



New York State  
EDUCATION DEPARTMENT  
*Knowledge > Skill > Opportunity*

# Consolidated Application SY 2015-16

*Forms:*

**Funded Administrative Position Description**

# Forms: Funded Administrative Position Description

NYSED : P-12 : Funded Administrative Position Description Form - Internet Explorer

http://www.forms2.nysed.gov/emsc/titlei/fundedadmin/home.cfm

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NYSED.gov

## P-12

Data Collection Forms

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NYSED / P-12 / Funded Administrative Position Description Form

### Funded Administrative Position Description Form

#### No Child Left Behind

Consolidated Local Application Update - 2015-2016  
For NCLB Title I, Parts A and D, Title II, Part A.

Please complete this form for each professional-level administrative or supervisory position included in the FS-10 for any of these federal Titles.

LEA:

A. Title of proposed position:

Name of person for position:

Immediate supervisor:

B. (Please do not use , . \$ %)

	Title I, Part A	Title I, Part D	Title II, Part A	Other LEA activities
Percentage of time worked:	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Salary earned:	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>

C. Salary earned in the position is:  Part of base salary or  
 Extra service pay per session (other LEA employment is full-time)

D. Position is for:  12 months or  
 10 months or

100%

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# Forms: Funded Administrative Position Description (cont'd)

NYSED : P-12 : Funded Administrative Position Description Form - Internet Explorer

http://www.forms2.nysed.gov/emsc/title1/fundedadmin/home.cfm

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Extra service pay per session (other LEA employment is full-time)

D. Position is for:  12 months or  
 10 months or  
 summer only

E. Building location for administrative responsibilities:  LEAwide - All Eligible Title I Buildings  
 Specific buildings (list below)

F. Please provide a brief description (500 character limit) of the project duties and activities of this position, clearly delineating the portion(s) funded under the NCLB Titles.

Notes:

- Please print a copy of the completed survey before clicking on the "Submit" button.
- If you accidentally submit the survey before you are finished providing information, use your browser's "back" button to go back to the survey. You can finish the survey and then resubmit.

If you have any questions, please contact:

- For LEAs outside of New York City and all charter school LEAs in the State - Title I School & Community Services office at [CONAPPTA@nysed.gov](mailto:CONAPPTA@nysed.gov).
- For New York City LEAs - Office of School Improvement & Community Services (NYC) at (718) 722-2647.

100%

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# Forms: **Funded Administrative Position Description** (cont'd)

- Notes:
  - This form must be completed for **each** professional-level administrative or supervisory position whose salary is partially or fully funded from any of the following federal education programs: Title I, Part A, Title I, Part D, or Title II, Part A.
  - In cases where a person's salary is partially paid for from multiple federal programs (ex. I-A & II-A) include a hard copy of the Funded Administrative Position Description Form for **each** federal program Title's FS-10 & Budget Narrative.
  - Federal program Title funds **cannot pay** for any portion of a superintendent's salary.
  - Federal program Title funds used to pay for a portion of an Assistant Superintendent position must be solely for the purpose of that federal program. If those responsibilities are part of the assistant superintendent's regularly assigned duties then federal program funds may not be used due to federal supplement/supplant restrictions.

# Forms: **Funded Administrative Position Description** (cont'd)

## Instructions:

- In the “LEA” form field use the drop-down arrow to select your district and press “Enter.”
- **Item A.**
  - **Title of proposed position:** Enter the official title of the proposed position to be paid with federal Title program funds.
  - **Name of person for position:** Type in the name of the person who will fill the position.
  - **Immediate supervisor:** Type in the full name of the immediate supervisor of the person to be paid with the federal Title program funds.

# Forms: **Funded Administrative Position Description** (cont'd)

## Instructions (cont'd):

- **Item B.**

- **Percentage of time worked:** Enter the percentage of the time worked and to be paid for with the appropriate federal Title program funds (ex. Title I-A & I-D, II-A & Other LEA Activities).
- **“Other LEA activities”** would be the percent of the person’s salary from Local/State funds. The total of all percentages listed should equal 100%.
  - **Do Not** enter any of the following symbols: , **(comma)** - . **(period)**, \$ **(Dollar Sign)**, % **(Percent Sign)**. **Enter Only** whole numbers.
  - Enter the salary amount to be earned in each federal Title program area and from the “Other LEA activities.” The amount of the salary earned, when converted to a percentage should equal the percentage listed above it.

- **Item C.**

- **“Salary earned in the position is:”** – Click on either the **“Part of base salary or”** item or click on the **“Extra service pay per session.”** item.
  - For the “Extra service pay per session” item, the person’s full-time salary is paid for by the district.

# Forms: **Funded Administrative Position Description** (cont'd)

## Instructions (cont'd);

- **Item D.**
  - **Position is for:** Click one of the three options given : **12 months, 10 months or, summer only**, as appropriate.
- **Item E.**
  - **Building location for administrative responsibilities:** As appropriate, click on either “**LEA wide – All Eligible Title I Buildings**” or “**Specific buildings (list below).**”
  - If the person’s responsibilities are at the school building level list all schools the person will be working with in the text box provided.

# Forms: **Funded Administrative Position Description** (cont'd)

## Instructions (cont'd):

- **Item F.**
  - **Description of Project duties and activities of the position:** With a (500) character limit, in the text box provided, describe the appropriate federal Title program duties, responsibilities and activities the person will be engaged in.
  - In cases where a person's salary will be paid from multiple federal program Titles, provide a description of the duties, responsibilities and activities for each program.

# Forms: **Funded Administrative Position Description** (cont'd)

Final Reminders: ***DUE August 31.***

<http://www.forms2.nysed.gov/emsc/titlei/fundedadmin/home.cfm>

- Print a copy of the completed form, ***before*** clicking the **“Submit”** button.
- **Worth repeating:** Attach a copy of the *Form* to the relevant federal Title program FS-10 and Budget Narrative when submitting the hard copy of the 2015-2016 Consolidated Application to NYSED.
- ***You can go back!*** If you accidentally submit the *Form* before you are finished providing the information and print the necessary hard copy, use your browser’s **“back”** button to go back to the *Form*. You can then finish the *Form*, print the necessary copy and then resubmit.

# Forms: **Funded Administrative Position Description** (cont'd)

For questions regarding this form:

– If you are a New York City LEA, call:

- (718) 722-2647

– All other LEAs; those outside New York City and all charter school LEAs in the State, call or email:

- [CONAPPTA@nysed.gov](mailto:CONAPPTA@nysed.gov) or call
- (518)473-0295



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# Questions?

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