

# 2014-2015 Staff Interchange – Staff Assignment Association

**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 1<sup>st</sup>); Special Education December Count snapshot (employees as of December 1<sup>st</sup>) and Teacher Student Data Link snapshot (all teachers throughout the school year).

**Dependencies:** Each staff has been assigned an Educator Identifier (EDID) and updated through the Educator Identity 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 1<sup>st</sup> 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.













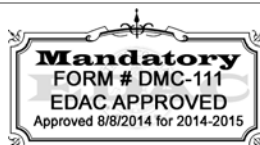
- Indicates Primary Key

Name of Field	Field Length	Text Start Position	Text End Position	CSV Order	Excel Column	Examples	Remarks
<b>STAFF FILE</b>							
<b>Note: ZERO-FILL ALL NON-APPLICABLE FIELDS</b>							
<b>*Indicates Required</b>							
Admin 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



# 2014-2015 Staff Interchange – Staff Assignment Association

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
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 * 	8	100	107	12	L2	08012012	MMDDYYYY
End Date	8	108	115	13	M2		
Employment Status Code * 	2	116	117	14	N2	11	All new codes
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

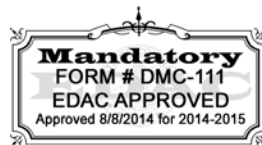


# 2014-2015 Staff Interchange – Staff Assignment Association

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
24 Semester Hours of Content Coursework/Passed Approved Core Content Test In Teaching Area *	1	165	165	38	AL2	0	yes-1 or no-0
Number of Classes Taught in Subject *	2	166	167	39	AM2	7	
Passed HOUSSE Provision	1	168	168	40	AN2	2	Required for core content teachers
Highly Qualified for Assignment	1	169	169	41	AO2	1	Required for core content teachers

**Admin 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\\_admin.asp](http://www.cde.state.co.us/DataPipeline/org_admin.asp).

**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\\_dist-BOCES.asp](http://www.cde.state.co.us/DataPipeline/org_dist-BOCES.asp)



# 2014-2015 Staff Interchange – Staff Assignment Association

**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 field 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

**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\\_school.asp](http://www.cde.state.co.us/DataPipeline/org_school.asp).

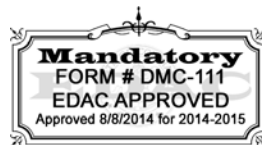
**Special Education Staff Program Code** – A unique number assigned to a Program by CDE.

0000	N/A
0001	Out of State
0002	Home Schooled
0003	Private Facility



# 2014-2015 Staff Interchange – Staff Assignment Association

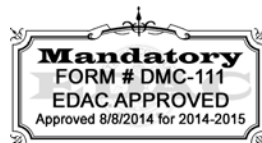
0004	Adams 12 Northglenn-Thornton Deaf and Hard of Hearing Program
0005	Adams 12 Northglenn-Thornton Independence Academy
0006	Adams 50 Westminster Instructional Service Center In-district day treatment at Ranum Middle School
0007	Adams-Arapahoe 28J Aurora Children's Hospital Day Treatment
0008	Arapahoe 5 Cherry Creek Early Childhood Education, PK Program not in a school building
0009	Boulder RE-1J St. Vrain Lincoln School Day Treatment
0010	Centennial Boces STEPS Day Treatment
0011	Denver City and County Jail
0012	East Central Boces Alternative Education Program, Eastern Colorado Education Center (ECEC)
0013	El Paso 11 Colorado Springs Adult and Family Education Program
0014	El Paso 8 Fountain Community Intersections Transition Program
0015	El Paso 8 Fountain Our House, Inc. Transition Program
0016	Mesa Grand Junction Insteps 18-21 Program
0017	Mountain Boces Summit County Day Treatment Program SIED program
0018	Mountain Boces Wellspring MS School SIED program
0019	Pikes Peak Boces School of Excellence - LIBERTY
0020	Pikes Peak Boces School of Excellence - PATHWAYS
0021	Pikes Peak Boces School of Excellence - PHOENIX
0022	Pikes Peak Boces Severe Needs Program
0023	Santa Fe Trail Boces Colorado Boys Ranch
0024	Weld Re-5J Johnstown Ault Center Based Program serving K-5



# 2014-2015 Staff Interchange – Staff Assignment Association

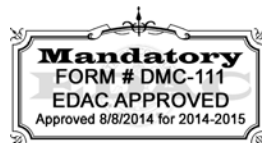
**Job Classification Code** - A description of the specific group of duties and responsibilities of an assignment.

