Leadership Portal Data Request

v1.3

September 29, 2023

**Contents**

[**1 Staff Data to Include 3**](#_phzj2uy17hev)

[**2 Employees 3**](#_gjdgxs)

[**3 Employee Pictures 4**](#_pvoc4aey3z9n)

[**4 Professional Development 4**](#_pxbqpirrl89f)

[**5 Performance Evaluation (T-PESS) 4**](#_3dy6vkm)

**6 Certifications 5**

# Staff to Include

The universe of data this dashboard utilizes includes the following:

**Employees:**

Teachers, APs, Principals *(additional roles such as Teacher Leaders, Deans, should be included as well if they fall in the campus principal pipeline)*

**History:**

5 school years of history for who was sitting in each of those positions. One record of data per school year is the ideal format.

**Performance Review:**

Most recently completed summative performance review (e.g. TPESS, TTESS, Custom Performance Review that follows the domain + subdomain structure)

# Employees

In the **Employees** sheet, the data of the employees assigned to each school and for each of the years they have been assigned to a specific position during the last 5 years are loaded.

| Data Point | Description | Data Type Allowed | Is Required? | Supporting Info |
| --- | --- | --- | --- | --- |
| EmployeeID | Unique Identifier | Alphanumeric | Yes | A unique alphanumeric code assigned to a staff. |
| Last Name | Last Surname | Alphanumeric | Yes | The name borne in common by members of a family. |
| First Name | First Name | Alphanumeric | Yes | A name given to an individual at birth, baptism, or during another naming ceremony, or through legal change. |
| Middle Name | Middle Name | Alphanumeric | No | A secondary name given to an individual at birth, baptism, or during another naming ceremony. |
| School Number | School Identifier. | Alphanumeric | Yes | The identifier assigned to a school. |
| School Level | School Type | Alphanumeric | Yes | Use one of the following options:  **Elementary School**  **Middle School**  **High School**  **Other Combination** |
| School Name | School Name | Alphanumeric | Yes | The full, legally accepted name of the institution. |
| Role | StaffClassification | Alphanumeric | Yes | Use one of the following values:  **Principal**  **Assistant Principal**  **Teacher** |
| Start Date | Begin Date | Date | Yes | Month, day, and year of the start or effective date of a staff member's employment, contract, or relationship with the LEA. |
| End Date | End Date | Date | No | Month, day, and year of the end or termination date of a staff member's employment, contract, or relationship with the LEA. |
| Reason End Date | Separation Reason | Alphanumeric | Yes | Reason for terminating the employment; for example:  Employment in education  Employment outside of education  Retirement  Family/personal relocation  Change of assignment. |
| BirthDate | Birth Date | Date | Yes | As a format example: “2023-05-12” |
| Tot Yrs Exp | Total Years of Experience | Integer | Yes | Number of years serving in an education role |
| Gender | SexDescriptor | Alphanumeric | Yes | Use one of the following values:  **Male**  **Female**  **Not Selected** |
| Ethnicity/Race | Race Descriptor | Alphanumeric | Yes | Use one of the following values:  **American Indian**  **Asian**  **African American**  **White**  **Hispanic**  **2 or More** |
| Degree Level | Highest Degree Level | Alphanumeric | Yes |  |
| Email | Email Address | Alphanumeric | Yes | Email Address assigned to this person |

# Employee Pictures

The system supports **Employee Pictures** as an optional feature, in order to use it you need to provide a zip folder containing the picture of the employees using the next criteria:

* All files should be the same extension (.png or .jpg).
* The files should be named with the employee ID (specified in the Employees section).
* The individual file size should not be more than 1MB.

# Professional Development

This is a list of courses the staff has completed.

| **Data Point** | **Description** | **Data Type Allowed** | **Is Required?** | **Supporting Info** |
| --- | --- | --- | --- | --- |
| **Staff Unique Id** | Staff unique identifier. E.g. Employee Id | Alphanumeric | Yes | A unique alphanumeric code assigned to a staff. |
| **Course Name** | E.g. TSI 2.0 Accuplacer Training | Alphanumeric | Yes |  |
| **Course End Date** | Course end date. E.g. 8/26/2022 | Date | Yes |  |
| **Category** | Category Description | Alphanumeric | Yes |  |

# Performance Evaluation (T-PESS)

| Data Point | Description | Data Type Allowed | Is Required? | Supporting Info |
| --- | --- | --- | --- | --- |
| EmployeeID | Unique Identifier | Alphanumeric | Yes | A unique alphanumeric code assigned to a staff. |
| Indicator 1.1 | Rating | Float | Yes | Rating for this specific indicator using numbers between 0-5 |
| Indicator 1.2 | Rating | Float | Yes | Rating for this specific indicator using numbers between 0-5 |
| Indicator 1.3 | Rating | Float | Yes | Rating for this specific indicator using numbers between 0-5 |
| Indicator 1.4 | Rating | Float | Yes | Rating for this specific indicator using numbers between 0-5 |
| Indicator 1.5 | Rating | Float | Yes | Rating for this specific indicator using numbers between 0-5 |
| Indicator 2.1 | Rating | Float | Yes | Rating for this specific indicator using numbers between 0-5 |
| Indicator 2.2 | Rating | Float | Yes | Rating for this specific indicator using numbers between 0-5 |
| Indicator 2.3 | Rating | Float | Yes | Rating for this specific indicator using numbers between 0-5 |
| Indicator 2.4 | Rating | Float | Yes | Rating for this specific indicator using numbers between 0-5 |
| Indicator 3.1 | Rating | Float | Yes | Rating for this specific indicator using numbers between 0-5 |
| Indicator 3.2 | Rating | Float | Yes | Rating for this specific indicator using numbers between 0-5 |
| Indicator 3.4 | Rating | Float | Yes | Rating for this specific indicator using numbers between 0-5 |
| Indicator 4.1 | Rating | Float | Yes | Rating for this specific indicator using numbers between 0-5 |
| Indicator 4.2 | Rating | Float | Yes | Rating for this specific indicator using numbers between 0-5 |
| Indicator 5.1 | Rating | Float | Yes | Rating for this specific indicator using numbers between 0-5 |
| Indicator 5.2 | Rating | Float | Yes | Rating for this specific indicator using numbers between 0-5 |
| Indicator 5.3 | Rating | Float | Yes | Rating for this specific indicator using numbers between 0-5 |
| Indicator 5.4 | Rating | Float | Yes | Rating for this specific indicator using numbers between 0-5 |
| Indicator 5.5 | Rating | Float | Yes | Rating for this specific indicator using numbers between 0-5 |

# Certifications

| Data Point | Description | Data Type Allowed | Is Required? | Supporting Info |
| --- | --- | --- | --- | --- |
| EmployeeID | Unique Identifier | Alphanumeric | Yes | A unique alphanumeric code assigned to a staff. |
| Title | Certificate Title | Alphanumeric | Yes | E.g. Principal |
| Type | Level | Alphanumeric | Yes | E.g. Elementary, Secondary |
| Issuance Date | Date certificate was issue | Date | Yes | Month, day, and year of the issuance |
| Expiration Date | Date certificate expires | Date | Yes | Month, day, and year of the expiration |