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Staff Assignment Template

**Target Table: STAFF\_ASSIGNMENT**

**Data Submission Schedule: 40D, 80D, 120D, EOY**

**Grain:** One record per district / staff / location / individual assignment

**Load Sequence/Dependencies**

|  |  |  |
| --- | --- | --- |
| **Load Sequence/Dependencies** | **Optional** | **Lookup** |
| **1. STAFF** | **N** | **N** |

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**Template Description**

This template will be used to track point-in-time information on staff assignments (positions and job duties).

* Only active staff and their current assignments should be submitted at each reporting period.
* Do not include short term substitute teachers in the Staff Assignment template. All other staff statuses should be included.
* Please include all assignments for each staff member.

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**Changes:**

* No Changes

**Staff Assignment Template Specifications**

| **Field #** | **Start** | **End** | **Length** | **Data Type**  | **Field Name** | **R/O/CR** | **Code** | **Definition** | **Business Rules** | **Valid Values/Example Data** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **1** | **1** | **8** | **8** | **C** | **DISTRICT CODE** | **R**  | **K,M** | **PED defined three character district code.** |  | **Example: 039** |
| **2** | **9** | **20** | **12** | **C** | **STAFF ID** | **R**  | **K,M** | **SSN of staff member formatted without dashes.**  |  | **Example: 123456785** |
| **3** | **21** | **28** | **8** | **C** | **ASSIGNMENT CODE** | **R** | **K,M** | **PED defined assignment or position codes.** |  | **Valid Values:****See the** [**Assignment**](#Staff_Assignment_Code) **Code Set at the end of the document.** |
| **4** | **29** | **34** | **6** | **C** | **LOCATION CODE** | **R** | **K,M** | **PED defined three character location code.** | **Use Location Code of 000 (district office) when STAFF QUALIFICATION STATUS CODE (Field #48) on Staff Template = R** | **Example: 101** |
| **5** | **35** | **44** | **10** | **D** | **SCHOOL YEAR DATE** | **R**  | **K,M** | **Provide the school year in the ISO format: YYYY-MM-DD. The PED standard school year runs from July 1 through June 30.**  | **All dates must be entered in ISO format** | **Example: YYYY-06-30** |
| **6** | **45** | **54** | **10** | **D** | **ASSIGNMENT DATE** **(SNAPSHOT DATE)** | **R** | **K,M** | **Indicator of report date. See valid values.** | **All dates must be entered in ISO format** | **Valid values:****YYYY-10-01 = 40DYYYY-12-15 = 80DYYYY-03-01 = 120DYYYY-06-01 = EOY** |
| 7-17 | 55 | 293 | 10 | Not Collected |
| **18** | **294** | **297** | **4** | **N(0)** | **PERCENT TIME ASSIGNED** | **CR** | **U** | **The portion of the staff member’s time that is allocated to the assignment.** | **Provide a value between 1 and 100. Do not include a decimal point or percentage sign.** | **Example:** **50 (for an FTE that works half time in a position)** |
| 19-20 | 298 | 300 | 3 | Not Collected |

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| Staff Assignment Codes (Staff Assignment Templates - Position Codes) |