<b>ADMINISTRATOR</b>			
<b>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.</b>			
<b>101</b>	<b>Superintendent</b>	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
<b>102</b>	<b>Assistant/Deputy/Associate Superintendent, Senior Executive, Executive Director/Special Education Director</b>	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
<b>103</b>	<b>Non-Instructional Manager, Director, Supervisor</b>	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



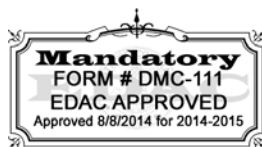
# 2014-2015 Staff Interchange – Staff Assignment Association

104	<b>Instructional Manager, Director, Assistant Director of Special Education, Supervisor</b>	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	<b>Principal</b>	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	<b>Assistant/Deputy/Associate Principal</b>	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	<b>Instructional Program Coordinator/Supervisor</b>	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	<b>Non-Instructional Program Coordinator/Supervisor</b>	Coordinates, manages (including supervising other certified individuals), or directs services within a non-instructional program.	Special Education Assignment Flag = 0 or 1
120	<b>Board of Cooperative Educational Services Director (BOCES)</b>	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
<b>PROFESSIONAL-INSTRUCTIONAL</b>			



# 2014-2015 Staff Interchange – Staff Assignment Association

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





# 2014-2015 Staff Interchange – Staff Assignment Association

212	<b>Curriculum Specialist Consultant</b>	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	<b>Dean</b>	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	<b>Educational Diagnostician</b>	Licensed special education teacher or speech/language pathologist who diagnoses students who might need special education.	Special Education Assignment Flag = 1
215	<b>Instructional Program Consultant</b>	Consults in the management or direction of instructional programs or areas of instruction.	Special Education Assignment Flag = 0 or 1
216	<b>Librarian/Media Consultant</b>	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	<b>Teacher Mentor</b>	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	<b>Instructional Intern</b>	Performs instructional support activities as part of a formal training program requiring supervision and periodic evaluation.	Special Education Assignment Flag = 0
220	<b>Behavioral Specialist</b>	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



# 2014-2015 Staff Interchange – Staff Assignment Association

<b>221</b>	<b>Autism Specialist</b>	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
<b>OTHER SUPPORT</b>			
<b>231</b>	<b>Audiologist</b>	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
<b>232</b>	<b>Licensed Practical Nurse (LPN)</b>	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
<b>233</b>	<b>Registered Nurse</b>	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



# 2014-2015 Staff Interchange – Staff Assignment Association

234	<b>Occupational Therapist</b>	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	<b>Physical Therapist</b>	Performs activities including physical methods of treatment and rehabilitation without the use of drugs or surgery.	Special Education Assignment Flag = 0 or 1
236	<b>Psychologist</b>	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	<b>Social Worker</b>	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	<b>Speech-Language Pathologist</b>	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



# 2014-2015 Staff Interchange – Staff Assignment Association

241	<b>Speech-Language Pathology Assistant</b>	The speech-language pathology assistant (SLP-A) serves as a member of an educational team, and is authorized 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.	Special Education Assignment Flag = 1
242	<b>School Orientation and Mobility Specialist</b>	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
<b>PROFESSIONAL-OTHER</b>			
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.			
<b>OTHER LICENSED SPECIALISTS</b>			
301	<b>Health Specialists</b>	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	<b>Psychiatrist</b>	Diagnoses and treats diseases and disorders of the mind.	Special Education Assignment Flag = 0 or 1
309	<b>Psychometrics</b>	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



