Working with the Teacher Statistics extract from Data BC

Understanding the Completion Rate data extract	Read the following documents: *Teacher Statistics definitions* - Ministry of Education data masking policy
How can I work with this data set in Microsoft Excel?	The following tutorials may be helpful: - Importing text (.txt or .csv) files into Excel - Auto-filtering in Excel - Keeping leading zeros and large numbers in Excel

Conventions in this document

BOLDED_WITH_UNDERSCORES	Indicates a column name (for example, EMPLOYMENT_CATEGORY)
'Text within single quotation marks'	Indicates a column value (for example, 'Teacher')

Instructions

1. Open your local copy of the file.

2. Apply auto-filtering to the heading row. (This is not essential, but it makes it easier to work with the data when you have more than a screen's worth of rows.)

3. Use the auto-filter on the DATA_LEVEL column to select either 'District level' or 'Province level'.

4. Select the SCHOOL_YEAR of interest.

5. Select the REPORTING_PERIOD. The quarters (3-month periods) aren't separate, they are cumulative from July 1 (legal start of school year).

6. Filter by DISTRICT_NAME or DISTRICT_NUMBER if you're looking at the district level.

7. Choose the EMPLOYMENT_CATEGORY (e.g. 'Teacher').

8. Filter by GENDER or select 'All'.

9. The last 4 columns now display the counts or calculations based on your criteria:

- **HEADCOUNT**
- **FTE**
- **AVERAGE_AGE**
- **AVERAGE_ANNUAL_SALARY_PER_FTE**

Sample Questions

<u>Question:</u>
What is the average age of male administrators in the Delta school district in the 4th quarter of 2021/2022?

Path to answer:
1. Filter **DATA_LEVEL** to 'District level'
2. Filter **SCHOOL_YEAR** to '2019/2020'
3. Filter **REPORTING_PERIOD** to 'Q4'
4. Filter **DISTRICT_NAME** to 'Delta'
5. Filter **EMPLOYMENT_CATEGORY** to 'Administrator'
6. Filter **GENDER** to 'M'
7. Column J (**AVERAGE_AGE**) = 49

<u>Question:</u>
In BC in 2022/2023, what was the 1st quarter average annual salary for all teachers?

Path to answer:
1. Filter **DATA_LEVEL** to 'Province level'
2. Filter **SCHOOL_YEAR** to '2020/2021'
3. Filter **REPORTING_PERIOD** to 'Q1'
4. Filter **EMPLOYMENT_CATEGORY** to 'Teacher'
8. Filter **GENDER** to 'All'
5. Column K (**AVERAGE_ANNUAL_SALARY_PER_FTE**) = $82,972