

# Categorical Aid Special Teacher Vacancy Report

This information is used for reports to the Federal Government, planning by the Kansas State Board of Education, the Kansas Legislature, universities and colleges, and local education agencies. This report is the ONLY collection of data on non-KSDE licensed personnel in special education positions such as paraeducators, Nurses, Speech Language Pathologists, Physical Therapists, etc.

## INSTRUCTIONS:

- Unfilled budgeted special education positions during the CURRENT regular school year.
  - Anticipated vacancies for next school year should not be included.
  - ESY vacancies are not reported.
  - Unfilled can include positions that are not filled by permanent employees.
    - Permanent employees:
      - May be on a waiver.
      - May be qualified using the substitute regulations.
- If there are no vacancies, it is not necessary to enter anything or send an email.
- A position that is currently filled and the district is not trying to fill the position with a different person, the position is not considered vacant, regardless of the person's qualifications.

As always thanks for all your hard work, patience, and help!

## Fields in KGRS/PCA

- **District Code\*** (Needs to be filled in on upload only, automatically added with manual entry)
- **Local Position Number** - purely there for LEA convenience, not required, may be blank or duplicate
- **New/Replacement\*** - Is the position new this year, or did someone leave and you need a replacement? (N/R)
- **Available\*** - the date the position became vacant (you can put in the start of the year if it was vacant all year)
- **Professional/Non Professional\*** - Same as in claiming staff (P/N)
- **Area\*** - Same as in claiming staff
- **Low Level\*** - Same rules as in claiming staff (IT, EC, or KG-12)
- **High Level\*** - Same rules as in claiming staff (IT, EC, or KG-12)
- **FTE\*** - Can be up to 1.0 FTE, this is the FTE you would hire a qualified person for.

## Adding Vacancies:



### Adding Manually

Click “Add Vacancy”



Which will bring up a page with entry fields

A screenshot of the 'ADD VACANCY' form. The form has a purple header with the text 'Vacancy'. Below the header, there are several input fields and radio buttons. The fields are: 'Local Position ID' (text input), 'New/Replacement' (radio buttons for 'New' and 'Replacement'), 'Available' (checkbox), 'Professional/Non Professional' (radio buttons for 'Professional' and 'Non Professional'), 'Area' (dropdown menu with 'Select an Area'), 'Low Level' (dropdown menu with 'Select a Grade Level'), 'High Level' (dropdown menu with 'Select a Grade Level'), and 'FTE' (text input). At the bottom right, there are 'Save' and 'Cancel' buttons.

### Uploading Vacancies

All vacancies must be uploaded together! You can add additional vacancies later, but if you want to upload the additional vacancies, download what you have, add the additional ones, then upload the new file. Because there are no unique identifiers, what you upload is exactly what you will have, **anything not included in the upload will be deleted.**

There is a downloadable .csv file. The fields are the same as manual entry with the addition of the District.

|          | Local    |             |           |                  |      |       |       |     |  |
|----------|----------|-------------|-----------|------------------|------|-------|-------|-----|--|
| District | Position | New/        | Available | Professional/    |      | Low   | High  |     |  |
| Code     | Number   | Replacement | Date      | Non Professional | Area | Level | Level | FTE |  |

When you click “Upload” after choosing your upload file, you will have a warning pop up, reminding you that this will delete all your vacancies that already exist and replace everything with what is in the file you are uploading. **Please believe the warning!**