| **Code** | **Staff Assignment Descriptions** |
| --- | --- |
|  |
| A. Administrators |
| 10 | Superintendent |
| 11 | Assistant Area Deputy of Associate Superintendent |
| 12 | Director of Personnel |
| 13 | Director of Instruction |
| 36 | Athletic Director |
| B. Educational Assistant |
| 31 | Instructional EA (Not providing instructional duties in a Title 1, Part A program) |
| 31I | Instructional EA Providing instructional duties in a Title1, Part A program |
| 32 | Library/Media EA (Not providing instructional duties in a Title 1, Part A program) |
| 32I | Library/Media EA Providing instructional duties in a Title1, Part A program |
| 33 | Other EA (Not providing instructional duties in a Title 1, Part A program) |
| 33I | Other EA Providing instructional duties in a Title1, Part A program |
| 34 | Special Education EA (Instructional Assistant) for Special Education students ages 6-21 (NOT providing instructional duties in a Title 1, Part A program)**.** |
| 34S | Special Education EA (Instructional Assistant) for Special Education students ages 3-5 (NOT providing instructional duties in a Title 1, Part A program)**.** |
| 34I | Special Education EA (Instructional Assistant) Providing instructional duties in a Title1, Part A program to Special Education students ages 6-21. |
| 34IS | Special Education EA (Instructional Assistant) Providing instructional duties in a Title1, Part A program to Special Education students ages 3-5. |
| C. Healthcare |
| 01 | Nurse (LPN) |
| 03 | Healthcare Assistant |
| 07 | Special Education Healthcare Asst. |
| 70 | Nurse (RN) |
| D. Media Specialist |
| 76 | Secondary Media |
| 77 | Junior/Mid High Media |
| 78 | Elementary Media |
| E. Non-Certified Personnel |
| All Other Non-Certified Support Staff – Maintenance, Transportation, Food Service, IT, Facilities |
| 02 | Generic code for other Support Staff without a specific code in this category |
| 114 | Maintenance |
| 115 | Custodian |
| 116 | Security |
| 117 | Cafeteria Worker |
| 118 | Bus Driver |
| 144 | Bus Assistant |
| Non-Certified Supervisors or Directors |
| 24 | Generic code for other non-certified Supervisors or Directors without a specific code in this category |
| 120 | Supervisor or Director of Information Technology |
| 121 | Supervisor or Director of Facilities |
| 122 | Supervisor or Director of Food Service |
| 123 | Supervisor or Director of Transportation |
| 124 | Supervisor or Director of Grants |
| 125 | Supervisor or Director of Human Resources |
| 126 | Supervisor or Director/Coordinator of Visual & Performing Arts |
| Note:  | Supervisors or Directors of Business must be reported as Staff Assignment Code 65 because it requires a Business Official License. |
| Non-Certified Administrative Support Staff (typically working at a district office) |
| 29 | Generic code for other non-certified Administrative Support Staff without a specific code in this category |
| 127 | Administrative Business Office Support |
| 128 | Administrative Clerk |
| 129 | Administrative Secretary |
| 130 | STARS/Data Coordinator |
| 131 | Information Technology/Data Staff |
| 132 | Facilitator |
| 133 | Administrative Grant Clerk |
| 134 | Administrative Grant Secretary |
| 135 | Human Resource Staff |
| Non-Certified School Support Staff(Activities concerned with the support of teaching and administrative duties of the office of the Principal or Department Chairperson) |
| 68 | Generic code for other non-certified School Administrative Staff without a specific code in this category |
| 136 | School Registrar |
| 137 | School Clerk |
| 138 | School Secretary |
| F. Other Personnel |
| 04 | ROTC Instructor |
| 05 | Drivers Education |
| 06 | In School Suspension |
| 08 | Social Worker, General Education |
| 09 | Technology Coordinator |
| 65 | Business Official or Supervisor/Director of Business |
| 79 | Athletic Trainer |
| 80 | Music Therapist |
| 81 | Athletic Coach |
| 83 | Resource Coordinator |
| 95 | Special Education Speech/Language Pathologist (SLP) or SLP Clinical Fellows Acting as a Caseload Manager for speech only 6-21 year olds |
| 95S | Special Education Speech/Language Pathologist (SLP) or SLP Clinical Fellows Acting as a Caseload Manager for speech only 3-5 year olds |
| 102 | Testing Coordinator |
| 105 | Academic Instructional Coach |
| 108 | Native American Language & Culture Instructor (requires 520 Native Language & Culture Certificate) |
| 109 | Dean of Students |
| 141 | School Psychologist, General Education |
| 142 | Student Assistance Team (SAT) Chair |
| 143 | Student Success Advisor |
| 146 | Attendance Coach |
| G. Principals |
| 14 | Principal, Secondary |
