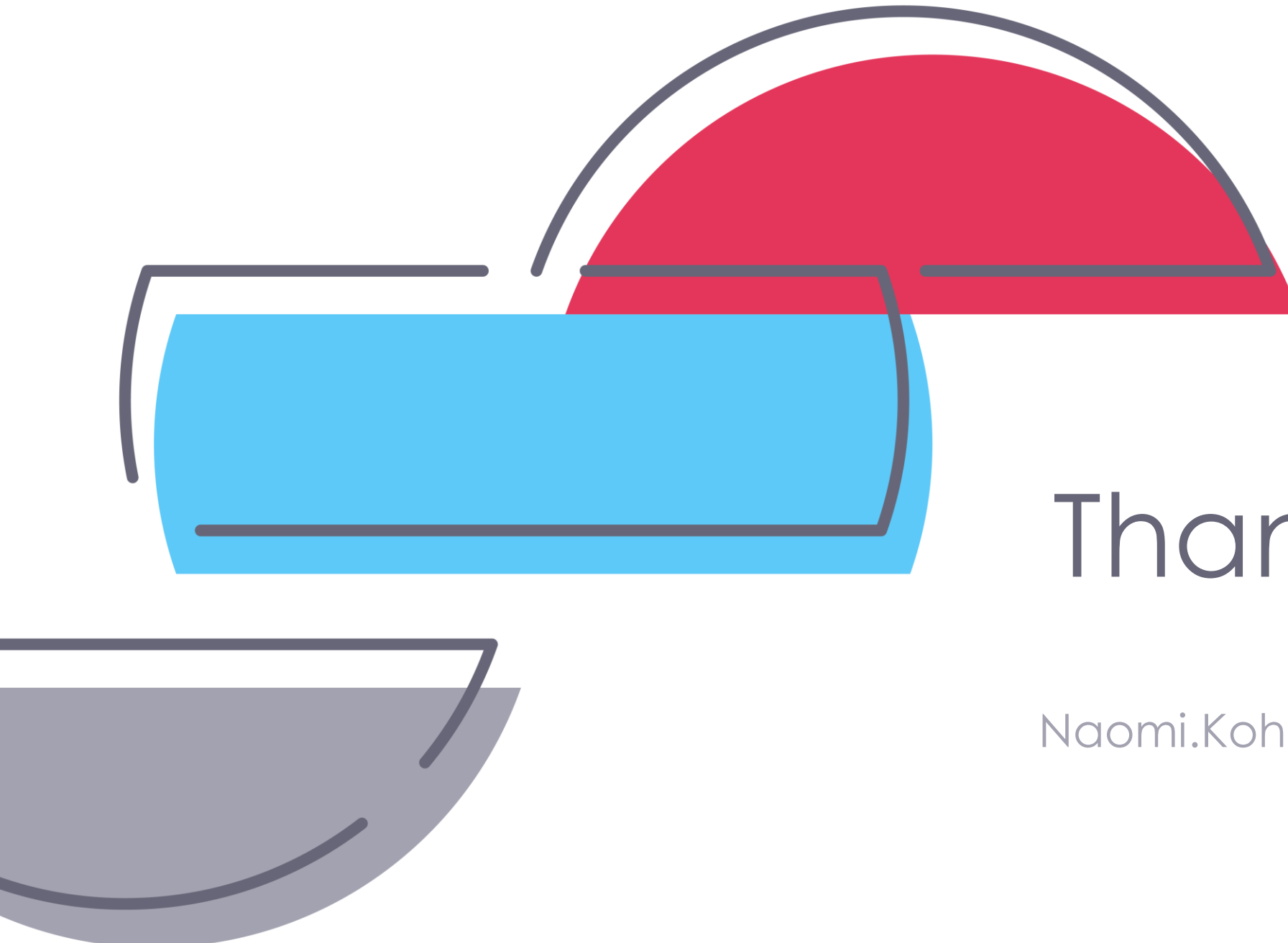


# New Related NSSRS Validation Errors

- Cert checks needed for new Position Assignment Codes so 4 new errors/warnings created:
  - 589 - No Appropriate Certificate for Substitute Teacher (Error)
  - 590 - No Appropriate Certificate for Activities/Athletics Coach (Error)
  - 591 - No Days Worked Reported for Substitute Teacher (Warning)
  - 592 - Maximum Days Worked Reported for Substitute Teacher (Warning)
- Look for a Bulletin notification when these are activated
- Don't forget to check out the other Staff Errors you may have in NSSRS Validation - reminders coming soon!

## Other Reminders

- Another new error in NSSRS Validation:
  - 588 - No Chief Administrator Reported at ESU
- Two different Athletic/Activities Admin position assignment codes:
  - Administrative Activities/Athletic Director (2330) - supervises staff
  - Activities/Athletic Director (2331) - no Admin cert needed
- Two different Para codes (and associated Special Program Indicators):
  - Instructional Support Paraprofessional (5160) - SPI Codes: 0, 2, 9, E, F, L, M, P, T
  - SPED Paraprofessional (5162) - SPI Codes: S, 7, I



Thank you!

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