2019-2020 Staff Interchange – Staff Assignment

Purpose: The purpose of the Staff Interchange – Staff Assignment Association file is to capture and verify the location and role(s) of staff employed at the district for the currently selected school year. This data is collected for the Human Resources snapshot (employees as of December 1st); Special Education December Count snapshot (employees as of December 1st).

Dependencies: Each staff has been assigned an Educator Identifier (EDID) and updated through the Educator Identification System (EDIS).

Record Expectation: In the Staff Interchange-Staff Assignment Association file, the LEA should submit 1 record per staff per LEA per job assignment for staff employed as of December 1st of the selected school year (for the purpose of the December 1st count snapshots) AND all educators of record/contributing professionals (definitions below) employed during the school year (for the purpose of the Teacher Student Data Link snapshot). The *Educator of Record is an individual assigned primary responsibility for a student's learning in a subject/course with aligned performance measures; a Contributing Professional is an individual assigned responsibility to provide additional services that support and increase a student's learning in a subject/course with corresponding aligned performance measures.* All data fields must be reported and not blank with the exception of 'End Date of Assignment'.

Use Summary: (Fields from this file are used in the following CDE Collections which require LEA/AU effort):
Human Resources, Special Education December Count, Teacher Student Data Link

Name of Field	Field Length	Text Start Position	Text End Position	CSV order	Excel Column	Examples	Remarks
Staff Profile							
*** Indicates required**							
Administrative Unit/SOP Code*	5	1	5	1	A2	00000	
School District/BOCES Code*	4	6	9	2	B2	0000	
Special Education Assignment Flag*	1	10	10	3	C2	0	yes-1 or no-0
EDID*	8	11	18	4	D2	00000000	
Staff's First Name*	30	19	48	5	E2	valid name	
Staff's Last Name*	30	49	78	6	F2	valid name	
Staff's Gender*	2	79	80	7	G2	01	
Staff's Date of Birth*	8	81	88	8	H2	01011980	MMDDYYYY



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School Code*	4	89	92	9	I2	0000	
SPED Staff Program Code*	4	93	96	10	J2	00000	
Job Classification Code*	3	97	99	11	K2	201	
Start Date of Assignment*	8	100	107	12	L2	08012012	MMDDYYYY
End Date of Assignment	8	108	115	13	M2		
Employment Status Code*	2	116	117	14	N2	11	
Number of Contract Days*	3	118	120	15	O2	180	
Hours Worked per Day*	4	121	124	16	P2	0800	
Hourly Rate of Pay*	5	125	129	17	Q2	00000	
Base Salary or Wage*	6	130	135	18	R2	030000	
Teaching Subject Area*	4	136	139	19	S2	0100	
Administrator/Instructional Area*	4	140	143	20	T2	0001	
Grant/Project Funding Source*	4	144	147	21	U2	4010	
Years Principal at this school*	2	148	149	22	V2	10	
Grade Level - Infant*	1	150	150	23	W2	0	yes-1 or no-0
Grade Level - PreK*	1	151	151	24	X2	0	yes-1 or no-0
Grade Level - K*	1	152	152	25	Y2	0	yes-1 or no-0
Grade Level - 1st*	1	153	153	26	Z2	0	yes-1 or no-0
Grade Level - 2nd*	1	154	154	27	AA2	0	yes-1 or no-0
Grade Level - 3rd*	1	155	155	28	AB2	0	yes-1 or no-0
Grade Level - 4th*	1	156	156	29	AC2	0	yes-1 or no-0
Grade Level - 5th*	1	157	157	30	AD2	0	yes-1 or no-0
Grade Level - 6th*	1	158	158	31	AE2	0	yes-1 or no-0
Grade Level - 7th*	1	159	159	32	AF2	0	yes-1 or no-0
Grade Level - 8th*	1	160	160	33	AG2	0	yes-1 or no-0
Grade Level - 9th*	1	161	161	34	AH2	0	yes-1 or no-0
Grade Level - 10th*	1	162	162	35	AI2	0	yes-1 or no-0
Grade Level - 11th*	1	163	163	36	AJ2	0	yes-1 or no-0
Grade Level - 12th*	1	164	164	37	AK2	0	yes-1 or no-0
Number of Classes Taught in Subject *	2	165	166	38	AL2	5	Required for All Teachers
Demonstrates In-Field Status 1	2	167	168	39	AM2	01	Required for All Teachers

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Staff Assignment Data Elements and Definitions

Administrative Unit/SOP Code - A unique code assigned to an Administrative Unit/State Operated Program by CDE. Refer to Administrative Unit/State Operated Program Codes at http://www.cde.state.co.us/datapipeline/org_sped_program_codes.

School District/BOCES Code - A unique code assigned to a district by CDE. Refer to School District/BOCES Code table at http://www.cde.state.co.us/datapipeline/org_orgcodes.

Special Education Assignment Flag - An indicator if the assignment is a special education assignment.

0	No – General Education
1	Yes – Special Education

EDID - An eight (8) digit numeric code containing the 8 digit value assigned by CDE to the Educator.

Staff's First Name - A name given to an individual at birth, baptism, or during another naming ceremony, or through legal change.

Staff's Last Name - The name borne in common by members of a family.

Staff's Gender - An individual's sex.

01	Female
02	Male

Staff's Date of Birth - The month, day, and year on which an individual was born. *Formatted as MMDDYYYY*

School Code - A unique code assigned by CDE to a school building. Refer to School Building Code Table at: http://www.cde.state.co.us/datapipeline/org_orgcodes.



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Special Education Staff Program Code – A unique number assigned to a Program by CDE.

4-Digit Code	District Code	Program Name
0001	N/A	Out of State
0002	may vary	Home Schooled
0003	may vary	Private Facility
0004	0020	Adams 12 Northglenn-Thornton Deaf and Hard of Hearing Program
0005	0020	Adams 12 Northglenn-Thornton Independence Academy
0006	0070	Adams 50 Westminster Instructional Service Center In-district day treatment at Ranum Middle School
0007	0180	Adams-Arapahoe 28J Aurora Children's Hospital Day Treatment
0008	0130	Arapahoe 5 Cherry Creek Early Childhood Education, PK Program not in a school building
0009	0470	Boulder RE-1J St. Vrain Lincoln School Day Treatment
0010	9035	Centennial Boces STEPS Day Treatment
0011	0880	Denver City and County Jail
0012	9025	East Central Boces Alternative Education Program, Eastern Colorado Education Center (ECEC)
0013	1010	El Paso 11 Colorado Springs Adult and Family Education Program
0014	1000	El Paso 8 Fountain Community Intersections Transition Program
0015	1000	El Paso 8 Fountain Our House, Inc. Transition Program
0016	2000	Mesa Grand Junction Insteps 18-21 Program
0017	9030	Mountain Boces Summit County Day Treatment Program SIED program
0018	1195	Garfield RE2 Wellspring MS School SIED program (formerly run by Mountain Boces)
0019	9045	Pikes Peak Boces School of Excellence - LIBERTY
0020	9045	Pikes Peak Boces School of Excellence - PATHWAYS
0021	9045	Pikes Peak Boces School of Excellence - COLA (Communication and Language Program)
0022	9045	Pikes Peak Boces Severe Needs Program
0023	9150	Santa Fe Trail Boces Colorado Boys Ranch
0024	3110	Weld Re-5J Johnstown Ault Center Based Program serving K-5

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0025	9175	Project Rebound High School Program for Students with Emotional and Behavioral Support Needs
0026	9045	Pikes Peak Boces School of Excellence - PEAK
0027	0900	Douglas Re 1 Plum Creek Academy Program for SED and Dual Diagnosis
0028	0900	Douglas Re 1 Bridge Transition 18-21 Program
0029	9035	Centennial BOCES LifeWay 18-21 Program
0032	0180	Aurora Public Schools Intercept Day Treatment
0033	0180	Aurora Public Schools Crossroads Transition Center
0034	0180	Aurora Public Schools Ascent
0035	0180	Aurora Public Schools Futures
0036	0130	Arapahoe 5 Cherry Creek Expulsion Program
0037	1520	Durango High School Life Skills Program for Severe Needs
0038	1520	Durango High School Affective Education Program
0039	1520	Durango High School Pathways 18-21 Program
0040	1520	Escalante Middle School Life Skills Program for Severe Needs
0041	1520	Miller Middle School Affective Education Program
0042	1520	Riverview Elementary Life Skills Program for Severe Needs
0043	1520	Park Elementary Affective Education Program
0044	1550	Poudre Cooper Home 18-21 Transition Program
0045	1550	Poudre Community Connections 18-21 Transition Program
0046	1550	Poudre Project SEARCH 18-21 Transition Program
0047	0880	Denver Cenpatico School Program
0048	1550	Journey Program (Poudre)
0049	9035	Sierra School (CBOCES)
0050	1540	Ignacio High School Severe Needs Center Based
0051	0900	Douglas Re 1 Middle School Center Based SED Program
0052	9045	Pikes Peak Boces School of Excellence - Journeys
0053	0920	Elizabeth Opportunity School Program



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0054	0470	Sierra School at Main Street(SVVSD)
0055	0070	Adaptive Skills Program (ASP) (Westminster Public School District)
0056	2000	Summit School Program - grades 060-120
0057	2000	Therapeutic Day Program - grades 006-120
0058	0140	Littleton Public Schools Nova Center - Grades 006-080
0059	0140	Littleton Public Schools 18-21 Transition Services
0060	0180	Aurora Public Schools Avenues Central NEW for 2018-2019
0061	0180	Aurora Public Schools Avenues Gateway NEW for 2018-2019
0062	0180	Aurora Public Schools Avenues Montview NEW for 2018-2019
0063	0180	Aurora Public Schools Avenues Pickens NEW for 2018-2019
0064	2035	Montezuma-Cortez New Wings Day Treatment Program NEW for 2018-2019
0065	3000	Summit County Day Treatment Program (Serves Grades 3-8) NEW for 2018-2019
0066	0470	St. Vrain Valley Life Skills ACE (Post-Secondary Transition Services 18-21) NEW for 2018-2019
0067	0470	St. Vrain Valley Main Street School NEW for 2018-2019
0068	0480	Boulder Valley Halcyon NEW for 2018-2019

Job Classification Code - A description of the specific group of duties and responsibilities of an assignment.