| 15 | Assistant Principal, Secondary |
| 16 | Principal, Jr./Mid High |
| 17 | Assistant Principal, Jr./Mid High |
| 18 | Principal, Elementary |
| 19 | Assistant Principal, Elementary |
| H. Related Service Personnel For Special Education (6-21 Year Olds) |
| 26 | Speech/Language Apprentice (Not allowed to carry a caseload) |
| 82 | Social Worker |
| 84 | Physical Therapy Assistant (Not allowed to carry a caseload) |
| 85 | Certified Occupational Therapy Assistant (COTA) (Not allowed to carry a caseload) |
| 86 | Audiologist |
| 87 | Diagnostician |
| 88 | Interpreter for the Deaf |
| 89 | Occupational Therapist |
| 90 | Orientation and Mobility Trainer |
| 91 | Physical Therapist |
| 92 | School Psychologist |
| 93 | Speech/Language Pathologist (SLP) |
| **98** | Recreation and Therapeutic Recreation Specialist |
| 99 | Rehabilitation Counselor |
| 107 | Medical/Nursing Services Provider for special education |
| 111 | SLP Clinical Fellows |
| I. Related Service Personnel For Special Education (3-5 Year Olds) |
| 26S | Speech/Language Apprentice for special education 3-5 year olds (Not allowed to carry a caseload) |
| 82S | Social Worker for special education 3-5 year olds |
| 84S | Physical Therapy Assistant for special education 3-5 year olds (Not allowed to carry a caseload) |
| 85S | Certified Occupational Therapy Assistant (COTA) for special education 3-5 year olds (Not allowed to carry a caseload) |
| 86S | Audiologist for special education 3-5 years olds |
| 87S | Diagnostician for special education 3-5 year olds |
| 88S | Interpreter for the Deaf for special education 3-5 year olds |
| 89S | Occupational Therapist for special education 3-5 year olds |
| 90S | Orientation and Mobility Trainer for special education 3-5 year olds |
| 91S | Physical Therapist for special education 3-5 year olds |
| 92S | School Psychologist for special education 3-5 year olds |
| 93S | Speech/Language Pathologist for special education 3-5 year olds |
| 98S | Recreation and Therapeutic Recreation Specialist 3-5 year olds |
| 99S | Rehabilitation Counselor for special education 3-5 year olds |
| 107S | Medical/Nursing Services Provider for special education 3-5 year olds |
| 111S | SLP Clinical Fellows for special education 3-5 year olds |
| J. School Counselor |
| 66 | Secondary School Counselor |
| 67 | Junior/Mid High School Counselor |
| 69 | Elementary School Counselor |
| 71 | Counseling Coordinator |
| 72 | Drug/Alcohol Abuse Counselor |
| 112 | Marriage & Family Therapist |
| 113 | Substance Abuse Associate |
| K. Supervisors, Directors or Managers |
| 35 | Activities Supervisor |
| 37 | Attendance Officer Supervisor |
| 38 | Instructional Resources Supervisor |
| 39 | Pupil Personnel Services Supervisor |
| 40 | Art Supervisor |
| 41 | Bilingual Education Supervisor |
| 42 | Research/Evaluation Supervisor |
| 43 | Career Education Supervisor |
| 44 | Curriculum Supervisor |
| 45 | Social Studies Supervisor |
| 46 | Elementary Supervisor |
| 47 | Foreign Languages Supervisor |
| 48 | Health Services Supervisor |
| 49 | Indian Education Supervisor |
| 50 | Junior/Mid High Supervisor |
| 51 | Language Arts Supervisor |
| 52 | Mathematics Supervisor |
| 53 | Multi-cultural Supervisor |
| 54 | Music Supervisor |
| 55 | Special Services Supervisor |
| 56 | Physical Education Supervisor |
| 57 | Vocational Supervisor |
| 58 | Science Supervisor |
| 59 | Secondary Supervisor |
| 60 | Federal Projects Supervisor |
| 61 | Special Education Supervisor |
| 62 | District Library/Media Coordinator Supervisor |
| 63 | Media Supervisor |
| 64 | Reading Supervisor |
| L. Teachers |
| 00 | Homebound Instructor (Regular Education) |
| 20 | Kindergarten Teacher |
| 21 | Elementary Teacher |
| 22 | Junior High/Middle School Teacher |
| 23 | Head Teacher |
| 25 | Preschool Teacher |
| 28 | Elementary Bilingual Teacher |
| 30 | Secondary Teacher |
| 73 | Secondary Librarian |
| 74 | Junior/Mid High Librarian |
| 75 | Elementary Librarian |
| 94 | Gifted Teacher |
| 96 | Special Education Preschool Teacher (Preschool) |
| 97 | General Special Education Teacher (K-12) |
| 101 | Corrections Facility Teacher |
| 103 | Computer Lab Instructor |
| 104 | Home School/Alternative School Teacher (Includes Family Schools)  |
| 106 | Special Education – Alternative School Teacher (Includes Family Schools)  |
| 110 | Special Education – Adapted Physical Education Teacher (K-12) |
| 110S | Special Education – Adapted Physical Education Teacher (Preschool) |
| 139 | Junior High/Middle School Bilingual Teacher |
| 140 | Secondary Bilingual Teacher |
| 145 | Deaf and Hard of Hearing Teacher |

