



Teacher Input Application Position Description Guidance Non-Certificated Reporting

Per A.R.S. 15-505(E): Each school district and charter school shall annually submit to the department of education a list of certificated and noncertificated persons who are employed at the school district or charter school.

All LEAs must report specific non-certificated positions in TIA. [Any adult who consistently interacts with students should also be reported in TIA.](#)

The process is very similar to adding non-core positions. The non-core has been repurposed to non-teaching.

Below is a list of non-certificated positions that should be reported in TIA:

- Coach (Athletic, Assistant, Volunteer, etc.)
- Special Education (Teacher) Aide
- Highly Qualified Paraprofessional Aides (Special Ed)
- Elementary (Teacher) Aide
- Highly Qualified Paraprofessional Aides (Elementary)
- Nurse Assistant
- Social Worker
- Secondary (Teacher) Aide
- Highly Qualified Paraprofessional Aides (Secondary)
- Personnel Assistant
- Media Assistant
- Librarian
- Occupational Therapist
- Speech/Language Therapist
- Physical Therapist
- Vocational Education
- Non-Certified Superintendent
- Media Specialist
- Assistant Nurse
- Guidance Counselor
- Audiologist
- Nutritionist/Dietitian

Quick steps:

1. From the Add/Update Teacher tab, select the school and click the Add New Teacher button.
2. Search for the employee. Click Add to Roster when found. It's easy to delete them after if you picked the wrong one.
 - If the person is not in the system **AND** an IVP FCC is required for their position, the LEA should direct the employee to call DPS (623-223-2279), and have their card sent to ADE (ask them to mark the card *Teacher Certification*). This will add them to the system within 24-48 hours.
3. Next, click the New Teaching Position accordion header. Select **No** for Teaching Position, complete the form, and click Insert.

From the Add/Update Teacher tab, select the school and click the Add New Teacher Button.

If they are a “district level” employee, not assigned to a singular school, at this time pick a school to assign these employees to.

The functionality to assign an employee as “LEA wide” will come in a future year.

Arizona Department of Education

Home Teacher Information **ADD/Update Teacher** Evaluations Reports Unprofessional Conduct ADE Home Common Logon News Admin Tasks Batch Process Batch Process Status

Batch Process Permissions Educator Search MCESA Admin Info

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LEA: [Redacted] [Redacted]

School: [Redacted] [Redacted]

Charter: No

Academic Year: 2022

Indicate Title I Status: Non-Title I

Teacher List: -- Please Select a Teacher--

Get Administrative Contacts

Add New Teacher

Search for the employee. Click Add to Roster when found.

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Yuma County Juvenile Justice Center - 211025000 -- Yuma County Juvenile Detention Center - 211025002

SELECT A SEARCH OPTION:
SSN

Type in the value(s) for the selection you chose:

Last Name First Name Educational Stakeholder ID SSN EIN

[Redacted] [Redacted] [0] [0] [0] [0] 22222222 0

Search For Teacher Cancel

Search Results:

	Last Name	First Name	Middle Name	Ed Stakeholder ID	SSN (Last 4 Digits)	EIN
Add to Roster	White - Red	Yady		3852-3245-1538-5312	2222	4846066

Click the New Teaching Position accordion header. Select No for Teaching Position, complete the form, and click Insert.

Teaching Position: Yes No

Teaching Position Description: -- Select a Position --

Teacher of Record:

Content Area:

Grades Taught:

Periods Taught:

AC Status:

Valid Certificate:

Comments:

Status:

Start Date:

End Date:

Complete: If checked, teaching position information is complete.

Insert Cancel

		N	Guidance Counselor	N	Non-Teaching	UGS	0	NA	Y	N/A
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[Add New Teaching Position](#) [Refresh](#)

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Other Notes

Non-certified staff are imported from the Finance system School District Employee Reporting tool (SDER).

- Where the ID field in SDER was a valid TIA field, they were imported (SSN / ADE EIN)
- We imported the SSN, last, first, and middle names, gender, and ethnicity.
- What's missing? Primarily birthdate, mailing and email addresses. The birthdate was set to 1/1/1900.
- At this time, the birthdate cannot be updated if imported from SDER.
- Years of experience was calculated from the school start date to 12/17/2021. Since zero YOE is not allowed when verifying, all zeros were set to 1s to make this year easy.
- SDER collects ethnicity with one question. TIA has two, thus race was not added for Hispanic values.