ADMINISTRATOR An Administrator is an individual who performs managerial activities, and is responsible for developing or interpreting policies or regulations and executing those policies or regulations through the direction of individuals at all levels, and may supervise other employees. Administrators on Special Assignment must be reported within the 100 series.			
101	**Superintendent**	Serves as the chief executive officer and primary advisor to the board of education. Responsibilities include overseeing the development of an educational program and all other activities which impact on that program.	Special Education Assignment Flag = 0

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102	**Assistant/Deputy/Associate Superintendent, Senior Executive, Executive Director/Special Education Director**	Performs high-level executive management functions for a superintendent in the areas of administration and instruction. Such an assignment also includes performing the duties of the superintendent in his or her absence.	Special Education Assignment Flag = 0 or 1
103	**Non-Instructional Manager, Director, Supervisor**	Directs individuals and manages a function, program, or supporting service (e.g., financial aid) under the direction of a senior staff member. This includes supervisors of purchasing, directors of physical plant maintenance, management information and technology services, business managers, budget managers.	Special Education Assignment Flag = 0
104	**Instructional Manager, Director, Assistant Director of Special Education, Supervisor**	Performs professional management, administrative, research, analytical, and/or supervisory services for a senior executive. This includes personnel responsible for services such as evaluation, teacher development, dissemination, and curriculum development.	Special Education Assignment Flag = 0 or 1
105	**Principal**	Performs the highest level of executive management functions in an individual school, a group of schools, or units of a school system. Responsibilities include the administration of instructional programs, extracurricular programs, community relations, operation of the school plant, and the coordination of staff and student activities.	Special Education Assignment Flag = 0
106	**Assistant/Deputy/Associate Principal**	Performs high-level executive management functions in an individual school, group of schools, or units of a school system. Primary duties include but are not limited to: 1) supervising student behavior; 2) handling specific assigned duties related to school management; 3) continuing curriculum and staff development; 4) working cooperatively with professional staff; and 5) providing leadership in the instructional program.	Special Education Assignment Flag = 0
107	**Instructional Program Coordinator/Supervisor**	Coordinates, manages (including supervising other certified individuals), or directs services (e.g., vocational education) within an instructional program or area of instruction.	Special Education Assignment Flag = 0 or 1
108	**Non-Instructional Program Coordinator/Supervisor**	Coordinates, manages (including supervising other certified individuals), or directs services within a non-instructional program.	Special Education Assignment Flag = 0 or 1

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120	**Board of Cooperative Educational Services Director (BOCES)**	Serves as the chief executive director of a BOCES which is established as a regional education service unit designed to provide supporting, instructional, administrative, facility, community, or any other services contracted by participating members.	Special Education Assignment Flag = 0
PROFESSIONAL-INSTRUCTIONAL Performs duties requiring a high degree of knowledge and skills acquired through at least a baccalaureate degree (or its equivalent obtained through special study and/or experience) including skills in the field of education or educational psychology.			
CLASSROOM INSTRUCTION			
201	**Teacher, Regular**	Provides learning experiences and care to students during a particular time period or in a given discipline.	Special Education Assignment Flag = 0
202	**Teacher, Special Education**	Provides learning experiences and care to special education students during a particular time period or in a given discipline.	Special Education Assignment Flag = 1
204	**Teacher, Permanent Substitute**	These are contracted permanent substitutes who are paid whether or not they are fulfilling the substitute role. Provides learning experience and care to students during a particular time period or in a given discipline as a temporary substitute for the regular classroom teacher. Note: For the December collection period, report long term substitutes in job code "201 Teacher, Regular". Do not report short-term substitutes in the December collection period.	Special Education Assignment Flag = 0
206	**Teacher, Title I**	Provides enriched learning experiences and care to at risk students during a particular time period or in a given discipline.	Special Education Assignment Flag = 0
INSTRUCTIONAL SUPPORT			
210	**Activities Advisor/Coach**	Instructs individuals in the fundamentals of a non-athletic activity and/or competitive sport. (Do not include individuals employed only for extra-curricular activities outside of the normal school day. These individuals are to be included in position 407.)	Special Education Assignment Flag = 0
211	**Counselor**	Guides individuals, families, groups, and communities by assisting them in problem-solving, decision-making, discovering meaning, and articulating goals related to personal, educational, and career development.	Special Education Assignment Flag = 0 or 1

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212	**Curriculum Specialist Consultant**	Provides information and guidance to other individuals to improve the curriculum. This assignment requires expertise in a specialized field and includes the curriculum consultant and curriculum supervisors and curriculum consultants who consult in the management or direction of instructional programs or areas of instruction.	Special Education Assignment Flag = 0 or 1
213	**Dean**	An individual who counsels students and supervises the enforcement of rules. If this individual also performs administrative duties, then report as an administrator in the 100 series.	Special Education Assignment Flag = 0
214	**Educational Diagnostician**	Licensed special education teacher or speech/language pathologist who diagnoses students who might need special education.	Special Education Assignment Flag = 1
215	**Instructional Program Consultant**	Consults in the management or direction of instructional programs or areas of instruction.	Special Education Assignment Flag = 0 or 1
216	**Librarian/Media Consultant**	Develops plans for and manage the use of teaching and learning resources, including the maintenance of equipment, content material, and services.	Special Education Assignment Flag = 0 or 1
218	**Teacher Mentor**	Provides instruction, learning experiences, and/or professional development activities to teachers during a particular time period or in a given discipline.	Special Education Assignment Flag = 0 or 1
219	**Instructional Intern**	Performs instructional support activities as part of a formal training program requiring supervision and periodic evaluation.	Special Education Assignment Flag = 0
220	**Behavioral Specialist**	Provides consultation or direct service in the areas of social, emotional and behavioral functioning to meet the individual needs of students in order to improve both academic achievement and social competence.	Special Education Assignment Flag = 0 or 1
221	**Autism Specialist**	Provides assessment, ongoing support and training around programming to educational teams serving students identified as having autism or being on the autism spectrum.	Special Education Assignment Flag = 1
222	**Reading Interventionist**	Teachers who conduct assessments and provide consultative or direct services (interventions and instruction) in the area of reading to meet the individual needs of students through the use of evidence-based practices to improve reading achievement.	Special Education Assignment Flag = 0 or 1

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223	**Math Interventionist**	Teachers who conduct assessments and provide consultative or direct services (interventions and instruction) in the area of mathematics to meet the individual needs of students through the use of evidence based practices to improve mathematics achievement.	Special Education Assignment Flag = 0 or 1
224	**Board Certified Behavior Analyst (BCBA)**	Delivers consultative or direct behavior analytic services to meet the individual needs of students, and provides support to special education and general education staff in order to improve student access to instruction, behavioral skills and academic achievement.	Special Education Assignment Flag = 0 or 1
OTHER SUPPORT			
231	**Audiologist**	Provide services including: 1) identification of individuals with hearing loss; 2) determination of the range, nature, and degree of hearing loss, including referral for medical or other professional attention; 3) provision of habilitating activities such as language habilitation, auditory training, speech reading (lip reading), hearing evaluation, and speech conservation; 4) creation and administration of programs for prevention of hearing loss; 5) counseling and guidance of students, parent/guardians, and teachers regarding hearing loss; and 6) determination of an individual's need for group and individual amplification, selecting and fitting an appropriate aid, and evaluating the effectiveness of amplification.	Special Education Assignment Flag = 0 or 1
232	**Licensed Practical Nurse (LPN)**	Provides direct services such as medication administration and performs delegated medical tasks under the direction and supervision of a physician or a registered/licensed school nurse.	Special Education Assignment Flag = 0 or 1
233	**Registered Nurse**	Directs school health services and provides nursing services for students, and who is licensed and properly endorsed in accordance with state law.	Special Education Assignment Flag = 0 or 1

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234	**Occupational Therapist**	Provides services that address the functional needs of an individual relating to self-help skills, adaptive behavior and play, and sensory, motor, and postural development. These services are designed to improve the individual's functional ability to perform tasks in the home, school, and community settings and include: 1) identification assessment and intervention; 2) adaptation of the environment, and selection, design, and fabrication of assistive and orthodontic devices to facilitate the development of functional skills, and 3) prevention or minimization of the impact of initial or future impairment, delay in development, or loss of functional ability.	Special Education Assignment Flag = 0 or 1
235	**Physical Therapist**	Performs activities including physical methods of treatment and rehabilitation without the use of drugs or surgery.	Special Education Assignment Flag = 0 or 1
236	**Psychologist**	Evaluates and analyzes students' behavior by measuring and interpreting their intellectual, emotional, and social development, and diagnosing their educational and personal problems.	Special Education Assignment Flag = 0 or 1
237	**Social Worker**	Provides social services for clients who may be individuals, families, groups, communities, organizations, or society in general. Social workers help individuals increase their capacities for problem solving and coping, and help obtain needed resources, facilitate interactions between individuals and their environments, make organizations responsible to individuals, and influence social policies.	Special Education Assignment Flag = 0 or 1
238	**Speech-Language Pathologist**	Diagnoses specific speech or language impairments, and provides speech language services for the habilitation or prevention of communicative impairments and provides counseling and guidance to parents, children/students, and teachers, regarding speech and language development.	Special Education Assignment Flag = 0 or 1
241	**Speech-Language Pathology Assistant**	The speech-language pathology assistant (SLPA) serves as a member of an educational team, and holds an authorization by CDE to perform tasks prescribed, directed, and supervised by a certified speech-language pathologist (SLP), in implementing services for children/students with speech, language, cognitive, voice, oral-muscular, augmentative/alternative communication disorders, and hearing impairments in accordance with 1CCR 301-37, 4.11.	Special Education Assignment Flag = 1

