

Special Education FTE Staff Certification EF-S-05 Part II

Instructions

Reporting Begins: September 1

Reporting Ends: October 30th

All changes to data within the EF-S 05 PT 2 Special Education FTE Staff Certification Report must be done within NEO staff assignments directly.

The EF-S-05 Part 2 is used to verify the full-time equivalency (FTE) and qualification status of special education teachers, paraprofessionals (educational technicians), and related services personnel who are employed or contracted or anticipated to be employed or contracted by Dec 1st to provide special education services to students with disabilities ages 3 through 21. It is based on staff data for the current year staff reporting. For educational technicians and related services personnel, the FTE should reflect only the portion of time the staff provide the services listed in the section below under the heading “Related Services Personnel Categories” for children with disabilities ages 3 through 21 receiving special education and related services.

Special Education Teachers

Which teachers are included in the report?

Teachers who are employed by public or private agencies, regardless of funding source, and have responsibility for educating children with disabilities ages 3 through 21. This includes classroom teachers, preschool teachers, itinerant/consulting teachers, and home/hospital teachers.

Which teachers should not be included?

The data collection does not include FTEs of special education teachers who:

- Provide special education services to children with disabilities from birth through age 2,

- Are regular education teachers (school-age or preschool) even when their classroom instruction includes children with disabilities,
- Work exclusively with students without disabilities.

How to determine whether a teacher is qualified or not qualified:

Maine's definition of a qualified teacher:

- 1) The teacher has obtained full Maine certification as a special education teacher (including certification obtained through alternative routes to certification and including conditional certification), or passed the Maine special education teacher licensing examination, and holds a Maine license as a special education teacher, and
- 2) The teacher has not had special education certification or licensure requirements waived on an emergency, temporary, or provisional basis, and
- 3) The teacher holds at least a bachelor's degree.

Paraprofessionals (Educational Technicians) and Related Services Personnel

Educational Technicians I, II, III (Paraprofessionals) - Employees who provide instructional support, including those who:

- Provide one-on-one tutoring if such tutoring is scheduled at a time when a student would not otherwise receive instruction from a teacher
- Assist with classroom management, such as organizing instructional and other materials
- Provide instructional assistance in a computer laboratory
- Conduct parental involvement activities
- Provide support in a library or media center
- Act as a translator

- Provide instructional support services under the direct supervision of a teacher - definition adapted from P.L 108-446, Section 612(14)(B), 34 C.F.R. Part 300.156(b)

How to count paraprofessionals and related services personnel who work with both students with disabilities and their non-disabled peers:

If paraprofessionals and related services personnel work part of their time with children without disabilities, and other times with children with disabilities, report only the proportion of their FTE that is related to their services to children with disabilities.

How to determine the qualification status of Paraprofessionals and Related Services Personnel:

Paraprofessionals and Related Services Personnel are “certified” if they

- Hold the appropriate State certification or licensure for the position held, or
- Are in positions for which *no* State requirements exist (i.e., no certification or licensure requirements).

Paraprofessionals and Related Services Personnel are “not certified” if they

- Are employed on an emergency, provisional, or other basis, and do not hold the State certification or licensure for the position to which they are assigned, or
- They do not meet other existing State requirements for the position.

Does the EFS-05 Part 2 include ALL special education staff?

No, the data are not a comprehensive count of all types of personnel who provide services to children with disabilities. In addition to Teachers and Paraprofessionals (Educational Technicians), the report includes only the related services personnel types specified below.

Related Services Personnel Categories - The following are the types of related services personnel categories reported (Adapted from P.L. 108-446, Sections 618(a)(1)(A)(i) and 618(a)(3), 34 C.F.R. Part 300.34(c)):

1. **Audiologists** - provide the following services to children with disabilities:
 - Identification of children with hearing loss;
 - Determination of the range, nature, and degree of hearing loss, including referral for medical or other professional attention for the habilitation of hearing;
 - Provision of habilitative activities, such as language habilitation, auditory training, speech reading (lip-reading), hearing evaluation, and speech conservation;
 - Creation and administration of programs for prevention of hearing loss;
 - Counseling and guidance of children, parents, and teachers regarding hearing loss; and
 - Determination of the children's needs for group and individual amplification, selecting and fitting an appropriate aid, and evaluating the effectiveness of amplification.

