

Local Strategies for RICERT TA Implementation from Districts/Programs - January 11, 2007

District/Program: Cranston Public Schools
Name of Respondent: Monique Boyajian
Title of Respondent: Director of Human Resources
Phone: 401-270-8180
Email: mboyajian@cpsed.net
Date: January 5, 2007

1. What is the current status of RICERT TA implementation in your district or program?

- Developing strategies for rollout/implementation of RICERT TA.
 Implementing strategies for rollout/implementation of RICERT TA.
 Rollout/implementation of RICERT TA is nearing completion/complete.

2. What strategies are planned/were used to enter district/program-level information into the system, e.g., initial profiles on school rosters and work assignments?

I printed the TA Profile Screen from the system, made copies, and had our MIS staff print out labels, by location, for all of our TA's and Technical Assistants (who perform TA duties). A label was pasted on each form and sent out to all members of the bargaining unit. They filled out the information needed and returned it to me in a timely fashion. (By doing this, HR personnel did not have to look up the profile data for each individual). Once the sheets were returned they were put in alphabetical order by school. THIS MADE THE DATA ENTRY PROCESS QUICK AND EASY.*

* NOTE: Based on Cranston's idea, RIDE has developed a form entitled, Form to Collect Teacher Assistant Profile Personal Information for Roster Entries. This form appears at the end of this document and also on the TA Website at <http://www.ritap.org/ta> (Go to Resources, then to RICERT TA for this and other resources to support you in implementing RICERT TA.)

3. What strategies are planned/were used to enter TA qualification worksheets into the system?

I sent a memo to TA telling them about the system and that the HR office would be entering qualification information about each of them into the system and that they would be getting emails about this. I told them to ignore these initial emails and, if they should login to the system, to NOT change their password until notified by the HR office that things were ready for them/TAs to start using the system.

Then, I entered profiles on each TA (as noted above), (a) entering district-assigned emails to the profile and (b) making note of each TA's login ID and system assigned password. After completing this step, I logged in to the system as the TA using the TA's login ID and password and completed the Qualification Worksheet using a spreadsheet that I had previously created at the on-set of the new qualification requirements (the base was a seniority list). This spreadsheet included information on "training", "degree info" and "ParaPro test/results". The list also included the employee start date, school location and position. Once again, all of the information needed for the qualification input was at our fingertips and made the DATA ENTRY PROCESS QUICK AND EASY. In addition, I used the same spreadsheet to check and "VERIFY" the information entered. As a result of these steps, all TAs had Profiles and verified Qualification Worksheets. I was then able to send a memo to TAs telling them about the system being ready for their use. They will be able to change their password if desired.

*The next step is to complete the TA Assignment component of the system. I have developed a form for this purpose as well.**

* NOTE: Based on Cranston's idea, RIDE has developed a form entitled, RICERT TA Assignment Data Collection Form. This form appears at the end of this document and also on the TA Website at <http://www.ritap.org/ta> (Go to Resources, then to RICERT TA for this and other resources to support you in implementing RICERT TA.)

4. What strategies are planned/were used to train TA's in how to use the system?
Once I have completed the final phase of the project, that is the Assignment/Funding input, I will start to work on a "training" workshop (as a Professional Development activity) with our PDI Coordinator. At this point the TA's will only have to enter their Professional Development activity and other post secondary info that may not be on file in HR. I will also review why and how the profile and qualification information was entered for them.
 5. Overall, what are your reactions to using the system?
With the help of the manual and the 2 training sessions I attended at RIDE I found that using the system (live), was easy and very user friendly. (Without a doubt, having attended the RIDE training sessions helped).
 6. Overall, what have been the reactions of your TA's to using the system?
The TA's haven't begun to use the system yet.
 7. What advice would you give other districts/program about using the RICERT TA system?
Attend at least one and if possible two of the RIDE training sessions. This will help you to feel comfortable about maneuvering around the system once you get back to your office. Gather all of the information required (for input into the system) in an organized fashion before you start. This will make the input very fast and easy.
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District/Program: Narragansett School System
Name of Respondent: Lyn Budaj
Title of Respondent: Payroll & Benefits Coordinator
Phone: 401-792-9450
Email: Lbudaj@narragansett.k12.ri.us
Date: 12/20/06