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242	**School Orientation and Mobility Specialist**	A professional who specializes in teaching travel skills to visually impaired persons, including the use of canes, dog guides, or sophisticated electronic travel aids, as well as the sighted guide technique.	Special Education Assignment Flag = 1
PROFESSIONAL-OTHER Performs assignments requiring a high degree of knowledge and skills usually acquired through at least a baccalaureate degree (or its equivalent obtained through special study and/or experience) but not requiring skills in the field of education.			
OTHER LICENSED SPECIALISTS			
301	**Health Specialists**	Individuals licensed to provide services in the following specialty areas: Dental Hygienist, Dentist, Ophthalmologist, Optometrist, Physician, Physician Assistant, Psychiatrist, Psychometrics, Rehabilitation Counselor, or Respiratory Therapist.	Special Education Assignment Flag = 0
308	**Psychiatrist**	Diagnoses and treats diseases and disorders of the mind.	Special Education Assignment Flag = 0 or 1
309	**Psychometrics**	Measures the intellectual, social, and emotional development of individuals through the administration and interpretation of psychosocial tests. These activities are usually carried out under the direction or supervision of a psychologist or a related professional.	Special Education Assignment Flag = 0 or 1
310	**Rehabilitation Counselor**	Provides a combination of treatment and education services designed to restore maximum functionality, a sense of well-being, and a personally satisfying level of independence in individuals who have temporary or permanent disabilities.	Special Education Assignment Flag = 0 or 1
312	**Audiometric Technician**	Conducts hearing screening activities according to recommended CDE guidelines under the supervision of the school audiologist and/or school nurse.	Special Education Assignment Flag = 0 or 1
PROFESSIONAL SUPPORT			
320	**Accountant**	Designs and maintains financial, staff, student, program, or property records; summarizes, analyzes, or verifies such records; and/or controls and certifies expenditures and receipts.	Special Education Assignment Flag = 0 or 1

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322	**Administrative/Executive Assistant**	Performs professional activities assisting an executive officer in directing and managing the functions of a school or system.	Special Education Assignment Flag = 0 or 1
323	**Admissions Officer**	Examines academic records of students to determine eligibility of graduation or for entrance to school.	Special Education Assignment Flag = 0
324	**Analyst**	Examines, evaluates, and makes recommendations in such areas as cost, systems, curriculum, educational sectors, or other areas including management, research and assessment, policy, budget, and personnel.	Special Education Assignment Flag = 0
325	**Architect**	Performs activities such as designing and preparing plans and specifications for the construction, remodeling, or repair of buildings and facilities and overseeing the construction to ensure compliance with plans and specifications.	Special Education Assignment Flag = 0
326	**Athletic Trainer**	Coordinates and implements training activities for athletes to improve their athletic performance.	Special Education Assignment Flag = 0
327	**Attendance Officer**	Monitors compulsory attendance laws.	Special Education Assignment Flag = 0
329	**Benefits Specialist**	Organizes and provides information to employees about organizational fringe benefits.	Special Education Assignment Flag = 0
330	**Child Find Coordinator**	Individual responsible for the process of locating, identifying and evaluating all children who may have a disability and be eligible for special education and related service.	Special Education Assignment Flag = 1
331	**Dietitian/Nutritionist**	Plans and directs food service programs including determining the nutritional value of food for meals.	Special Education Assignment Flag = 0
332	**Engineer**	Applies scientific and mathematical principles to practical ends such as the design, construction, and operation of efficient and economical structures, equipment, and systems.	Special Education Assignment Flag = 0
333	**Environmental/Safety/Energy Specialist**	Plans and coordinates activities related to environmental safety and efficient use of energy. Includes compliance with Environmental Protection Agency (EPA) rules and regulations, asbestos abatement and compliance with Americans with Disabilities Act (ADA) provisions.	Special Education Assignment Flag = 0

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334	**Evaluator**	Determines the value or effect of plans, programs and activities by appraisal of data and activities in light of specified goals and objectives (e.g. personnel evaluator).	Special Education Assignment Flag = 0
335	**Non Instructional Program Consultant**	Consults in the management or direction of services within a non-instructional program. (e.g. Drug/Alcohol Consultant)	Special Education Assignment Flag = 0 or 1
336	**Instructional Program Consultant/Coordinator/Supervisor**	Coordinates, manages (including supervising other certified individuals) or directs services (e.g., vocational education and special education) within an instructional program or areas of instruction.	Special Education Assignment Flag = 0 or 1
337	**Grant Developer**	Expands opportunities to obtain funds from outside parties in exchange for completion of a task.	Special Education Assignment Flag = 0
339	**Insurance Risk Management Specialist**	Coordinates property, liability, vehicle and other non-employee benefit insurance coverage for the district.	Special Education Assignment Flag = 0
340	**Internal Auditor**	Verifies account records, including evaluating the adequacy of the internal control system, verifying and safeguarding assets, reviewing the reliability of the accounting and reporting systems, and ascertaining compliance with established policies and procedures.	Special Education Assignment Flag = 0
341	**Lawyer**	Practices law and performs such activities as conducting lawsuits, drawing up legal documents, and advising on legal rights.	Special Education Assignment Flag = 0
342	**Specialized Professional Manager/Supervisor**	Performs professional activities, generally assisting an executive officer, in directing and supervising the functions of professional and support staff. Functions may include budget, finance, human resources, payroll, personnel, purchasing, risk management, etc.	Special Education Assignment Flag = 0 or 1
344	**Personnel Officer**	Performs activities concerned with staff recruitment, selection, training, and assignment. This includes maintaining staff records, working with administrators in developing pension and insurance plans, and maintaining employer-employee harmony and efficiency through negotiations and internal public relations efforts.	Special Education Assignment Flag = 0 or 1

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345	**Public/Community Relations/Informational Services Officer**	Attempts to foster good relations between an organization and the public as a whole, by planning and conducting programs to disseminate accurate information through such media as newspapers, radio and television, public forums, and civic activities, and by reviewing material for and directing preparation of publications.	Special Education Assignment Flag = 0
346	**Research/Development Specialist**	Performs activities concerned with systematic study and investigation using the products of research and judgment to improve programs.	Special Education Assignment Flag = 0 or 1
347	**Staff Developer**	Plans, coordinators, and implements in services training activities that help individuals to identify future career options and improve skills necessary to achieve them.	Special Education Assignment Flag = 0 or 1
348	**Statistician**	Plans surveys and collects, summarizes, and interprets numerical data, applying statistical theory and methods to provide usable information.	Special Education Assignment Flag = 0
350	**Transition Coordinator**	Provides services that: 1) strengthens and coordinates special programs and related services for individuals with special needs, including students with disabilities, who are currently in school or have recently left school and may benefit from assistance during the transition to postsecondary education, vocational training, competitive employment (including supported employment), continuing education or adult services; 2) stimulate the improvement and development of programs for secondary special education; and/or 3) stimulate the improvement of vocational and life skills to enable students with special needs to be better prepared for transition to adult life and services.	Special Education Assignment Flag = 1
351	**Volunteer Coordinator**	Oversees and coordinates the activity of individuals who enter into positions without the promise of compensation.	Special Education Assignment Flag = 0
352	**Work Study Coordinator**	Provides direct services for pre-vocational and experiential learning. Personnel is required to hold both a CDE License with appropriate special education endorsement AND a vocational credential.	Special Education Assignment Flag = 1
353	**Writer/Editor**	Writes original prose materials and reviews manuscripts for distribution and/or publication.	Special Education Assignment Flag = 0
354	**School-to-Career Coordinator**	Develops a system to coordinate business, community and educational partnerships for students in the K-16 learning system.	Special Education Assignment Flag = 0

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355	**SWAP Coordinator**	Develops and coordinates a program of community based services. Provides direct services for career planning and placement needs for SWAP (School-to-Work Alliance Program) eligible youth; works with transition coordinator and special educators to provide for the needs of in-school youth at risk of dropping out; and identifies and provides services for out-of-school youth.	Special Education Assignment Flag = 1
356	**Library Cataloger**	Provides and maintains access to library collection by describing, indexing, and classifying materials.	Special Education Assignment Flag = 0
357	**Crafts/Trades/Food Services Manager**	Performs professional activities assisting an executive officer in directing and supervising the functions of maintenance, transportation, food services, etc.	Special Education Assignment Flag = 0
358	**Translator**	Provides services that allow individuals who cannot comprehend or communicate in a particular language to understand and express themselves in the written word.	Special Education Assignment Flag = 0 or 1
364	**Drafter**	Drafts detailed drawings, such as writing diagrams, layout drawings, mechanical detail drawings, and drawings of intermediate and final assemblies, used to manufacture, assemble, install, and repair electronic components, printed circuit boards, and other equipment.	Special Education Assignment Flag = 0
366	**Graphic Artist**	Plans and arranges art layouts which illustrate programs or processes for publication, demonstration, and more effective communication.	Special Education Assignment Flag = 0
369	**Photographer**	Uses cameras and lighting equipment to photograph individuals and may take exposed film to a darkroom for processing and developing.	Special Education Assignment Flag = 0
370	**Medicaid Specialist**	Consults in the management or direction of the school Medicaid Program, including observation, training, collection, and processing of data for analysis.	Special Education Assignment Flag = 0 or 1
371	**SWAAAC Coordinator**	Develops and coordinates a team of related services personnel, regular and special educators, paraprofessionals and other education personnel as identified to provide a program of Assistive Technology Services, including assistive technology assessment, consultation, intervention and follow-up services.	Special Education Assignment Flag = 1
COMPUTER TECHNOLOGY			