# 2014-2015 Staff Interchange – Staff Assignment Association

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
<b>PROFESSIONAL SUPPORT</b>			
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
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



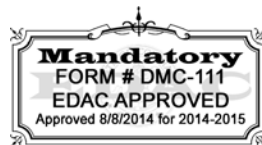
# 2014-2015 Staff Interchange – Staff Assignment Association

326	<b>Athletic Trainer</b>	Coordinates and implements training activities for athletes to improve their athletic performance.	Special Education Assignment Flag = 0
327	<b>Attendance Officer</b>	Monitors compulsory attendance laws.	Special Education Assignment Flag = 0
329	<b>Benefits Specialist</b>	Organizes and provides information to employees about organizational fringe benefits.	Special Education Assignment Flag = 0
330	<b>Child Find Coordinator</b>	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	<b>Dietitian/Nutritionist</b>	Plans and directs food service programs including determining the nutritional value of food for meals.	Special Education Assignment Flag = 0
332	<b>Engineer</b>	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	<b>Environmental/Safety/Energy Specialist</b>	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
334	<b>Evaluator</b>	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



# 2014-2015 Staff Interchange – Staff Assignment Association

335	<b>Non Instructional Program Consultant</b>	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
337	<b>Grant Developer</b>	Expands opportunities to obtain funds from outside parties in exchange for completion of a task.	Special Education Assignment Flag = 0
339	<b>Insurance Risk Management Specialist</b>	Coordinates property, liability, vehicle and other non-employee benefit insurance coverage for the district.	Special Education Assignment Flag = 0
340	<b>Internal Auditor</b>	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	<b>Lawyer</b>	Practices law and performs such activities as conducting lawsuits, drawing up legal documents, and advising on legal rights.	Special Education Assignment Flag = 0
344	<b>Personnel Officer</b>	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
345	<b>Public/Community Relations/Informational Services Officer</b>	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



# 2014-2015 Staff Interchange – Staff Assignment Association

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, coordinates, 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





# 2014-2015 Staff Interchange – Staff Assignment Association

354	<b>School-to-Career Coordinator</b>	Develops a system to coordinate business, community and educational partnerships for students in the K-16 learning system.	Special Education Assignment Flag = 0
355	<b>SWAP Coordinator</b>	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	<b>Library Cataloger</b>	Provides and maintains access to library collection by describing, indexing, and classifying materials.	Special Education Assignment Flag = 0
357	<b>Crafts/Trades/Food Services Manager</b>	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	<b>Translator</b>	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	<b>Drafter</b>	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	<b>Graphic Artist</b>	Plans and arranges art layouts which illustrate programs or processes for publication, demonstration, and more effective communication.	Special Education Assignment Flag = 0



# 2014-2015 Staff Interchange – Staff Assignment Association

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
<b>COMPUTER TECHNOLOGY</b>			
380	System Administration	Personnel whose primary function is the technical oversight of a particular hardware/software system. This might also involve personnel supervision. (eg. 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



# 2014-2015 Staff Interchange – Staff Assignment Association

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
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



# 2014-2015 Staff Interchange – Staff Assignment Association

408	<b>Financial Aid Specialist</b>	Interviews students applying for financial aid, including loans, grants-in-aid, or scholarships, to determine eligibility for assistance.	Special Education Assignment Flag = 0
409	<b>Health Care Technician</b>	Assists with health needs of students, including maintenance of health records.	Special Education Assignment Flag = 0 or 1
410	<b>Educational Interpreter</b>	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	<b>Library/Media Assistant</b>	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
413	<b>Speech-Language Paraprofessional</b>	Assists with the provision of speech and language services under the supervision of a licensed/certified speech/language pathologist.	Special Education Assignment Flag = 1
414	<b>Student Monitor</b>	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