1. What is the current status of RICERT TA implementation in your district or program?
 Developing strategies for rollout/implementation of RICERT TA.
 Implementing strategies for rollout/implementation of RICERT TA.
 Rollout/implementation of RICERT TA is nearing completion/complete.
2. What strategies are planned/were used to enter district/program-level information into the system, e.g., initial profiles on school rosters and work assignments?
I used the employee's payroll files in order to enter all the data for the profile. With the help of each school, I gathered the assignments and entered those into the computer. I did it one TA at a time and one school at a time.
3. What strategies are planned/were used to enter TA qualification worksheets into the system?
We already had created a folder in everyone's personnel file to hold their qualifications for being a Teacher Assistant in our district. As each Teacher Assistant entered their qualifications, I pulled their file and matched the information we already had on file.
4. What strategies are planned/were used to train TAs in how to use the system?
We are still in the process of setting up group training. The TAs that wanted to get a jump on it prior to the training taught themselves.
5. Overall, what are your reactions to using the system?
The system is very user friendly and a lot of the teacher assistants taught themselves how to use it.
6. Overall, what have been the reactions of your TAs to using the system?
The ones that have done it have had a great reaction to it. The TAs that were nervous about it I gave one-on-one training to them.

7. What advice would you give other districts/programs about using the RICERT TA system?
Our district is very small and it has been somewhat easy to do, because we had everything set up prior to this system coming into place. All of our teacher assistants are required to have the new certification regardless of whether or not they are instructional or non-instructional TAs. We also have one contact person which I think makes it easier than having multiple people checking on certifications. The RICERT TA system is so similar to the TC-I system that I do both and that has made it easier for me to learn the RICERT system.
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District/Program: Newport

Name of Respondent: Fran Eames

Title of Respondent: Coordinator of Human Resources

Phone: 401-847-2100 x 245

Email: eamesf@ride.ri.net

Date: 12/21/06

1. What is the current status of RICERT TA implementation in your district or program?
 Developing strategies for rollout/implementation of RICERT TA.
 Implementing strategies for rollout/implementation of RICERT TA.
 Rollout/implementation of RICERT TA is nearing completion/complete.
2. What strategies are planned/were used to enter district/program-level information into the system, e.g., initial profiles on school rosters and work assignments?
➤ *Para eds have already been notified with initial information and overview on how district will be proceeding*
➤ *E-mail group has been created for para educators*
➤ *HR will set up profiles from personnel files that contain para ed information*
➤ *Para eds will be notified via e-mail when all profiles are created and given instructions on how to proceed. They will be instructed to call HR if they need training. The structure of the training will depend on requests for assistance.*
3. What strategies are planned/were used to enter TA qualification worksheets into the system?
See above
4. What strategies are planned/were used to train TAs in how to use the system?
See above
5. Overall, what are your reactions to using the system?
Very user friendly
6. Overall, what have been the reactions of your TAs to using the system?
TBD
7. What advice would you give other districts/programs about using the RICERT TA system?
Very user friendly