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380	**System Administration**	Personnel whose primary function is the technical oversight of a particular hardware/software system. This might also involve personnel supervision. (e.g. Network Administrator, Data Base Administrator, Operating System Administrator, Technology Administrator (small district), Specialized Software Administrator (transportation, library, student information, etc.)	Special Education Assignment Flag = 0 or 1
381	**System Development**	Primary functions are analysis, design, development, and implementation of software solutions. (e.g. Programmers (web, data, applications, telecommunications, etc.), System Analysts/Designers, Project Coordinators)	Special Education Assignment Flag = 0 or 1
382	**System Support**	Primary functions are to install, configure and maintain hardware and software and provide training and support for users of them. (e.g. Desktop Support, Trainers, Computer Operator, Computer Technician, Applications Support Specialist, Specialized Software Support (transportation, library, student information, etc.), Installers (wiring, telecommunications), Instructional Technology Support)	Special Education Assignment Flag = 0 or 1
PARAPROFESSIONALS Performs activities supporting professional individuals/functions of an organization.			
401	**Bilingual Assistant**	Assists in the instruction of students using more than one language for teaching content.	Special Education Assignment Flag = 0 or 1
402	**Career Assistant/Job Coach**	Assists students in developing and utilizing skills which can be applied to career choices.	Special Education Assignment Flag = 0 or 1
403	**Child Care Provider /Group Leader**	Implements child care activities in before or after school programs, including custodial functions and other services. Assists in organizing and leading children in educational activities such as reading, drawing and games.	Special Education Assignment Flag = 0 or 1
405	**Community Liaison**	Works with the family, school, and community to determine the cause of and provide solutions for students who are experiencing serious attendance, academic and/or discipline problems in order to promote positive educational development.	Special Education Assignment Flag = 0 or 1
406	**Counselor Assistant**	Assists students, parents, teachers, or other staff, under the supervision or direction of a counselor, by helping individuals make plans and decisions in relation to education, career, or personal development.	Special Education Assignment Flag = 0

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407	**Extra-Curricular Activity/Coach**	Supervises school-sponsored activities that are not related to curriculum (e.g, sports), including all direct and personal services that are planned for student enjoyment. Include those individuals employed only for extra-curricular activities outside of the normal school day. (Also see position 210.) These employees are not required to be reported to CDE as part of the human resource data collection.	Special Education Assignment Flag = 0
408	**Financial Aid Specialist**	Interviews students applying for financial aid, including loans, grants-in-aid, or scholarships, to determine eligibility for assistance.	Special Education Assignment Flag = 0
409	**Health Care Technician**	Assists with health needs of students, including maintenance of health records.	Special Education Assignment Flag = 0 or 1
410	**Educational Interpreter**	Provides a variety of interpreting services (American Sign Language, Cued Speech, English Sign Systems, and Oral) in an educational setting. Services include interpreting all school-related functions, tutoring or clarifying instructional information, participating on the educational team related to student progress and achievement, and providing expertise to the educational team.	Special Education Assignment Flag = 1
411	**Library/Media Assistant**	Assists in the maintenance and operation of a library/media center by aiding in the selection, ordering cataloging, processing, and circulation of all media and/or serving as specialist, etc.	Special Education Assignment Flag = 0 or 1
414	**Student Monitor**	Monitors the conduct of students in halls, cafeteria, playground, study hall, and places where alternatives to classroom instruction are provided (e.g., detention hall) to maintain discipline and safety. Helps keep order on buses or in other school or system facilities. This includes traffic guards for loading buses, crossing guards for monitoring pedestrian traffic, as well as individuals who administer and monitor tests.	Special Education Assignment Flag = 0 or 1

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415	**Teaching Assistant, Regular Education**	Performs the day-to-day activities of teaching students while under the supervision of a teacher, program director or principal and may or may not be licensed by CDE. In preschool settings, this includes individuals who are functioning as assistants to a preschool lead teacher or are actually functioning as the preschool lead teacher. The teaching assistant does not make diagnostic or long-term evaluative decisions; however, individuals functioning as a preschool lead teacher are participants in teams of professionals making these types of determinations.	Special Education Assignment Flag = 0
416	**Teaching Assistant, Special Education**	Performs the day-to-day activities of teaching special education students while under the supervision of a teacher. The teaching assistant does not make diagnostic or long-term evaluative decisions regarding special education students. This includes individuals who may or may not be certified and may include associate degree level preschool classroom instructors (new expanded definition).	Special Education Assignment Flag = 1
417	**Teaching/Classroom Technician**	Assists a teacher with routine non-instructional activities associated with teaching (i.e. those activities requiring minor decisions regarding students, such as conducting rote exercises, operating equipment, and clerking). These individuals do not instruct students.	Special Education Assignment Flag = 0 or 1
418	**Tutor**	Provides academic instruction (e.g., in English, mathematics, and foreign language) to students requiring additional assistance outside of the classroom.	Special Education Assignment Flag = 0
419	**Teaching Assistant, Title I**	Provides academic instruction (e.g., in English, mathematics, and foreign language) to students requiring additional assistance outside of the classroom.	Special Education Assignment Flag = 0
420	**Braillist**	The Braillist is responsible for competently transcribing and preparing Braille materials using the braillewriter, computer software, and other means of technology. In addition the Braillist is responsible for preparing other adapted materials for the student with visual impairments (e.g., enlargement of material, use of tactile graphics).	Special Education Assignment Flag = 1

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421	**Occupational Therapist Assistant**	An individual who holds a Certified Occupational Therapist Assistant (COTA) registration who provides services that address the functional needs of an individual relating to self-help skills, adaptive behavior and play, and sensory, motor, and postural development under the supervision of a licensed occupational therapist.	Special Education Assignment Flag = 0 or 1
422	**Physical Therapist Assistant**	An individual who holds a Physical Therapist Assistant license who provides facilitative or rehabilitative services to individuals with disabilities under the supervision of a licensed physical therapist.	Special Education Assignment Flag = 0 or 1
423	**SWAP Specialist**	Implements and plans services under the direction of the SWAP (School-to-Work Alliance Program) Coordinator and assists in obtaining records and evaluations to determine eligibility for the program.	Special Education Assignment Flag = 1
424	**Health Screener**	An individual who is specifically trained to perform routine procedures to identify children who require further evaluation in hearing, vision and/or health areas. Screeners always work under to supervision of the school nurse, audiologist or other appropriate professional.	Special Education Assignment Flag = 0 or 1
426	**Temporary/Part-time Worker (As needed)**	An hourly employee who works on an "as needed" or "on call" basis. This employee is not required to be reported to CDE as part of the human resources data collection.	Special Education Assignment Flag = 0
OFFICE/ADMINISTRATIVE SUPPORT Performs the activities of preparing, transferring, transcribing, systematizing, or preserving communications, records, and transactions.			
501	**Bookkeeping/Accounting/Auditing/ Cashier/Payroll**	Keeps a systematic record of accounts or transactions and prepares statements reflecting those activities.	Special Education Assignment Flag = 0 or 1
502	**Human Resources/Personnel**	Performs activities supporting personnel functions for an organization.	Special Education Assignment Flag = 0 or 1
504	**Dispatcher**	Assigns vehicles and drivers to perform specific services and or record such information concerning vehicle movement as a school or system may require.	Special Education Assignment Flag = 0
505	**Duplicating/Photocopying**	Operates duplicating machines to print typewritten or handwritten documents directly from a master copy.	Special Education Assignment Flag = 0

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506	**General Office/Secretary**	Perform such activities as preparing, transcribing, systematizing or preserving written communication and reports or operating mechanical equipment (e.g., computers, facsimile machines, typewriters, calculators, and word processing equipment); receiving, storing, and dispensing supplies, materials, and equipment.	Special Education Assignment Flag = 0 or 1
507	**Mail Handler/Messenger**	Routes mail, prepares outgoing materials for mailing, and maintain internal written communication systems. Delivers messages, documents, packages, and other items to offices or departments within or outside of an organization.	Special Education Assignment Flag = 0 or 1
509	**Office Manager/Supervisor**	Coordinates office services such as personnel, budget preparation and control, housekeeping, records control, and special management activities.	Special Education Assignment Flag = 0 or 1
510	**Purchasing Agent**	Buys supplies, equipment, and materials used in the operation of an organization.	Special Education Assignment Flag = 0
511	**Receptionist/Switchboard Operator**	Receives callers or visitors at the establishment, determines the nature of business, and directs callers or visitors to destinations. Operates a telephone switchboard and relays incoming, outgoing and interoffice calls.	Special Education Assignment Flag = 0
514	**Temporary/Part-time Worker (As Needed)**	An hourly employee who works on an "as needed" or "on call" basis. These employees are not required to be reported to CDE as part of the human resource data collection.	Special Education Assignment Flag = 0
515	**Records Clerk/Data Entry**	Establishes and maintains an adequate and efficient system for controlling records (e.g., registration, admission, attendance, IEP's) for an organization. May include data entry into an established database.	Special Education Assignment Flag = 0 or 1
516	**Registrar**	Coordinates and directs registration activities, including the compilation and analysis of registration data for administrative use. Collects information from participants in specified grant programs (e.g. Migrant, HSED).	Special Education Assignment Flag = 0
CRAFTS/TRADES/SERVICES Performs tasks that require skill levels which can be acquired through on-the-job training and experience or through apprenticeship or other formal training programs. This includes assignments in crafts and trades, operative, laborer, and service work.			
601	**Brick Mason**	Works with brick and similar materials in the construction, erection, and reparation of structures and fixtures.	Special Education Assignment Flag = 0