2. **Speech-language pathologists** - provide the following services to children with disabilities:
 - Identification of children with speech or language impairments
 - Diagnosis and appraisal of specific speech or language impairments;
 - Referral for medical or other professional attention necessary for the habilitation of speech or language impairments;
 - Provision of speech and language services for the habilitation or prevention of communicative impairments; and
 - Counseling and guidance of parents, children, and teachers regarding speech and language impairments.

3. **Interpreters** - provide services to children who are deaf or hard of hearing:
 - Oral transliteration services
 - Cued language transliteration services
 - Sign language interpreting services.

4. **Psychologists** - provide the following services to children with disabilities:
 - Administering psychological and educational tests, and other assessment procedures;
 - Interpreting assessment results
 - Obtaining, integrating, and interpreting information about child behavior and conditions relating to learning;

- Consulting with other staff members in planning school programs to meet the special needs of children as indicated by psychological tests, interviews, and behavioral evaluations;
- Planning and managing a program of psychological services, including psychological counseling for children and parents; and
- Assisting in developing positive behavioral intervention strategies.

5. **Occupational therapists** - provide the following services to children with disabilities:

- Improving, developing or restoring functions impaired or lost through illness, injury, or deprivation;
- Improving ability to perform tasks for independent functioning if functions are impaired or lost; and
- Preventing, through early intervention, initial or further impairment or loss of function.

6. **Physical therapists** - provide the following services to children with disabilities:

- Screening, evaluation, and assessment of children ". . . to identify movement dysfunction
- Obtaining, interpreting, and integrating information appropriate to program planning to prevent, alleviate, or compensate for movement dysfunction and related functional problems
- Providing individual and group services or treatment to prevent, alleviate, or compensate for movement dysfunction and related functional problems

7. **Physical education teachers and recreation and therapeutic recreation specialists** - provide the following services to children with disabilities:

- Provide special physical education, adaptive physical education, movement education, or motor development to children and youth with disabilities
- Assessment of leisure function;
- Therapeutic recreation services
- Recreation programs in schools and community agencies
- Leisure education.

8. **Social workers** - provide the following services to children with disabilities:

- Preparing a social or developmental history on a child with a disability

- Group and individual counseling with the child and family
- Working in partnership with parents and others on those problems in a child's living situation (home, school, and community) that affect the child's adjustment in school
- Mobilizing school and community resources to enable the child to learn as effectively as possible in his or her educational program
- Assisting in developing positive behavioral intervention strategies

9. **Medical/Nursing service staff** - provide the following services to children with disabilities:

- Medical services (adapted from 34 C.F.R. Part 300.34(5)) for diagnostic and evaluation purposes provided to determine whether a child has a disability and the nature and extent of the special education and related services that the child needs.
- Nursing services designed to enable a child with a disability to receive FAPE as described in the child's IEP, with the exception of services related to medical devices that are surgically implanted (e.g., cochlear implants).

10. **Counselors and rehabilitation specialists** - provide the following services to children with disabilities:

- Guide individuals, families, groups, and communities by assisting them in problem solving, decision-making, discovering meaning, and articulating goals related to personal, educational and career development.
- Provide services in individual or group sessions that focus specifically on career development, employment preparation, achieving independence, and integration in the workplace and community of a student with a disability.
- Vocational rehabilitation services provided to a student with disabilities by vocational rehabilitation programs funded under the Rehabilitation Act of 1973, as amended.