FAQs –Staff Assignment Codes

1. **Staff Assignment Codes for determining whether an Educational Assistant is providing instructional duties in a Title 1, Part A program:**
* 31I Instructional Educational Assistant – Providing instructional duties in a Title 1, Part A program
* 32I Library/Media Educational Assistant – Providing instructional duties in a Title 1, Part A program
* 33I Other Educational Assistant – Providing instructional duties in a Title 1, Part A program
* 34I Special Education (Instructional Assistant) – Providing instructional duties in a Title 1, Part A program to Special Education students ages 6-21
* 34IS Special Education (Instructional Assistant) – Providing instructional duties in a Title 1, Part A program to Special Education students ages 3-5

**Note:** An “I” follows the assignment to indicate instructional duties. If the educational assistant is NOT providing instructional duties in a Title 1, Part A program, then report them under the OLD educational assistant codes (31, 32, 33, 34 or 34S).

**Purpose:** To identify educational assistants needing Level 3 licenses. Districts will no longer need to report the educational assistant as a “Team Teacher” in the *Other Instructor* field of the ***Course Instructor*** template for determining their Paraprofessional Educational Assistant eligibility status. However, Educational Assistants are required to be reported as “Team Teachers” for Kindergarten and First Grade Class Overload determination.

**Definition:** A ***Paraprofessional Educational Assistant*** is defined as an educational assistant who provides instructional duties in a Title 1, Part A program and holds a 502, Pre K-12 Educational Assistant, Level 3 license.

1. **Staff Assignment Code for reporting Native American Language & Culture Instructors:**

108 Native American Language & Culture Instructor

**Purpose:** To identify staff teaching their native language to Elementary “pullout” students who have a 520 Native Language & Culture Certificate but do not have a teaching license. These instructors should be reporting Course ID 1274 (Language for Native Speakers), which is a non-core course meaning it will not appear on the Highly Qualified Teacher (HQT) reports, as opposed to reporting courses 0001-0008 (1st thru 8th grade core course IDs which require a teaching license).

**Note:** In the Staff Assignment Code Table, this new staff assignment code 108 is listed under the category OTHER PERSONNEL (as opposed to TEACHERS) since the 520 Native Language & Culture is a “certificate” as opposed to a “teaching license.”

1. **Staff Assignment Code for Dean of Students:**

109 Dean of Students

**Purpose:** A “Dean of Students” staff assignment code was added under the OTHER PERSONNEL category for reporting staff functioning in this capacity. There are no license requirements necessary for this position.

1. **Other Staff Assignment Code Changes**

**Interns:** Intern (27) Staff Assignment Code deleted. Interns are to be reported using TEACHER staff assignment codes. The INTERN status is determined by PED by the issuing of an INTERN license.

**Librarians:** Moved to the TEACHER category due to 3-Tier Licensing.

**Academic Instructional Coach (105):** Moved from TEACHER to OTHER PERSONNEL category since they do not teach classes but rather coach teachers; however, they do have a TEACHING license. The word “Academic” added for clarity. Refers to someone who coaches math, reading, etc…and has no relationship to an Athletic Coach (81).

**MORE FAQS**

1. **Must non-certified personnel be reported?**

Yes. Please note: only certain staff assignment codes are valid for non-certified personnel.

1. **The Location Code is a mandatory field in the Staff, Staff Snapshot and Staff Assignment templates. What Location Code should be used for staff members who are short-term substitute teachers and related contract service providers?**

A Location Code of "000" (district office) should be used for short-term substitute teachers and related contract service providers.

1. **Are itinerant elementary teachers, who are reported as teaching physical education, music, computers, and art, required to be reported at all schools at which they teach?**

Yes. The Staff Assignment template allows districts to submit one record per staff member per location and assignment. This means that one staff member can have an unlimited number of location and assignment combinations. Report itinerant teachers at every relevant location.

1. **If a staff member is non-certified, what assignment codes should be used?**

Use codes within the Non-Certified Personnel category.

1. **Can a staff member have records for a certified assignment code and a non-certified assignment code?**

Yes. Certified staff can be associated with both certified and non-certified assignment codes. For example, a custodian (non-certified assignment) could be a baseball coach (certified assignment) after school.

1. **Must all staff members be reported in the Staff Assignment template?**

No, Short Term Substitute Teachers should not be included in the Staff Assignment template as assignment codes do not exist for these staff members. All other staff members should be included in this template.

1. **My school changed from a K-5 to a K-8 school. What staff assignment codes do I now use for my 6-8th grade teachers? Should I now be reporting elementary Staff Assignment Codes?**

Not necessarily. Due to the grade level overlap in teaching licenses (such as K-8 Elementary License, 5-9 Middle School License and 7-12 Secondary License), any of these licenses may be appropriate to teach 7-8th graders, regardless whether the school is labeled as Elementary, Middle or High School. You need to match the license the teacher has with the appropriate licensure for the Staff Assignment code. As an example, you’ll get a Licensure Discrepancy Error if a middle school licensed teacher (350 license) is reported as staff assignment code 20 (Kindergarten) or 21 (Elementary) teacher. They would need to be reported as a 22 (Middle School) teacher. Refer to STARS report *Staff Assignment License Requirement* (in folder STAFF>Licensure Reports) for a list of appropriate licensure.