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602	**Bus Driver**	Drives a bus used in the service of a school or system.	Special Education Assignment Flag = 0 or 1
603	**Carpenter**	Constructs, erects, installs, and repairs wood structures and fixtures.	Special Education Assignment Flag = 0
604	**Cement Mason**	Works with cement and similar materials in the construction, erection, and reparation of structures and fixtures.	Special Education Assignment Flag = 0
606	**Construction Laborer**	Performs any combination of duties on construction projects, usually working in utility capacity, by transferring from one task to another. Duties include measuring distances from grade stakes, signaling operators of construction equipment, and mixing concrete.	Special Education Assignment Flag = 0
607	**Cook/Food Preparer/Caterer/Server**	Prepares and cooks foodstuffs in quantities according to menu and number of persons to be served. Serves sandwiches, salads, beverages, desserts and other foodstuffs. May order items to replace stocks and collect money for purchases.	Special Education Assignment Flag = 0
608	**Custodian**	Performs plant housekeeping and servicing activities consisting of the cleaning; operation of the heating, ventilating, and air conditioning systems; and the servicing of building equipment.	Special Education Assignment Flag = 0
609	**Dietary Technician/Coordinator**	Advises and assists personnel in public and private establishments in food services systems by making recommendations for foods that will constitute nutritionally adequate meals.	Special Education Assignment Flag = 0
610	**Electrical and Electronic Repairer**	Installs and repairs electric and electronic equipment.	Special Education Assignment Flag = 0
611	**Electrician**	Plans, layouts, installs, and repairs wiring, electrical fixtures, apparatus, and control equipment.	Special Education Assignment Flag = 0
612	**Facilities Maintenance Worker**	Inspects buildings and office areas to evaluate suitability for occupancy considering such factors as air circulation, lighting, location, and size.	Special Education Assignment Flag = 0
613	**Foreman/Group Leader/Lead Worker/ Food Service Head Cook**	Supervises the day-to-day operations of a group of workers. (e.g., cafeteria, warehouse workers). **Also see job code 357.**	Special Education Assignment Flag = 0

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616	**Freight, Stock, and Materials Handler**	Loads, unloads, and moves stock, and other materials.	Special Education Assignment Flag = 0
617	**Garage Worker**	Performs a variety of duties assisting mechanics in a garage. Includes individuals responsible for washing vehicles and/or cleaning equipment.	Special Education Assignment Flag = 0
619	**Grounds keeper**	Maintains grounds that are owned, rented, or leased and used by a school or system.	Special Education Assignment Flag = 0
620	**Heating, Ventilating, and Air Conditioning Specialist (HVAC)**	Services heating units, ventilation systems and air conditioners in buildings.	Special Education Assignment Flag = 0
621	**Inspector**	Examines the condition of equipment and buildings as they relate to safety and health and the condition of new construction as it relates to specifications and codes, including asbestos inspections.	Special Education Assignment Flag = 0
622	**Locksmith**	Installs, repairs, rebuilds, and services mechanical or electrical locking devices using hand tools and specialized equipment.	Special Education Assignment Flag = 0
623	**Maintenance Repairer/General Utility Worker**	Repairs and maintains buildings, machinery, electrical and mechanical equipment.	Special Education Assignment Flag = 0
624	**Painter/Paperhanger**	Paints, varnishes, and stains or wallpapers the interior and/or exterior of buildings and fixtures.	Special Education Assignment Flag = 0
625	**Parking-Lot Attendant**	Patrols and monitors parking areas to prevent thefts of and from parked automobiles and collects parking fees from drivers.	Special Education Assignment Flag = 0
626	**Plumber**	Assembles, installs, and repairs pipes, fittings, and fixtures of heating, water, and drainage systems.	Special Education Assignment Flag = 0
627	**Printer**	Makes copies by chemical or photographic means.	Special Education Assignment Flag = 0
629	**Service Technician (Vehicle Mechanic)**	Inspects, repairs, and maintains functional parts of mechanical equipment and machinery.	Special Education Assignment Flag = 0
630	**Vehicle Operator**	Drives a vehicle such as a truck or automobile used in the service of a school or system.	Special Education Assignment Flag = 0

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632	**Temporary/Part-time Worker (As Needed)**	An hourly employee who works on an "as needed" or "on call" basis. These employees are not required to be reported to CDE as part of the human resource data collection.	Special Education Assignment Flag = 0
633	**Temporary/Part-time Worker (Regularly Scheduled)**	An hourly employee who is regularly scheduled for the school year. These employees are to be included.	Special Education Assignment Flag = 0
634	**Student Worker**	Students hired for temporary assignments. These employees are not required to be reported to CDE and therefore do not need to be included in the interchange.	Special Education Assignment Flag = 0
635	**Armed Security Guard**	Maintains safety and security of property, facilities, and personnel.	Special Education Assignment Flag = 0 or 1
636	**Unarmed Security Guard**	Maintains safety and security of property, facilities, and personnel.	Special Education Assignment Flag = 0 or 1

Start Date - The month, day, and year in which an individual started the specific assignment related to the reported Job Classification code. *Formatted as MMDDYYYY*

End Date - The month, day, and year in which an individual ended the specific assignment related to the reported Job Classification code. This may be left blank if the employee has not ended the position. *Formatted as MMDDYYYY*

Employment Status Code - The status of a staff member's employment for the assignment at time of data file upload.

- *Records with Special Education Code = 0 (general education) and Employment Status Codes of 11, 12, 13, 23, and 26 will be included in the Human Resources Snapshot.*
- *Records with Special Education Code =1 (special education) and Employment Status Codes of 11, 12, 13, 23, 25 and 26 will be included in the Special Education December Count Snapshot.*

11	**Active employment** -- Individual employed by the district in the reported school and position.



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12	**Active employment in different position at the school** -- Individual continues to be employed by the district in the same school, but in a different position.
13	**Active employment within the district** -- Individual continues to be employed by the district, either in a different school or district office.
14	**Active employment in education but outside of the district** -- Individual continues to be employed in the field of education but has left the district.
15	**Voluntary exit for unknown reason --** Separation resulting from the teacher leaving for unknown reasons.
17	**Retirement** -- Separation resulting from an individual leaving an employer in accordance with the provision of a specific program allowing or requiring an individual to leave upon reaching a certain age, a certain number of years of service, or upon sustaining a disability.
18	**Dismissed --** Separation resulting from the release of the employee before the end of the contract.
19	**Non-renewed --** Separation resulting from the release of an employee.
20	**District-based layoff --** Separation resulting from reduction in force.
21	**Formal study or research** -- Separation resulting from an individual leaving an employer to study or undertake research activities.
22	**Deceased** -- Separation resulting from the death of an individual.
23	**Purchased Services** -- An individual who is employed on the basis of a contract that is not a regular school district or BOCES contract.
25	**Intern**--An individual who is employed for less than a year and/or is earning less than the standard salary for the position.
26	**On Leave and Not Replaced--**An individual who is on short term leave (e.g. 89 days or less). This individual is reported and information will be used to compute statistical information, e.g. pupil/teacher ratios.
27	**On Leave and Replaced--**An individual who is on long term leave (e.g. 90 days/semester or greater). This individual has been replaced by a long-term substitute. A separate record must be submitted for the long term substitute with active employment status.

Number of Contract Days - The total number of days an individual is employed to perform an assignment for an employer (for contract employees, exclude holidays/vacation days). The number of contract days should never be split among multiple assignments. (Note: Use the total contract days for each assignment.)



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Hours Worked per Day - The number of hours scheduled to work in the work day. If individual's hours vary from day to day, report average number of hours per day based on a 5-day work week. If individual has multiple assignments, e.g. part-time teacher and part-time assistant principal, two separate assignment records must be submitted. Each assignment record is to contain the portion of the hours per day attributed to that assignment.

Hourly Rate of Pay – For hourly paid employees. Never split the total hourly rate of pay among multiple assignments. However the amount per hour could vary given different assignments.

Base Salary or Wage - The annual contract salary or wage an individual is paid before deductions. Do not include additional pay for additional duties. If individual has multiple assignments, e.g. part-time teacher and part-time assistant principal, two separate assignment records must be submitted. Each assignment record is to contain the portion of the salary attributed to that assignment.

Teaching Subject Area - A description of an area course for which an individual has the responsibility to teach. Required for all teachers and interventionists; job class codes 201, 202, 204, 206, 222, and 223.

Code/Description			Special Education Flag Codes Allowed
0000	**N/A (for all other job class codes not required)**		0 or 1
0010	**General Elementary Education**		0 or 1
0015	**General 7th / 8th Grade (3 or more core content areas in a 7th and or 8th grade classroom)**		0 or 1
0040	**General Pre-School Education**		0 only
0070	**Co-Alt Exclusively (for special education teachers, job class code 202, only)**		1 only
0100	**Agriculture**		0 only
	0110	Agriculture Cluster	0 only
	0120	Agriculture Production	0 only
	0130	Agriculture Supplies/Services	0 only
	0140	Agriculture Mechanics	0 only
	0150	Agriculture Products	0 only
	0160	Ornamental Horticulture	0 only

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	0170	Agriculture Resources	0 only
	0180	Forestry	0 only
	0190	Other Agriculture	0 only
0200	**Art**		0 or 1
	0210	Art History and Theory	0 or 1
	0220	Design	0 or 1
	0230	Crafts	0 or 1
	0240	Drawing	0 or 1
	0250	Painting	0 or 1
	0260	Photography and Related Media	0 or 1
	0270	Printing	0 or 1
	0280	Sculpture	0 or 1
	0290	Other Art	0 or 1
0300	**Business**		0 only
	0310	Accounting	0 only
	0320	Bookkeeping	0 only
	0330	Fundamentals of Business (1)	0 only
	0340	Fundamentals of Business (2)	0 only
	0350	Shorthand	0 only
	0360	Typing/Keyboarding	0 only
	0390	Other Business Courses	0 only
0400	**Distributive/Marketing Education**		0 only
0500	**English Language Arts**		0 or 1
	0510	Language Skills	0 or 1
	0520	Linguistics	0 or 1