# 2014-2015 Staff Interchange – Staff Assignment Association

415	<b>Teaching Assistant, Regular Education</b>	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	<b>Teaching Assistant, Special Education</b>	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	<b>Teaching/Classroom Technician</b>	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	<b>Tutor</b>	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	<b>Teaching Assistant, Title I</b>	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	<b>Braillist</b>	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



# 2014-2015 Staff Interchange – Staff Assignment Association

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
<b>OFFICE/ADMINISTRATIVE SUPPORT</b>			
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



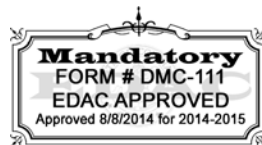
# 2014-2015 Staff Interchange – Staff Assignment Association

504	<b>Dispatcher</b>	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	<b>Duplicating/Photocopying</b>	Operates duplicating machines to print typewritten or handwritten documents directly from a master copy.	Special Education Assignment Flag = 0
506	<b>General Office/Secretary</b>	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	<b>Mail Handler/Messenger</b>	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	<b>Office Manager/Supervisor</b>	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	<b>Purchasing Agent</b>	Buys supplies, equipment, and materials used in the operation of an organization.	Special Education Assignment Flag = 0
511	<b>Receptionist/Switchboard Operator</b>	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	<b>Temporary/Part-time Worker (As Needed)</b>	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



# 2014-2015 Staff Interchange – Staff Assignment Association

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. Even Start, GED).	Special Education Assignment Flag = 0
<b>CRAFTS/TRADES/SERVICES</b>			
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
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





# 2014-2015 Staff Interchange – Staff Assignment Association

606	<b>Construction Laborer</b>	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	<b>Cook/Food Preparer/Caterer/Server</b>	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	<b>Custodian</b>	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	<b>Dietary Technician/Coordinator</b>	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	<b>Electrical and Electronic Repairer</b>	Installs and repairs electric and electronic equipment.	Special Education Assignment Flag = 0
611	<b>Electrician</b>	Plans, layouts, installs, and repairs wiring, electrical fixtures, apparatus, and control equipment.	Special Education Assignment Flag = 0
612	<b>Facilities Maintenance Worker</b>	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	<b>Foreman/Group Leader/Lead Worker/ Food Service Head Cook</b>	Supervises the day-to-day operations of a group of workers. (e.g., cafeteria, warehouse workers). <b>Also see job code 357.</b>	Special Education Assignment Flag = 0



# 2014-2015 Staff Interchange – Staff Assignment Association

616	<b>Freight, Stock, and Materials Handler</b>	Loads, unloads, and moves stock, and other materials.	Special Education Assignment Flag = 0
617	<b>Garage Worker</b>	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	<b>Grounds keeper</b>	Maintains grounds that are owned, rented, or leased and used by a school or system.	Special Education Assignment Flag = 0
620	<b>Heating, Ventilating, and Air Conditioning Specialist (HVAC)</b>	Services heating units, ventilation systems and air conditioners in buildings.	Special Education Assignment Flag = 0
621	<b>Inspector</b>	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	<b>Locksmith</b>	Installs, repairs, rebuilds, and services mechanical or electrical locking devices using hand tools and specialized equipment.	Special Education Assignment Flag = 0
623	<b>Maintenance Repairer/General Utility Worker</b>	Repairs and maintains buildings, machinery, electrical and mechanical equipment.	Special Education Assignment Flag = 0
624	<b>Painter/Paperhanger</b>	Paints, varnishes, and stains or wallpapers the interior and/or exterior of buildings and fixtures.	Special Education Assignment Flag = 0



