


Staff Certification



From Maine Department of Education

Dashboard Home Manage Staff Certification Reports Admin

SAU Staff Certification

Position	Number of Active Staff	Number of Active Positions	Total FTE	Total EPS FTE	Number of Pending Positions
Administrative Assistant/Secretary	2	2	2.00	2.00	
Adult Education Assistant Director					
Adult Education Director					
Assistant Dean					
Assistant Principal					
Asst Superintendent of Schools					
Athletic Director	1	1	1.00		
Athletic Trainer					
Attendance Coordinator					

Staff certification is used for EPS calculations, so it's important to thoroughly review this information for accuracy.

- Prior to the superintendent's certification all current staff must be given an active assignment(s) for the current school year
- The staff certification will not be accepted if the certification report contains any pending records or if there is any missing data in the designated roles section of the certification report
- SAUs without a librarian or nurse can select the superintendent as the district role without actually giving them a staff assignment for that role.

There are five columns on the staff certification report:

1. Number of Active Staff – the number of active staff members with this position
2. Number of Active Positions – the number of active positions with this position
3. Total *FTE – this is the total FTE count for staff members in this position district wide. Total FTE equals EPS FTE plus non-EPS FTE
4. Total *EPS FTE - this is the total EPS FTE count for staff members in this position district wide. EPS FTE is only listed if there are staff assigned to EPS Positions
 - a. The EPS FTE calculation for a staff person for all EPS positions held can never be more than 1.0 – therefore it is important to determine the FTE based on all positions; often those positions are in a different position category and are not seen on the individual reports.

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- b. The EPS Position notation refers to a position that is part of the FTE calculation used in the EPS funding calculation. Not all positions listed on the Multiple Positions report are considered EPS positions, but they should be used to determine the correct FTE to use in the EPS calculation.
5. Number of Pending Positions – the number of staff members in this position that have pending assignments within the district. If there are any staff assignments pending, the superintendent will not be able to certify the staff data.
 - a. *The quickest way to resolve pending positions is to use the SAU Search screen and filter on the pending positions (as seen in the following screen shot).*

*FTE – Full time equivalency

*EPS – Essential Programs and Services

SAU Search Screen:

Maine.gov Logged on as [User] [Log Off]

Maine DOE Staff From Maine Department of Education

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SAU Search for Staff Member

Maine Department of Education

Search: [Search Box]

Staff ID	Last Name	First Name	Date of Birth	Pending	Navigation
[Link]	[Last Name]	[First Name]	[Date of Birth]	Yes	Certification
[Link]	[Last Name]	[First Name]	[Date of Birth]	No	Certification
[Link]	[Last Name]	[First Name]	[Date of Birth]	No	Certification
[Link]	[Last Name]	[First Name]	[Date of Birth]	No	Certification
[Link]	[Last Name]	[First Name]	[Date of Birth]	No	Certification

Showing 1 to 5 of 5 entries

◀ Previous Next ▶

1. Once you have the district selected click the arrow to filter PENDING to the top.
 - a. Resolve any pending positions then return to staff certification.

EPS Staff:

EPS Staff Positions	EPS Actual FTE Totals
Teacher	1.00
Guidance	
Librarian	
Health	
Education Tech	
Library Tech	
Clerical	
School Admin	
Totals	1.0

- EPS Staff section shows only your EPS positions and the totals for those positions.
 - It gives you the ability to see the EPS FTE amounts per EPS category for your SAU and is an additional place to view and certify this data other than the ED 267 report.

District Roles:

Role	Designee
Assessment Coordinator	<input type="text"/>
Chemical Hygiene Officer (CHO)	<input type="text"/>
Data Specialist	<input type="text"/>
Director of Technology	<input type="text"/>
Dropout Prevention Coordinator	<input type="text"/>
Facilities-Director/Manager	<input type="text"/>
Integrated Pest Management Coordinator	<input type="text"/>
Librarian	<input type="text"/>
McKinney-Vento Liaison	<input type="text"/>
Nurse	<input type="text"/>
School Security	<input type="text"/>
Superintendent of Schools	<input type="text"/>
504 Coordinator	<input type="text"/>
Attendance Coordinator	<input type="text"/>
Foster Care Point of Contact	<input type="text"/>

All roles must have an assigned designee in order to Certify.

These roles should be filled by whomever is performing these functions and updated whenever this changes during the year.

- The district roles section is where you indicate which staff members perform critical roles within the district.
- Anyone with SAU admin access to the staff module within NEO can update the designated roles for their district throughout the school year. It is important that this is done because the designee you list is the one that is listed in all public reports. It is not necessary for the superintendent to recertify if changes are made after December 1st.


Once you have filled all district roles click save to proceed.

Certifying the report:

Once you have completed the three sections of the report the superintendent can certify. If you're still missing any information the superintendent will see a greyed out Certify button along with an error.

Certification

* If an SAU has any Pending Positions, unassigned District Roles or any items flagged in the Needs Review column on the Staff Details Report - Courses and Staff Details Report - FTE, they will not be allowed to Certify until the issues have been resolved

I hereby have reviewed and verified that the data above is accurate to the best of my knowledge 

1. If everything is complete they will have a Certify button that can be clicked:

- Once the report is certified the certify box will show the superintendents name, along with the time and date that they certified.
 - Please note that only the superintendent and DOE staff can see the certified section.

Certified By:	Mitchell, Drew
Certified Date:	9/4/2019 3:47:53 PM <input type="button" value="Remove Certification"/>

If you have any questions, comments or concerns in regard to this document please do not hesitate to contact the MEDMS Helpdesk directly.

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Hours: Mon through Fri - 8:00 am to 4:00 pm

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