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	0530	Literature	0 or 1
	0540	Composition	0 or 1
	0550	Speech	0 or 1
	0560	Dramatic Arts	0 or 1
	0570	Reading	0 or 1
	0590	Other English Language Arts	0 or 1
0600	**Foreign Languages**		0 or 1
	0610	Classical Languages	0 or 1
	0620	Modern Foreign Languages	0 or 1
	0630	Humanities	0 or 1
	0690	Other Foreign Languages	0 or 1
0700	**Health Occupations Education**		0 only
	0710	Health Occupations Cluster	0 only
	0720	Dental	0 only
	0730	Medical Laboratory Technology	0 only
	0740	Nursing	0 only
	0750	Rehabilitation	0 only
	0760	Miscellaneous Health Occupations	0 only
	0790	Other Health Occupations	0 only
0800	**Physical Curriculum**		0 or 1
	0810	Health Education	0 or 1
	0820	Safety	0 or 1
	0830	Physical Education	0 or 1
	0840	Recreation	0 or 1
	0850	Driver Education	0 or 1



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	0860	Safety Education	0 or 1
	0890	Other Physical Curriculum	0 or 1
0900	**Family and Consumer Education**		0 or 1
	0910	Home Economics Cluster	0 or 1
	0920	Home Economics, Family Focus	0 or 1
	0930	Occupational Preparation	0 or 1
	0990	Other Family & Consumer Education	0 or 1
1000	**Industrial Arts/Technology Education**		0 or 1
	1010	Construction	0 or 1
	1020	Industrial Arts/Crafts	0 or 1
	1030	Drafting	0 or 1
	1040	Electricity/Electronics	0 or 1
	1050	Manufacturing	0 or 1
	1060	Metals, Plastics, and Woods	0 or 1
	1070	Power/Automotive Mechanics	0 or 1
	1080	Trade and Industry Occupations	0 or 1
	1090	Other Industrial Arts/Technology Education	0 or 1
1100	**Mathematics**		0 or 1
	1110	Algebra	0 or 1
	1120	Applied Mathematics	0 or 1
	1130	Calculus	0 or 1
	1140	Computer Mathematics	0 or 1
	1150	General Mathematics	0 or 1
	1160	Geometry	0 or 1
	1170	Probability and Statistics	0 or 1

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	1180	Trigonometry	0 or 1
	1190	Other Mathematics	0 or 1
1200	**Music**		0 or 1
	1210	General Music	0 or 1
	1220	Music Literature and History	0 or 1
	1230	Music Theory	0 or 1
	1240	Vocal Music	0 or 1
	1250	Instrumental Music	0 or 1
	1260	Rhythm and Body Movement	0 or 1
	1270	Humanities	0 or 1
	1290	Other Music	0 or 1
1300	**Natural Science**		0 or 1
	1310	General Science	0 or 1
	1320	Biological Science	0 or 1
	1330	Physical Science	0 or 1
	1340	Earth/Space Science	0 or 1
	1390	Other Sciences	0 or 1
1400	**Office Occupations**		0 only
1500	**Social Sciences**		0 or 1
	1510	Anthropology/Sociology	0 or 1
	1520	Area Studies	0 or 1
	1530	Economics	0 or 1
	1540	Geography	0 or 1
	1550	History	0 or 1
	1560	Philosophy	0 or 1



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	1570	Political Science	0 or 1
	1580	Psychology	0 or 1
	1590	Other Social Sciences	0 or 1
1600	**Technical Education/Computer Technology**		0 only
	1610	Computer Applications	0 only
	1620	Computer Systems	0 only
	1630	Computer Programming	0 only
	1640	Computer Servicing/Repairs	0 only
	1690	Other Technical Education/Computer Technology	0 only
1700	**Special Education**		1 only
	1720	Vision Disability	1 only
	1730	Hearing Disability	1 only
	1740	Significant Limited Intellectual Capacity	1 only
	1750	Significant Identifiable Emotional Disability	1 only
	1760	Specific Learning Disability	1 only
	1770	Speech or Language Impairment	1 only
	1771	Speech Pathology Services	1 only
	1780	Multiple Disabilities	1 only
	1791	Developmental Delay	1 only
	1792	Infant/Toddler With a Disability	1 only
	1799	Other Disabilities	1 only
1800	**Co-Curricular Activities I - Athletic/Sport**		0 only
	1810	For Females	0 only
	1840	For Males	0 only
	1870	Coeducational Sports	0 only



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1900	**Co-Curricular Activities- Nonathletic**	0 only
2000	**Study Hall**	0 only
2800	**JROTC/ROTC (***A program that introduces students to professional education and training of military officers in leadership, military science and operational studies, security policy and strategy, military economics and management, and pre-officer training.)*	0 only

Administrator/Instructional Area - A description of the system outlining instructional or non-instructional activities and procedures designed to accomplish a predetermined educational objective or set of objectives or to provide support services to individuals and or the community. (Report only for administrative and instructional staff; Job Classification Codes 100 through 299, 401, 411, or 415 through 420).

0000	**N/A**	Not Applicable for the Job Classification Assignment	Special Education Assignment Flag = 0 or 1
0001	**Regular education**	A program that provides students from the prekindergarten level to grade 12 with learning experiences that focus primarily on knowledge and skills for the appropriate age or grade level of students.	Special Education Assignment Flag = 0
0002	**Special Education**	A service, specially designed and at no cost to the parent/guardian, that adapts the curriculum, materials, or instruction for students identified as needing special education. This may include instruction for students with any of the following disabilities: Intellectual Disability or Significant Limited Intellectual Capacity, Serious Emotional Disability or Emotional Disability, Specific Learning Disability, Hearing Impairment, including Deafness or Hearing Disability, Visual Impairment, including Blindness or Visual Disability, Physical Disability, Speech or Language Impairment, Deaf-Blindness or Deaf-Blind, Multiple Disabilities, Preschooler with a Disability, Infant with a Disability, Autism Spectrum Disorders or Autism, Traumatic Brain Injury, Orthopedic Impairment, or Other Health Impairment.	Special Education Assignment Flag = 1
0003	**Vocational education**	Organized educational programs offering a sequence of courses that are directly related to the preparation of individuals for paid or unpaid employment in current or emerging occupations requiring other than a baccalaureate or advanced degree.	Special Education Assignment Flag = 0

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0004	**Technical preparatory**	A program that offers four-year planned sequence of vocational-technical instruction beginning in the eleventh year of high school. The sequence extends through two years of postsecondary occupational education or an apprenticeship program of at least two years following secondary instruction, and culminates in a certificate or associate degree.	Special Education Assignment Flag = 0
0005	**Head Start**	A federally funded child development program that provides health, educational, nutritional, social, and other services primarily to economically disadvantaged preschool children, including Indian children on federally recognized reservations, and children of migratory workers and their families; and involves parents in activities with their children so that the children will attain overall social competence. Examples of Head Start demonstration projects include Comprehensive Child Development Program, Family Service Centers, and Head Start/Public School Early Childhood Transition Projects.	Special Education Assignment Flag = 0
0006	**Even Start**	A program that provides family-centered education projects which help parents become full partners in the education of their children, assists children in reaching their full potential as learners, and provides literacy training for their parents. The purpose of this program is to integrate early childhood education and adult education for parents into a program that builds on existing community resources.	Special Education Assignment Flag = 0
0007	**Migrant education**	A program of instruction and services for those children who move periodically with their families from one school to another in a different geographical area in order that a parent or other member of the immediate family may secure seasonal employment.	Special Education Assignment Flag = 0
0008	**Indian education**	A program of instruction and services for those children who are American Indian or Alaskan natives.	Special Education Assignment Flag = 0
0009	**Compensatory services for disadvantaged students (Title I)**	A program of instruction and/or services which is designed for economically disadvantaged and/or academically challenged children. Services primarily consist of educational support services, counseling, and other supplemental non-instructional support.	Special Education Assignment Flag = 0
0010	**Bilingual education program**	A program of instruction and services that uses more than one language to teach a content area. Students served by this program may or may not be proficient in English.	Special Education Assignment Flag = 0

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0011	**English as a second language (ESL) program**	A program of instruction and services in which students identified as limited English proficient are placed in regular immersion instruction for most of the school day but receive extra instruction in English for part of the day. This extra help is based on a special curriculum designed to teach English as a second language and to develop the student's ability to use the English language in an academic setting. The non-English native language may or may not be used in conjunction with ESL instruction.	Special Education Assignment Flag = 0
0012	**Gifted and talented**	Programs that provide special educational opportunities including accelerated promotion through grades and classes and an enriched curriculum for students who are endowed with a high degree of mental ability or who demonstrate unusual physical coordination, creativity, interest, or talent (often in the visual or performing arts).	Special Education Assignment Flag = 0
0013	**Co-Curricular programs**	A program of activities that are related to the current curriculum in which a student is enrolled. This may be any type of school-sponsored activity designed to provide opportunities to participate in experiences on an individual or group basis (at school or public events) for the improvement of skills. The following characteristics apply to co-curricular activities: 1) participation is necessary for meeting class requirements, for credit, or for graduation; 2) sessions are conducted at regular and uniform times during school hours, or may be conducted during authorized non-school hours; 3) programs are directed or supervised by instructional staff in a learning environment similar to that found in classes offered for credit; and 4) services are primarily or totally funded by school-operating funds for general instructional purposes under the direction and control of local education authorities.	Special Education Assignment Flag = 0
0014	**Athletics**	School-sponsored activities, under the guidance and supervision of school staff, which provide opportunities for students to pursue various aspects of physical education.	Special Education Assignment Flag = 0
0015	**Adult/continuing education (Programs for students under age 21)**	A program of instruction provided for youth under the age of 21, including a HSED program.	Special Education Assignment Flag = 0
0016	**Community/Junior college education program (Students under age 21)**	Postsecondary instructional programs for youth under age 21.	Special Education Assignment Flag = 0

