

Teacher and Educational Technician Vacancy Collection Certification

Report Details

Reporting Period: October 1 **Open Date:** October 1 **Due Date:** October 30

Reporting Requirements: All SAU's who receive public funds and private schools with publicly funded students should ensure that their teacher and educational technician vacancy data is current.

This includes public charter schools authorized under [Chapter 112](#), education in unorganized territories, magnet schools, CTE regions, and Indian education.

The Teacher and Educational Technician Vacancy Collection Certification report will be available for SAUs to submit and certify beginning on October 1st. Teacher and educational technician vacancies offer an important statewide snapshot of the unmet instructional staffing needs school leaders are working to address after the opening of school.

Teacher and Educational Technician Vacancy Collection Certification

Description/Purpose

- Vacancy is defined as an open position that the school administrative unit is actively seeking to fill.
- Title 20-A, §1055, subsection 9 E-1 states: The number and type of school administrative unit's vacant teacher and educational technician positions.
- Vacancy types are the [Chapter 115 Part II](#) Certification endorsement areas for teachers and the [Chapter 115 Part I](#), Level I, Level II, and Level III certification levels for educational technicians.
- Each school administrative unit teacher vacancy count will be the sum of tallied teacher certification endorsement areas.
- The school administrative unit educational technician vacancy count will be the sum of educational technician tallied certification levels.
- The school administrative unit teacher vacancy rate will be calculated

$$\frac{\text{Teacher Vacancies Sum}}{(\text{Total Teacher FTE Sum} + \text{Teacher Vacancies Sum})} * 100$$

- The school administrative unit educational technician vacancy rate will be calculated

$$\frac{\text{Educational Technician Vacancies Sum}}{(\text{Total Ed Tech FTE Sum} + \text{Ed Tech Vacancies Sum})} * 100$$

- Longitudinal patterns and trends from the annual collection of the SAU vacancy snapshot, and the annual SAU staffing data collection, can inform policy decisions and their practices at the local and state levels.
- In preparation for this report, it is vital that each school administrative unit (SAU) keep their vacancy data current and complete.

Completion Instructions

Preparing for the October 1-30 vacancy collection window.

September 16-23	September 23-October 5	October 6-30
Task 1 Identify who in the SAU will collect the current SAU teacher and ed. tech job postings and complete the vacancy survey. By September 14, Enter the name, role, and email on this Vacancy Collector form	Task 1 Become familiar with the format of the Vacancy Collection Survey by using your SAU updated job postings to complete the Note Template for the Vacancy Collection Survey with current teacher vacancies and ed. tech vacancies. <u>When a vacant teacher position can align with more than one teacher certification endorsement area (e.g. actively seeking to fill a grade 3 teacher position could be filled by an educator with Endorsement 020 General Elementary K-6 or Endorsement 029 Early Elementary K-3), pick the preferred endorsement area for your SAU. (This will save you time when you complete the live survey.)</u>	Tasks 1-3 Task 1 Attend Vacancy Collection webinar on October 6 noon- 1pm to receive link to Vacancy Collection Survey. Task 2 Update your Note Template for the Vacancy Survey - remove positions that your SAU is no longer actively seeking to fill - add new positions you are actively seeking to fill as of today. Task 3 The Vacancy Survey will be open October 6-30. Using your Note Template, complete the Vacancy Collection survey indicating the number of teacher positions and number of ed tech positions your SAU is actively seeking to fill in each appropriate certification area. When a

		<u>vacant teacher position can align with more than one teacher certification endorsement area (e.g. actively seeking to fill a grade 3 teacher position could be filled by an educator with Endorsement 020 General Elementary K-6 or Endorsement 029 Early Elementary K-3), pick the preferred endorsement area for your SAU.</u>
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Step One: Identify your SAU



Teacher and Education Technician Vacancy Survey

Thank you for your time and for sharing your SAU vacancy data in the Teacher and Ed. Tech Vacancy Survey. SAU vacancy data is a key element in understanding the education labor market shortages. We sincerely thank you.

SAU

Drop-down menu with the list of SAUs receiving public funds

Step 2

Identify the role of person completing the Vacancy Collection Survey

- ☐ School Business Officer
- ☐ Staff Data Specialist
- ☐ Superintendent of Schools
- ☐ Assistant Superintendent of Schools

Step 3

Definitions:

Vacant teacher position means a position that the SAU is currently actively seeking to fill in a certification endorsement area.

Vacant education technician position means a position that the SAU is currently actively seeking to fill in a certification educational technician level.

Based on the **October 30 snapshot**, does __ (auto filled SAU name) have teacher and/or education technician vacancies to report?

- ☐ Yes
- ☐ No

Note: To make the data entry time-efficient, each item in the Vacancy Collection Survey is pre-populated with a zero.

If you have vacancies to report, click yes. You can then go to those certification areas in which you are actively seeking to fill positions to enter the number of vacancies for each teacher certification endorsement or educational technician certification level.

If you have no vacancies to report in any certification area for teacher or certification level for educational technicians, click no, and you go to the end of the Vacancy Collection Survey for the Superintendent to certify.

Step 4 Enter the number of vacancies for each certification area in which you are actively seeking to fill positions.

Elementary Level Teacher Positions

SAU Total for Each Endorsement Area: Number of SAU Positions Actively Seeking to Fill for Each Endorsement Area

081 Early Childhood Teacher (Birth-K)	0
029 Early Elementary Teacher (PK-Grade 3)	0
020 Elementary Education (Grades K-6)	0
Total	0

Note: The items in the survey follow the same order as the Survey Vacancy Note Template you completed. Above is a sample of the survey item format. The survey is set-up to calculate totals in each section.

After you have completed entering all vacancy amounts for each certification area in which your SAU is actively seeking to fill and everything looks correct, the Superintendent can click on ‘Submit/Certify’.