District/Program: Newport Country Regional Special Education Program

Name of Respondent: Jenna Perry

Title of Respondent: Human Resources Clerk

Phone: 401-683-3570

Email: jperry@mpsri.net

Date: 12-20-06

1. What is the current status of RICERT TA implementation in your district or program?
 Developing strategies for rollout/implementation of RICERT TA.
 Implementing strategies for rollout/implementation of RICERT TA.
 Rollout/implementation of RICERT TA is nearing completion/complete.
2. What strategies are planned/were used to enter district/program-level information into the system, e.g., initial profiles on school rosters and work assignments?
I will be entering each TA into the system once I know exactly which towns I will be responsible for. Tiverton and Little Compton are implementing the system on their own, however, I may be doing Portsmouth and Middletown myself.
3. What strategies are planned/were used to enter TA qualification worksheets into the system?
I will be sending a notice to each TA to explain the process and will have each TA log on to complete the worksheet.
4. What strategies are planned/were used to train TAs in how to use the system?
I will be sending them instructions through email.
5. Overall, what are your reactions to using the system?
I have not begun to use the system as of yet because I am trying to compile everyone's email address and basic info before actually entering the data into the system.
6. Overall, what have been the reactions of your TAs to using the system?
No reactions as of yet.
7. What advice would you give other districts/programs about using the RICERT TA system?
No reactions as of yet.

District/Program: Scituate School Department

Name of Respondent: Eileen Prochet

Title of Respondent: Secretary, Scituate School Department Superintendent's Office

Phone: 401-647-4100

Email: eprochet@scituateri.net

Date: 12/20/06

1. What is the current status of RICERT TA implementation in your district or program?
 Developing strategies for rollout/implementation of RICERT TA.
 Implementing strategies for rollout/implementation of RICERT TA.
 Rollout/implementation of RICERT TA is nearing completion/complete.
2. What strategies are planned/were used to enter district/program-level information into the system, e.g., initial profiles on school rosters and work assignments?
Central office staff (ME) entered the information into the system.
3. What strategies are planned/were used to enter TA qualification worksheets into the system?
TA's entered their information and I verified (am verifying) it.

4. What strategies are planned/were used to train TAs in how to use the system?
We plan to hold a training session at each of our five schools in January/February.
 5. Overall, what are your reactions to using the system?
It is relatively easy to use - just time consuming to enter all the initial information.
 6. Overall, what have been the reactions of your TAs to using the system?
So far so good.
 7. What advice would you give other districts/programs about using the RICERT TA system?
Just take the time and have the information all in one place before entering it.
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District/Program: South Kingstown

Name of Respondent: Mary Ellen Murano

Title of Respondent: Human Resources Assistant

Phone: 401-360-1310

Email: mmurano@skschools.net

Date: 12/06/06

1. What is the current status of RICERT TA implementation in your district or program?
 Developing strategies for rollout/implementation of RICERT TA.
 Implementing strategies for rollout/implementation of RICERT TA...expect to have system in place by February 2007.
 Rollout/implementation of RICERT TA is nearing completion/complete.
2. What strategies are planned/were used to enter district/program-level information into the system, e.g., initial profiles on school rosters and work assignments?
HR staff entered TAs into the system.
3. What strategies are planned/were used to enter TA qualification worksheets into the system?
See next question.
4. What strategies are planned/were used to train TAs in how to use the system?
In January, district HR & IT staff will train TAs in the RICERT TA system through hands-on computer-based training at each school. The local HR/IT team will train TAs in how to use the system to review & update their profiles information, to complete worksheets of their qualification information &, on an ongoing basis, to maintain documentation of their PD & identify PD interests – information the school & district can use in PD planning.
5. Overall, what are your reactions to using the system?
RICERT TA system is a good resource for tracking TAs' assignments, qualifications & PD – both PD achieved & PD interests. This is a good system, providing benefits to the district & to TAs. It is easy to use for both entering & maintaining data.
6. Overall, what have been the reactions of your TAs to using the system?
TAs are interested & eager to get started as a result of RICERT TA information dissemination.
7. What advice would you give other districts/programs about using the RICERT TA system?
Our district got started with RICERT TA system use by having South Kingstown Human Resources (HR) & Information & Technology (IT) staff attended one of the day-long RIDE Training of Trainers sessions in November 2006. When we returned to the district, we developed strategies for district rollout. We took steps to ensure that all TAs were assigned emails & had access to computers, e.g., in their schools.