Mandatory
FORM # DMC-111
EDAC APPROVED
Approved 2/1/2019 for 2019-2020

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0017	**Community services program**	A program of activities which are not directly related to the provision of educational services in a school system. These include services provided to the community as a whole or some segment of the community.	Special Education Assignment Flag = 0
0018	**Substance abuse education/prevention**	A program that provides a variety of services including: 1) individual, group, and/or family counseling; 2) knowledge and skill-enhancing activities; and 3) structured groups that focus on family dynamics, problem solving, self-esteem, and/or similar issues. These programs care for students who are at risk of drug abuse. For example those who are currently in an experimental stage (light use), who have family members or peer groups who use alcohol or drugs, or who have behavioral, emotional, or other problems at home, in school, in the community, or with the criminal justice system. Substance abuse education programs also offer presentations about the risks of substance use to students at their schools as well as in various other community settings.	Special Education Assignment Flag = 0
0019	**Student attendance/retention**	A program that develops and implements education strategies and practices including special instructional methods and materials to encourage students to remain in school and complete their elementary and secondary education.	Special Education Assignment Flag = 0
0020	**Extended day/child care services**	A program that provides custodial care of students enrolled in a school or system before school day starts and/or after a school day ends.	Special Education Assignment Flag = 0
0021	**Counseling services**	A program that helps a student to better identify his or her perceived educational, personal or occupational potential; relate his or her abilities, emotions, and aptitudes to educational and career opportunities; use his or her abilities in formulating realistic plans; and achieve satisfying personal and social development.	Special Education Assignment Flag = 0 or 1
0022	**Immigrant education**	A program of instruction and services designed and implemented especially for those children who have immigrated to the United States.	Special Education Assignment Flag = 0
0023	**College preparatory**	A program that provides learning experiences that focus primarily on knowledge and skills considered to be needed by students desiring further education in postsecondary education. These experiences are usually achieved in secondary education.	Special Education Assignment Flag = 0
0024	**International Baccalaureate**	A program established to provide an internationally recognized, interdisciplinary, pre-collegiate course of study. Its curriculum is designed to qualify students, especially those who are internationally mobile, for college admission.	Special Education Assignment Flag = 0

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0025	**Magnet/Special Program Emphasis**	A school within the public education system that has been designed: 1) to attract students of different racial/ethnic backgrounds for the purpose of reducing, preventing, or eliminating racial isolation; and/or 2) to provide an academic or social focus on a particular theme (e.g., science/math, performing arts, gifted/talented, or foreign language).	Special Education Assignment Flag = 0
0026	**Alternative education**	An instructional program that: 1) addresses needs of students which cannot typically be met in a regular school/program; 2) provides nontraditional education; 3) serves as an adjunct to a regular school; and 4) falls outside of the categories of regular, magnet/special program emphasis, special, or vocational/technical education.	Special Education Assignment Flag = 0
0027	**Library/media services**	A program that provides library and media services to students and school staffs. Services include selecting, acquiring, cataloging, classifying, circulating, and maintaining library materials; furnishing reference and bibliographical services; selecting music, films, or other audio-visual materials for programs.	Special Education Assignment Flag = 0
0028	**Health services**	A program that provides physical and mental health services which are not direct instruction, including medical, dental, and nursing services provided for students.	Special Education Assignment Flag = 0 or 1
0029	**Remedial education**	A program that is designed to develop specific cognitive skills, usually in language arts or mathematics, from a deficient level to one that is appropriate to the educational abilities and aspirations of the student.	Special Education Assignment Flag = 0
0030	**School-To-Career Program**	A program that meets the system components which: 1) integrates work-based and school-based learning; 2) integrates occupational and academic learning; 3) provides linkages between secondary education and postsecondary education/job opportunity; and 4) is partnership involving participation of educators, employers, governments, local communities, and other public or private organizations. The purpose of this program is to assist youths in making effective transitions from school to career-oriented work. Program examples include tech-prep education, career academies, youth apprenticeships, cooperative education, school-to-apprenticeship, business-education compacts, and school-sponsored enterprises.	Special Education Assignment Flag = 0
0031	**Service Learning**	A program that is designed to help students develop a deeper understanding of academic subjects through participation in meaningful service to their school or community.	Special Education Assignment Flag = 0

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0032	**Home/Hospital Instruction**	Programs that provide itinerant instructional services for students who are unable to leave their homes or medical treatment facilities to attend regular or special day classes because of non-contagious medical conditions, physical disabilities, or emotional problems.	Special Education Assignment Flag = 0 or 1
0033	**Special Education and Transitional Services for Youth with Disabilities**	Programs that 1) Strengthen and coordinate education, training and related services for disabled youth; 2) assist in the transitional process to postsecondary education, vocational training, competitive employment, continuing education and adult services; and 3) stimulate the improvement and development of programs for secondary level special education.	Special Education Assignment Flag = 1
0034	**Infant Services (Birth to age 3)**	Programs for individuals from birth through age two who need early intervention services.	Special Education Assignment Flag = 1
0035	**Early Childhood/Prekindergarten**	A schooling level that provides care and education for children in a preschool setting which is intended to foster social, emotional, and intellectual growth and prepare them for further formal learning.	Special Education Assignment Flag = 0 or 1
0036	**Kindergarten**	A schooling level that provides educational experiences for children in the year immediately preceding the first grade.	Special Education Assignment Flag = 0 or 1
0037	**Specialty Teacher**	A service in Music, Art, Physical Education, Family and Consumer Education and Industrial Arts. Provider must possess a Colorado educator license in the area of instruction. *For special education teachers only.*	Special Education Assignment Flag = 1
0038	**Online Program**	An On-line Education Program or School that delivers a sequential program of synchronous or asynchronous instruction from a teacher to a student primarily through the use of technology via the internet or video conferencing in a virtual or remote setting.	Special Education Assignment Flag = 0 or 1
0039	**Coordinated Early Intervening Services (CEIS)**	A service provided to K-12 students (emphasis on students in K-3) who are not currently identified as needing special education or related services, but who need additional academic and behavioral supports to succeed in a general education environment. The activities that may be included are: (1) professional development to deliver scientifically based academic and behavioral interventions, including literacy instruction and instruction on the use of adaptive and instructional software; and (2) providing educational and behavioral evaluations, services, and supports, including scientifically based literacy instruction.	Special Education Assignment Flag = 0

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0041	**Early Childhood/Elementary**	A schooling level that provides care and education for children in an elementary classroom setting for children who are ages 5 thru 8.	Special Education Assignment Flag = 0 or 1
1007	**Supplement for Migrant Education**	Supplemental for Migrant Education (A program of instruction and services for those children who move periodically with their families from one school to another in a different geographical area in order that a parent or other member of the immediate family may secure seasonal employment.)	Special Education Assignment Flag = 0
1008	**Supplement for Indian Education**	Supplemental for Indian Education (A program of instruction and services for those children who are American Indian or Alaskan natives.)	Special Education Assignment Flag = 0
1010	**Supplement for Bilingual Education Program**	Supplemental for a Bilingual Education Program (A program of instruction and services that uses more than one language to teach a content area. Students served by this program may or may not be proficient in English.)	Special Education Assignment Flag = 0
1011	**Supplement for English as a second language (ESL) program**	Supplemental for an ESL program (A program of instruction and services in which students identified as limited English proficient are placed in regular immersion instruction for most of the school day but receive extra instruction in English for part of the day. This extra help is based on a special curriculum designed to teach English as a second language and to develop the student's ability to use the English language in an academic setting. The non-English native language may or may not be used in conjunction with ESL instruction.)	Special Education Assignment Flag = 0
1012	**Supplement for Gifted and Talented**	Supplemental for Gifted and Talented (Programs that provide special educational opportunities including accelerated promotion through grades and classes and an enriched curriculum for students who are endowed with a high degree of mental ability or who demonstrate unusual physical coordination, creativity, interest, or talent (often in the visual or performing arts.)	Special Education Assignment Flag = 0
1022	**Supplement for Immigrant Education**	Supplemental for Immigrant Education (A program of instruction and services designed and implemented especially for those children who have immigrated to the United States.)	Special Education Assignment Flag = 0
1029	**Supplement for Remedial Education**	Supplemental for Remedial Education (A program that is designed to develop specific cognitive skills, usually in language arts or mathematics, from a deficient level to one that is appropriate to the educational abilities and aspirations of the student.)	Special Education Assignment Flag = 0

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2100	**Support Services – Students**	Activities designed to assess and improve the well-being of students and to supplement the teaching process. These services pertain to interaction between students and teachers by designing the educational program for the needs of individual students.	Special Education Assignment Flag = 0, 1
2200	**Support Services – Instructional Staff**	Activities associated with assisting the instructional staff with the content and process of providing learning experiences for students. These services pertain to the interaction between students and teachers, focusing on designing the curriculum training staff on training methods, assessing the student's learning and retention of the subject matter and delivering and coordinating such activities.	Special Education Assignment Flag = 0, 1
2300	**Support Services - General Administration**	Activities concerned with establishing and administering policy for operating the school district.	Special Education Assignment Flag = 0
2400	**Support Services - School Administration**	Activities concerned with overall administrative responsibility for a school, or a combination of schools.	Special Education Assignment Flag = 0
2410	**Superintendent Serves as Principal**	Superintendent/Principal activities concerned with overall administrative responsibility for a school, or a combination of schools.	Special Education Assignment Flag = 0
2500	**Business support services**	Activities concerned with paying, transporting, exchanging, and maintaining goods and services for the school district. Included are the fiscal and internal services necessary for operating the school district.	Special Education Assignment Flag = 0
2600	**Operation and maintenance of plant services**	Activities concerned with keeping the physical plant open, comfortable, and safe for use, and keeping the grounds, buildings, and equipment in effective working condition and state of repair. These include the activities of maintaining safety in buildings, on the grounds, and in the vicinity of schools.	Special Education Assignment Flag = 0
2700	**Student transportation services**	Activities concerned with the transportation of students to and from their places of residence and the public schools in which enrolled, including any site attended for vocational education, and to and from one school of attendance and another in vehicles owned or rented and operated by the school district or under contract with school district.	Special Education Assignment Flag = 0
2800	**Central support services**	Activities, other than general administration, which support each of the other instructional and supporting services programs. These activities include planning, research, development, evaluation, information, staff, data processing, and risk management services.	Special Education Assignment Flag = 0



