

## Occupational Employment and Wage Statistics (OEWS) Report K-12 education

### Instructions

1. We are requesting data for every employee who worked during the pay period that included **November 12, 2025**.  
Do not report contract workers. Do not include names or Social Security numbers.

2. Report each employee's job title, hourly wage rate or annual salary, and brief description of duties (if available). Work location is optional but helpful.  
For teachers, also report the area taught, the grade level taught, whether they primarily teach career/technical education or special education, and fraction of full time worked.  
Report the highest grade level taught for teachers who teach at multiple grade levels.

If multiple workers have the exact same job and wage rate, you can use the number of employees column instead of listing each employee on a separate line.  
For example, if there are twelve janitors who are paid the same hourly wage, you can enter "12" in the number of employees column OR you can enter the same information on 12 lines, one for each janitor.

3. Report an annual salary for educators who work full time.  
For educators who work less than full time but are paid an annual salary, also enter the fraction of full time worked (three-quarters, half, 0.75, etc.).  
Report hourly wage rates for part-time employees who are not educators. You can report the annual salary for full-time employees who are not educators.

4. Save your file and email it to the state office with your IDCF number.  
BLS encourages respondents to encrypt attachments and send the password in a separate email. Please do not include sensitive information in the body or text of the email.  
[OR save your file and upload it at our secure data collection site.](#)

Thank you for your participation - we can't do this without you!

Job title (incl. subject or area taught)	Hourly wage rate	Full-time annual salary	For educators (teachers and paraprofessionals/teacher's assistants) only				School name or work location	# of employees in this job with this exact wage	Description of duties (if available)
			Fraction of full time worked	Grade level (highest level taught)	Special education (if not specified in job title)	Career/technical education (if not specified in job title)			
Example: Janitor		\$42,725.00		N/A	N/A	N/A	Sunrise District	12	
Example: Paraprofessional	\$15.75			Kindergarten	Yes	No	Sunrise Elementary	1	
Example: Substitute	\$15.00			Elementary	No	No	Sunrise Elementary	1	
Example: English Teacher		\$60,000.00	1.00	6th	No	No	Sunrise Middle School	4	
Example: Auto Body Repair Teacher		\$55,000.00	0.80	High School	No	Yes	Sunrise High School	1	

# OEWS Reporting Instructions

## Reporting instructions for schools

### **Which employees should I report?**

Report employees who worked during the pay period that included **November 12, 2025**.

Report employees who work at or report to the location specified after "Report for" in the mailing address i

Report employees who are on paid leave or assigned temporarily to other work locations, including employe

Do not report contract workers.

### **What information should I report?**

For each of these employees, please report the following information:

Job title (with subject or area taught, where appropriate)

Hourly wage rate or annual salary

School name or work location (optional)

Number of employees with the same job who are paid the exact same wage rate. Additional instructions are

Brief description of duties (if available)

For educators (teachers, paraprofessionals, and teacher's assistants), please report this additional information to he

Subject or area taught (include with job title)

Grade level taught

Whether or not they primarily teach special education courses (Yes/No)

Whether or not they primarily teach career/technical/vocational education courses (Yes/No)

### **How should I report wage rates?**

For educators who work full time, report an annual salary.

For educators who work less than full time but receive an annual salary, report the salary and the fraction o

For educators paid on a daily basis, such as substitute teachers, calculate their hourly wage rate by dividing

For employees who are not educators, report their hourly wage rates. You can report the annual salary for f

If wage rates are recorded differently, such as by the month, convert them to an hourly wage rate.

Report each employee's actual wage rate, not an approximation.

### **What information should not be reported?**

Do not report any of the following employees or information:

Do not report contract workers.

Do not report employee names or Social Security numbers.

Do not report annual wages for part-time employees who are not educators (teachers, paraprofessionals, o

### **How should I report job titles?**

Report employee job titles according to the work they are doing, not their training.

*Example:* Report an employee working as a teacher's assistant but trained as a teacher as a teacher's assista

Report an employee as a supervisor if they spend at least 80 percent of their time supervising other employ

*Example:* Report a head janitor as a supervisor of janitors if they spend more than 80 percent of their time s

report them as a janitor if they spend less than 80 percent of their time supervising other janitors.

Report apprentices separately from helpers.

*Example:* Report an apprentice carpenter as a carpenter but report an employee who helps them as a carpe

### **What if I need more help?**

[Contact your state office](#)

## Using the # of employees column

Let's say a school district has three janitors, each earning exactly \$42,725 per year. There are two different ways to report them correctly on this template.

### Option 1: Report each employee on a separate row

Job title	Wage rate	# of employees in this job with this exact wage
Janitor	\$42,725	1
Janitor	\$42,725	1
Janitor	\$42,725	1

**YES**

### Option 2: Report the employees on one row, using the # of employees column

Job title	Wage rate	# of employees in this job with this exact wage
Janitor	\$42,725	3

**YES**

**DON'T** report each employee on a separate row AND ALSO the total # of employees in the # of employees column on e

Job title	Annual wage (full-time employees only)	# of employees in this job with this exact wage
Janitor	\$42,725	3
Janitor	\$42,725	3
Janitor	\$42,725	3

nn

enter

each row

**NO**

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