Form to Collect Teacher Assistant Profile Personal Information for Roster Entries

Dear Teacher Assistant – Please complete the information below. Return to:

- WHO:
- WHERE:
- WHEN:




Thank you.

Teacher Assistant’s School: _____

Teacher Assistant’s Work Assignment(s): _____

Please provide the information below that has an asterisk (*) EXCEPT for the “Password” and “Confirm Password” that you can leave blank.

If you are a RI certified teacher, provide your 5-digit RI-CERT Login ID number for the item at the bottom of the page.

			
Teacher Assistant Profile			
		Help 	ID No.
Personal Information		Qualification Level:	Qualification Worksheet-
*First Name	<input type="text"/> MI <input type="text"/>	*Last Name	<input type="text"/>
*Email	<input type="text"/>		
SSN	<input type="text"/>		
*Date of Birth	<input type="text"/> (mm/dd/yyyy)	Gender	<input type="text"/>
Race/Ethnicity	<input type="text"/>		
*Address	<input type="text"/>		
*City*State*Zip	<input type="text"/> RI <input type="text"/> - <input type="text"/>		
Telephone	<input type="text"/>		
*Password	<input type="text"/>	*Confirm Password	<input type="text"/>
I hold a currently valid teaching certificate(s) with the State of Rhode Island, and I would like to reference these credentials.			
Your RI-CERT Login ID	<input type="text"/>		
<input type="button" value="Save"/> <input type="button" value="Previous"/>			

RICERT TA Assignment Data Collection Form

Explanation:

The attached form is being provided to assist districts/educational programs in gathering information for adding teacher assistant (TA) Assignments to the RICERT TA system.

This is a modification of a form that was developed by the Cranston School Department's TA Contact, Monique Boyajian, 401-270-8180, mboyajian@cpsed.net. She has tested the form by entering a few of the TAs having the completed form at her fingertips. It works!

She made copies of the form, had the MIS department print labels (name and school) for all TAs by school location and affixed a label on each, keeping them in school order.

Using different sources that she has available in the school district's Human Resources Department, she will complete every form before she actually begins the process of 'entering' the information into the system. This will be the most time consuming part since Cranston has over 200 TAs. But, once all the forms are completed, all of the assignment/funding information will be at hand in the order that the system asks for it and the data entry will be quick and easy.

We hope you find this form of assistance. You can access a copy on the TA website at www.ritap.org/ta. Go to the Resources Webpage and click on RICERT TA. This will take you to the RICERT TA webpage that includes this form and variety of other resources.

RICERT TA Assignment Data Collection Form

*District:	
*Year:	2006-07

*TA Name:	
*TA School:	
*TA Type:	Instructional _____ Non-Instructional _____ Other Paraprofessional _____

TA ASSIGNMENT: (Circle one of the Assignments Below)

Building TA COTA In Career & Technical Schools In Community Based Instruction In Title 1 School Wide Program
 Media Assistant Nursing Assistant In General Classroom In Title 1 Targeted Assistance Program Instr Substitute TA
 Non-Instr Substitute TA One:One OT Aide Parent Involvement Personal Care Attendant PT Assistant
 Speech Language Support Translators w/ Behaviors Interfering w/Learning w/ Disabilities in Inclusive Setting
 w/Mild or Moderate Disabilities w/Disabilities in Senior High Work Placement w/Severe or profound MR or Multiple Disabilities

*Grade Low		*Students	
*Grade High		*Sessions	

Funding Source(s): (Check key & explanations below)

Position Time & Percent:

Funding Source	%	Pos = FTE (1-10)	% of Time

Funding Sources: Carl Perkins Act IDEA Part B Literacy/Dropout Pre Local Medicaid
 Pre-School Section 619 Reading First Title III Title V Other
 Title I Title II

- Position Time reflects FTE position time that this person works in this DISTRICT (inclusive of all work assignments). Valid entries are between 1-10.
- % Time reflects the percentage of time that this person works in this SCHOOL (inclusive of ALL work assignments). Valid entries are between 1-100.