11. **Orientation and mobility specialists** - provide the following services to children with disabilities:

- Services provided to blind or visually impaired students to enable those students to attain systematic orientation to and safe movement within their environments in school, home, and community
- Teaching students the following, as appropriate:

- Spatial and environmental concepts and use of information received by the senses (such as sound, temperature and vibrations) to establish, maintain, or regain orientation and line of travel (e.g., using sound at a traffic light to cross the street)
- To use the long cane to supplement visual travel skills or as a tool for safely negotiating the environment for students with no available travel vision
- To understand and use remaining vision and distance low vision aids
- Other concepts, techniques, and tools.

The table below indicates how the special education NEO staff positions are categorized into the Related Services Personnel Categories listed above:

NEO STAFF POSITION	RELATED SERVICES PERSONNEL CATEGORY
Athletic Trainer	Physical Education Teachers and Recreation and Therapeutic Recreation Specialists
Audiologist	Audiologists
Board Certified Behavior Analyst	Psychologist
Certified Employment Specialist	Counselors and Rehabilitation Specialists
Counselor or Rehabilitation Counselor	Counselors and Rehabilitation Specialists
Director of Guidance	Counselors and Rehabilitation Specialists
Employment Coordinator	Counselors and Rehabilitation Specialists
Guidance Counselor	Counselors and Rehabilitation Specialists
Health Assistant	Medical/Nursing Service Staff

Interpreter	Interpreters
Interpreter or Transliterater for the Deaf	Interpreters
Licensed Clinical Professional Counselors	Counselors and Rehabilitation Specialists
Nurse	Medical/Nursing Service Staff
Occupational Therapist	Occupational Therapists
Occupational Therapy Aides	Occupational Therapists
Orientation and Mobility Specialists	Orientation and Mobility Specialists
Other Special Education Services Provider	Counselors and Rehabilitation Specialists
Physical Therapist	Physical Therapists
Physical Therapists Assistant	Physical Therapists
Physician/Doctor	Medical/Nursing Service Staff
Psychometrics/Psychological Examiner	Psychologist
Recreation/Therapeutic Recreation Specialist	Physical Education Teachers and Recreation and Therapeutic Recreation Specialists
School Psychologist	Psychologist
School Social Worker	Social Workers

Sign Language Interpreter	Interpreters
Special Education Consultant	Counselors and Rehabilitation Specialists
Speech - Language Pathologist	Speech - Language Pathologist
Speech - Language Pathology Aides and Assistants	Speech - Language Pathologist
Speech & Hearing Clinician	Speech - Language Pathologist

ACCESSING THE REPORT

- Log into [NEO](#) (note clicking this link requires you to enter your username and password).
- Once logged in click on Special Education in the body of NEO or at the top of the screen

The screenshot shows the NEO Dashboard with a navigation bar at the top containing various system links. The 'Special Education' link is highlighted with a yellow box. Below the navigation bar, the dashboard is organized into a grid of categories, each with a list of sub-links. The 'SPECIAL EDUCATION' category is also highlighted with a yellow box, and its sub-link, 'Special Education Home', is highlighted with a yellow box.

Navigation Bar: Dashboard, Core, Bomb Threat Reporting, Bullying Reporting System, DC&R, Facilities, Graduation Data, Maine Educational Assessment, Maine Schools, MaineCare, Nutrition, RAS, **Special Education**, Staff, Student Data

