

# Staffing Terminology

**Categories** are subject areas identified by Seattle Public Schools and are related to Certificated endorsements and No Child Left Behind guidelines. Categories provide a greater level of specificity within the endorsements issued by the Washington State Certification Office.

**Certificated** refers to employees in positions requiring certification including teachers, nurses, counselors.

**Classified** refers to employees in positions not requiring certification such as office employees and instructional assistants.

**Clock Hours** are credits given for professional development classes; 10 clock hours equal 1 quarter hour. Clock hours earned from Washington State approved providers are counted toward salary adjustments.

**Continuing Contracts** are given to certificated staff after completing 3 years (or 2 years for teachers in their first year of teaching prior to 2009 -10) of successful probationary contract years in a Washington Public School district.

**Displaced** refers to the status of an employee who is least senior and removed from a funded position at a school or program, but still has a funded position with the District.

**Employee Assistance Program** or EAP is a confidential service offering counseling, consultation, problem solving, and referral for employees of Seattle Schools. Contact number is 252-4800.

**Endorsements** are the designated subject areas that appear on teaching certificates and are determined through education and experience and granted by the Office of the Superintendent of Public Instruction (OSPI) when a teacher applies for certification.

**Enrollment Adjustments** are made when the enrollment projections are adjusted to reflect actual enrollment. Schools may receive additional FTE if enrollment comes in over projections or FTE can be pulled if actual enrollment comes in under projections.

**504** refers to reasonable accommodation for employees with disabilities. Human Resources staff are responsible for making these decisions.

**FTE** is full time equivalent or the amount of time worked. 1.0 FTE is full time.

**Hourly** employees are employees hired into positions for 19 hours per week or less for positions not represented by a union, such as tutors.

**NeoGov** is the electronic advertising system used for Seattle Schools job advertisements.

**No Child Left Behind** legislation requires that all teachers be highly qualified to teach the core subjects to which they are assigned. These requirements are separate from the State Endorsement requirements and District categories. All Districts are required to report the NCLB highly qualified data each semester to OSPI. New teachers must pass West-E subject area tests in order to become highly qualified. Teachers with at least one year of experience may be highly qualified through experience, and credits in the subject area using the HOUSSE (Highly Objective Uniform State Standard Evaluation) method.

**Non-Continuing, One-Year Contracts** are offered to leave replacement teachers. The one year contract holds the place for the teacher's return from leave.

**Non-Represented** or Non-Rep are employees not represented by a union. Non-rep positions are found in Central Orgs, not schools.

**Professional Growth and Evaluation (PG&E)** is the evaluation system based on Charlotte Danielson's Enhancing Professional Practice: A Framework for Teaching which includes evaluation criteria, four domains, a four level rating system, a self-assessment of teaching practice, student academic achievement goals, professional growth goals, and professional learning communities.

**Provisional Contracts** are 3 year probationary contracts which after 3 successful years lead to a Continuing Contract.

**Paraprofessional** or Parapro refers to the classified/non-certificated program and instructional support employees represented by SEA, including Special Education Assistants, and Family Support Workers.

**PCR** – Personnel Change Request forms are the electronic form used to relay changes in staffing to Budget and Human Resources.

**RIF or Reduction In Force** refers to the status of an employee who is laid off from the District due to budget reductions. RIF employees have been determined to be the least senior in each of their categories.

**SAEOP** – Seattle Association of Educational Office Personnel includes all represented office personnel represented by SEA, Seattle Education Association.

**Seniority** reflects total years of Washington State and Seattle School District experience for the certificated staff and Seattle School District experience for classified staff.

**SPOT** – School Planning Online Tool is an electronic worksheet of Budget and Staffing details that Principals use each spring to convey staffing changes for the coming year to Budget and Human Resources.

**Substitutes** are on call employees used to fill certificated and classified positions. All Substitute requests go through the Substitute Office.