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3100	**Food Services operations**	Activities concerned with providing food to students and staff in a school or school district. This service area includes preparing and serving regular and incidental meals, lunches, or snacks in connection with school activities and food delivery.	Special Education Assignment Flag = 0
3410	**Adult Basic Education**	Instructional programs for adult students over age 21.	Special Education Assignment Flag = 0
3420	**Vocational Education**	Instructional programs for adult students over age 21.	Special Education Assignment Flag = 0

Grant/Project Funding Source – Required for **ALL special education staff** (special education assignment flag =1) AND staff with job class codes 201 (general education teacher), 206 (Title I teacher), 222 (reading interventionist), 223(math interventionists), 415 (general education teaching assistant) and 419 (Title I teaching assistant) when special education assignment flag = 0.

0000	Not Applicable (to use for staff that are not required to report the grant/project funding code	Special Education Assignment Flag = 0
0001-2999	Local and Intermediate Project/Grants (can 'roll-up' codes to be combined)	Special Education Assignment Flag = 0
3000-3999	State Projects/Grants (can use 3000 as a general indicator of State funded))	Special Education Assignment Flag = 0
4010	Title I, Part A	Special Education Assignment Flag = 0 or 1
5010	Title I, Part A: Competitive Grant	Special Education Assignment Flag = 0 or 1
8027	Special Education: Grants to States IDEA Part B (15% for Early Intervening Services)	Special Education Assignment Flag = AND Administrative/Instructional Area Code = 0039 (CEIS)
9201	Preschool Set-Aside	Special Education Assignment Flag = 0
9202	Eligible Homeless Children Set-Aside	Special Education Assignment Flag = 0
9203	Family Literacy Set-Aside	Special Education Assignment Flag = 0

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9204	Neglected Institutions Set-Aside	Special Education Assignment Flag = 0
9205	Non-Public School Set-Aside	Special Education Assignment Flag = 0
9206	District Managed Activity Set-Aside	Special Education Assignment Flag = 0
9209	Choice Set-Aside	Special Education Assignment Flag = 0
9900	Other Federally Funded - not listed above	Special Education Assignment Flag = 0
3130	State ECEA - Special Education	Special Education Assignment Flag = 1
3131	State ECEA - Special Education Preschool	Special Education Assignment Flag = 1
4027	IDEA: Part B (Formula)	Special Education Assignment Flag = 1
4173	IDEA: Preschool (Formula)	Special Education Assignment Flag = 1
3899	SWAP	Special Education Assignment Flag = 1
5326	Deaf and Blind Services	Special Education Assignment Flag = 1
7027	IDEA: Part B (Charter Schools, Project C)	Special Education Assignment Flag = 1
8027	IDEA: Part B (15% for Early Intervening Services, Project D)	Special Education Assignment Flag = 1
8600	Head Start CFDA# 93.600	Special Education Assignment Flag = 1
9003	Special Education Medicaid	Special Education Assignment Flag = 1
9027	IDEA: Part B (Private Schools, Project F)	Special Education Assignment Flag = 1

Years Principal at this School - The total number of years that an individual has previously held a principal position at the assigned school. Do not include assistant principal experience. Do not include the current year in the number provided. (Note: Required for job class code 105 Principal or Superintendents Serving as Principals.)



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Grade Level - Infant - Indicator if the staff instructed infants as part of this assignment.

0	**No**
1	**Yes**

Grade Level – Pre-Kindergarten - Indicator if the staff instructed Pre-Kindergarten as part of this assignment. Use the same codes listed in Grade Level – Infant.

Grade Level - Kindergarten - Indicator if the staff instructed Kindergarten as part of this assignment. Use the same codes listed in Grade Level – Infant.

Grade Level - 1st - Indicator if the staff instructed 1st grade as part of this assignment. Use the same codes listed in Grade Level – Infant.

Grade Level - 2nd - Indicator if the staff instructed 2nd grade as part of this assignment. Use the same codes listed in Grade Level – Infant.

Grade Level - 3rd - Indicator if the staff instructed 3rd grade as part of this assignment. Use the same codes listed in Grade Level – Infant.

Grade Level - 4th - Indicator if the staff instructed 4th grade as part of this assignment. Use the same codes listed in Grade Level – Infant.

Grade Level - 5th - Indicator if the staff instructed 5th grade as part of this assignment. Use the same codes listed in Grade Level – Infant.

Grade Level - 6th - Indicator if the staff instructed 6th grade as part of this assignment. Use the same codes listed in Grade Level – Infant.

Grade Level - 7th - Indicator if the staff instructed 7th grade as part of this assignment. Use the same codes listed in Grade Level – Infant.

Grade Level - 8th - Indicator if the staff instructed 8th grade as part of this assignment. Use the same codes listed in Grade Level – Infant.

Grade Level - 9th - Indicator if the staff instructed 9th grade as part of this assignment. Use the same codes listed in Grade Level – Infant.

Grade Level - 10th - Indicator if the staff instructed 10th grade as part of this assignment. Use the same codes listed in Grade Level – Infant.



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Grade Level - 11th - Indicator if the staff instructed 11th grade as part of this assignment. Use the same codes listed in Grade Level – Infant.

Grade Level - 12th - Indicator if the staff instructed 12th grade as part of this assignment. Use the same codes listed in Grade Level – Infant.

Number of Classes Taught in Subject - Provide the number of classes/sections each teacher (job class codes 201-206) teaches in the one week period of December 1st. This is required for all teachers.

- Example A: A math teacher who has six classes on Monday and instructs the same students all week (Monday through Friday) should have 06 in Number of Classes Taught in Subject.
- Example B: A foreign language teacher who has five classes with the same students on Mondays, Wednesdays and Fridays and has six classes with different students on Tuesdays and Thursdays will have 11 in Number of Classes Taught in Subject.
- Example C: An elementary teacher who has one class with the same students all week (Monday through Friday) should have 01 in Number of Classes Taught in Subject.
- Example D: An elementary music teacher that has three classes with different students on Mondays and Wednesdays and has two classes with different students on Tuesdays and Thursdays should have 05 in Number of Classes Taught in Subject.

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Demonstrates In-Field Status 1 – Provide the method for demonstrating in-field status in the teaching subject area. This field is required and cannot be 00 for teachers (job class codes between 201 and 206) with teaching subject area code in 0010 (general elementary), 0015 (general 7th/8th grade), 0070 (co-alt exclusively), 0200-0299 (art), 0500-0599 (English Language Arts), 0600-0699 (Foreign Languages), 1100-1199 (Mathematics), 1200-1299 (Music), 1300-1399 (Natural Science), 1500-1599 (Social Science), or 1700-1799 (Special Education). All other teachers and staff can be reported with code 00.

00	N/A – to use for non-teaching staff.	Use this when job class code is either not between 201 and 206 or if teaching subject area code is not listed above.
01	Subject area endorsement on teaching license	Select this option if the teacher holds a license with an endorsement in the teaching subject area.
02	Degree (BA or higher) in subject area	Select this option if the teacher does not hold an endorsement in the subject area but does hold a degree (B.A. or higher) in the subject area. Although holding 36 semester hours is inherent in a degree, it is important to select 'degree in subject area' if degree issued is in the subject area. There is no need to also select '36 semester hours'.
03	**36** semester credit hours in subject area	Select this option if the teacher does not hold an endorsement or degree in the subject area but does hold at least 36 semester credit hours in the teaching subject area. Guidance for counting credit hours will be available at http://www.cde.state.co.us/fedprograms/tii/a_hqt.
04	Passed State Board of Education approved content exam in subject area	Select this option if the teacher has passed an approved content exam in the teaching subject area but does not hold an endorsement, degree, or 36 semester credit hours in the teaching subject area. Approved exams can be found at http://www.cde.state.co.us/cdeprof/content_tests.
05	None (teacher is out-of-field)	Use this when job class code is between 201 and 206 but doesn't have any method listed above to demonstrate in-field status.
~~**06**~~	~~HQ via 24 hours~~	~~Select this option if the teacher does not have any of the credentials listed above but was considered highly qualified via 24 semester hours in the subject area under NCLB. This option is being included in the 2017-18 and 2018-19 file layout in order to ensure a reasonably flexible transition to the new definition under the ESSA.~~

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Document Changes

Date	Description of change	Reason for change	Elements affected	Pages in Document
1-24-2019	Added teaching subject area for JROTC/ROTC	Many questions from LEAs for reporting teachers of JROTC	Teaching Subject Area Code	Page 31
1-24-2019	Removed code option in Demonstrates In-Field Status	HQ via 24 semester hours was being phased out with the last year being available in 2018-19	Demonstrates In-Field Status 1	Page 44
7-30-2019	Updated criteria for Demonstrates In-Field Status	Criteria updated	Demonstrates In-Field Status 1	Page 44
10-29-2019	Added jobclass codes 336, 342 and 426	Approved through FPP	Job Class Codes	Pages 14 & 20