Neo Dashboard

- PUBLIC**
 - Certification Application Lookup
 - Contact Search (Formerly Superintendent Search)
 - Home Instruction
 - McDOE on Maine.gov
 - ELL
 - View ED279 Report
 - View EF-M-46/EF-M-46V Reports
- CORE**
 - Core Home
 - Create Organization
 - Manage Accounts
 - Manage Existing Organization
 - User Roles
- BOMB THREAT REPORTING**
 - Bomb Threat Reporting Home
 - Main Page
- BULLYING REPORTING SYSTEM**
 - Bullying Reporting System Home
- DC&R**
 - DC&R Home
 - DC&R Main Report
 - DC&R Reporting Calendar
- FACILITIES**
 - Facilities Home
 - Annual Facilities Data
 - EF-10 Inclusions
 - Facilities Inventory
 - Facilities Planning
- GRADUATION DATA**
 - Graduation Data Home
 - District Certified Graduation and Dropout Rates
- MAINE EDUCATIONAL ASSESSMENT**
 - Maine Educational Assessment Home
- MAINE SCHOOLS**
 - Maine Schools Home
 - Main Page
- MAINECARE**
 - MaineCare Home
 - Manage Maine Care
- NUTRITION**
 - Nutrition Home
 - Manage Nutrition
 - Nutrition Reports
- RAS**
 - RAS Home
- SPECIAL EDUCATION**
 - Special Education Home**
- STAFF**
 - Staff Home
 - Staff Details - Courses
 - Staff Details - FTE
- STUDENT DATA**
 - Student Data Home
- TRANSPORTATION**
 - Transportation Home
 - Bus Purchase Analysis
 - EF-46 School Transportation Expenditures And School Bus Inventory

Once you are in Special Education hover over forms then select 'Special Education FTE Staff Certification (EF-S 05 PT2)'

Special Education FTE Staff Certification (EF-S-05 Pt2)

Data for Collection Year:

Submission Due Date:

Content Area: Special Services

DOE Contact: [Brandi Giguere](#) (2074486528)

Reporting Organization:

[View Details](#)

Special Education Teachers		
	Fully Qualified NEO Staff FTE	Not Fully Qualified NEO Staff FTE
Special Education Teacher	0.80	
Related Services Personnel		
	Fully Certified NEO Staff FTE	Not Fully Certified NEO Staff FTE
Audiologists		
Counselors and Rehabilitation Specialists		
Interpreters		
Medical/Nursing Service Staff		
Occupational Therapists		
Orientation and Mobility Specialists		
Physical Education Teachers and Recreation and Therapeutic Recreation Specialists		
Physical Therapists		
Psychologist		
Social Workers		
Speech - Language Pathologist	0.00	
Special Ed Paraprofessionals		
	Fully Certified NEO Staff FTE	Not Fully Certified NEO Staff FTE
Ed Tech I	0.81	
Ed Tech II		
Ed Tech III		

Certification
 I attest that the data above is complete and accurate.

DETAILS

Staff that appear on this report may include personnel who work part of their time with children without disabilities, and other times with children with disabilities (IDEA). The FTE is based on the proportion of time the personnel work specifically with children with disabilities (IDEA) receiving special education and provide the services listed in the instructions section above under the heading “Related Services Personnel Categories”. The FTEs are derived from the special education question in staff assignments in NEO:

Example:

Do the duties of your position include the provision of services to students aged 3-20 who receive Special Education? * Yes No

% FTE for this Special Education Position * ?

Is this staff member Highly Qualified (for Special Education Teachers) or Qualified (for Ed Techs and other Special Education roles)? * Yes No ? ?

The ‘View details’ link will break down the totals into each related staff assignment (IE: SPED Teachers would show each of the teachers that are counting towards the 48.50 total seen above). If these numbers are not accurate then the person at the district handles NEO Staff data entries will need to modify the related staff assignments within NEO Staff. **Note that once a staff assignment is updated and submitted in NEO Staff this report updates instantly.**

Information on NEO Staff can be found on the [Helpdesk Webpage](#).

CERTIFYING THE REPORT

Once all the data is accurate and all NEO Staff and in an active status the report can be submitted by clicking on the 'Certify and submit to DOE' button. **Note that if changes need to be made the submission will need to be removed for the updates of staff to reflect in this report.**

Certification
I attest that the data above is complete and accurate.

CONTACT INFORMATION

- If you have questions about accessing the report please contact MEDMS Support via [Email](#) or call 207-624-6896
 - If you need access to NEO to view this report please have your superintendent's office submit an [access request](#) on your behalf.
- If you have questions regarding EF-S-05 Part 2 please contact Brandi Giguere at brandi.a.giguere@maine.gov or call 207- 446-6526