Novice Teacher Data: Guidance for Districts

Accurately Reporting Novice Teacher Data

In Arkansas, a novice teacher is defined as a teacher in their first three (3) years of teaching. This data is collected by pulling teachers with 0, 1, and 2 years of experience as reported and certified by districts through the SIS Cycle Submission process.
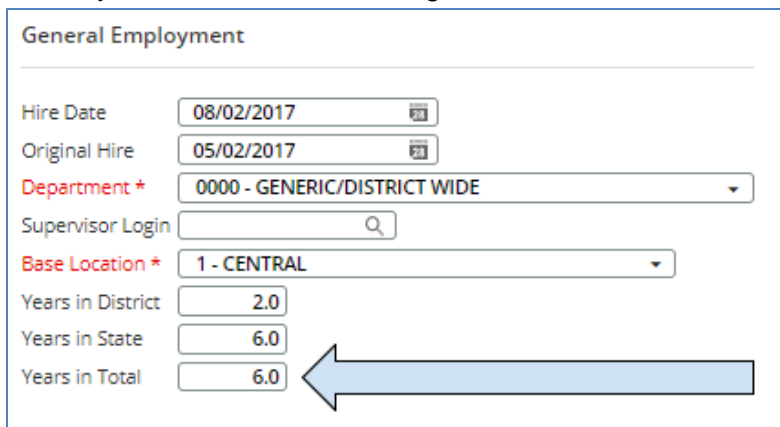
This data is used to:

- Produce State, district, and school level Report Cards, which are used to meet state and federal accountability requirements.
- Monitor novice teacher mentoring as required by Standard of Accreditation 4-D.4 and Ark. Code Ann. § 6-17-2806.
- Produce the Workforce Stability Index (WSI), which helps inform districts' recruitment, assignment, development, and retention decisions to ensure students have equitable access to a high-quality teacher workforce.

Beginning with the 22-23 school year, the Division of Elementary and Secondary Education (DESE) will provide novice teacher data to the district or education service cooperative that oversees the mentoring program after Cycle 2 (Oct 15) data certification. Districts will have the opportunity to correct any errors around total years of experience between Cycle 2 and Cycle 5 (Feb 15) to ensure novice teacher numbers are accurate. Cycle 5 data will be used to administer the Novice Teacher Survey, which collects data around educator preparation, teacher induction and mentoring, and career trajectory.

The following guidance has been developed to help districts ensure novice teacher data is correctly reported to the state.

Accurately Entering Teacher Years of Experience

"Years in Total" from the General Employment tab of eFinance is used to determine the years of experience for a teacher. **All districts, co-ops, and charters that employ public school teachers have access to eFinance.** Contact Nona Comer nona.comer@ade.arkansas.gov with any issues around accessing this tab.

Accurately Entering Teacher Years of Experience

Even if your district does not use eFinance for contracts, this data must be entered to ensure accurate reporting. After the data is entered once, be sure to roll your teachers' years of service forward each year by performing the "Advance Years of Service" process (see "Advance Years of Service" section for more information). When entering data for novice teachers, be sure you are reporting as follows for "**Years in Total**":

First Year of Teaching =	Zero (0) years experience
Second Year of Teaching =	One (1) year of experience
Third Year of Teaching =	Two (2) years of experience

The "Years in Total" field does not affect the years of service toward retirement as collected by the Arkansas Teacher Retirement System.

Districts may choose to count classified employment experience (ex: paraprofessional experience) toward pay scale placement for individuals who are technically in their first year of teaching. However, the years of experience fields in the General Employment tab need to reflect the total number of years an individual has been employed in a certified teaching position.

Remove Teachers who Leave the District

When teachers leave a district, the pay group is updated to Pay Group "X" in the pay rate screen to ensure they are no longer pulled into an active payroll. The "X" Pay Group is also the filter that prevents employees from being pulled into certified SIS cycle data.

Note: Class, Pay code, and Status are not updated.
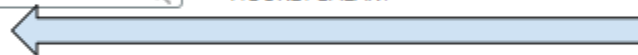
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Advance Years of Service

The "Advance Years of Service" process rolls a teacher's years of service forward one year every time it is processed. The menu path for this process is as follows: eFinance>Human Resources>State>Update Years of Service.

When should this process be run?

- **Before printing contracts**

    o If "Years of Service" are included on contracts, this step will need to be completed prior to printing contracts

- **Only once per fiscal year**

    o If "Years of Service" are updated for contract purposes, make notation in the district "Year End" file that this process should be skipped at FYE.

    o If "Years of Service" are NOT updated for contract purposes, be sure to include it as part of the Fiscal Year End procedures.