# 2014-2015 Staff Interchange – Staff Assignment Association

625	<b>Parking-Lot Attendant</b>	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	<b>Plumber</b>	Assembles, installs, and repairs pipes, fittings, and fixtures of heating, water, and drainage systems.	Special Education Assignment Flag = 0
627	<b>Printer</b>	Makes copies by chemical or photographic means.	Special Education Assignment Flag = 0
629	<b>Service Technician (Vehicle Mechanic)</b>	Inspects, repairs, and maintains functional parts of mechanical equipment and machinery.	Special Education Assignment Flag = 0
630	<b>Vehicle Operator</b>	Drives a vehicle such as a truck or automobile used in the service of a school or system.	Special Education Assignment Flag = 0
632	<b>Temporary/Part-time Worker (As Needed)</b>	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	<b>Temporary/Part-time Worker (Regularly Scheduled)</b>	An hourly employee who is regularly scheduled for the school year. These employees are to be included.	Special Education Assignment Flag = 0
634	<b>Student Worker</b>	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



# 2014-2015 Staff Interchange – Staff Assignment Association

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

**End Date** - The month, day, and year in which an individual ended the specific assignment related to the reported Job Classification code

**Employment Status Code** - The status of a staff member's employment for the assignment.

11	<b>Active employment in same position at the school</b> -- Individual continues to be employed by the district in the same school, in the same position.
12	<b>Active employment in different position at the school</b> -- Individual continues to be employed by the district in the same school, but in a different position.
13	<b>Active employment within the district</b> -- Individual continues to be employed by the district, either in a different school or district office.
14	<b>Active employment in education but outside of the district</b> -- Individual continues to be employed in the field of education but has left the district.
15	<b>Voluntary exit for unknown reason</b> -- Separation resulting from the teacher leaving for unknown reasons.



# 2014-2015 Staff Interchange – Staff Assignment Association

16	<b>On leave</b> -- Temporary separation due to personal or professional reasons.
17	<b>Retirement</b> -- 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	<b>Dismissed</b> -- Separation resulting from the release of the employee before the end of the contract.
19	<b>Non-renewed</b> -- Separation resulting from the release of an employee.
20	<b>District-based layoff</b> -- Separation resulting from reduction in force.
21	<b>Formal study or research</b> -- Separation resulting from an individual leaving an employer to study or undertake research activities.
22	<b>Deceased</b> -- Separation resulting from the death of an individual.
23	<b>Purchased Services</b> -- An individual who is employed on the basis of a contract that is not a regular school district or BOCES contract. (Contracts must be submitted for prior approval for special education federal funds).
25	<b>Intern</b> --An individual who is employed for less than a year and/or is earning less than the standard salary for the position.
24	<b>Other</b> (not listed above)

These codes will no longer be valid:

01	<del><b>Active Employment</b>—An individual who is employed by the school district.</del>
02	<del><b>On Leave and Not Replaced</b>—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.</del>
03	<del><b>On Leave and Replaced</b>—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</del>



# 2014-2015 Staff Interchange – Staff Assignment Association

	<del>active employment status.</del>
<del>04</del>	<del>Purchased Services—An individual who is employed on the basis of a contract that is not a regular school district or BOCES contract. (Contracts must be submitted for prior approval for special education federal funds).</del>
<del>05</del>	<del>Summer Active Employment—An individual who is employed by the school district for the Summer.</del>
<del>06</del>	<del>Summer Purchased Services—An individual who is employed on a separate contract for the summer if the contract is not used for all regular school district or BOCES summer school personnel.</del>
<del>08</del>	<del>Intern—An individual who is employed for less than a year and/or is earning less than the standard salary for the position.</del>
<del>09</del>	<del>Sunset Employment—Individuals hired by the district and funded through "Bond Money" for specific projects that have a defined termination point (e.g., architects, construction workers, etc.).</del>
<del>10</del>	<del>Additional Pay/Additional Duties—A district employee who has an additional contract. This includes additional pay received beyond the person's regular contract or addendum to his/her contract.</del>

**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.)

**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.



# 2014-2015 Staff Interchange – Staff Assignment Association

**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 or to assist a teacher.

0000	N/A
0010	General Elementary Education
0015	General 7th / 8th Grade
0040	General Pre-School Education
0070	CSAP- A Exclusively
0100	Agriculture
0110	Agriculture Cluster
0120	Agriculture Production
0130	Agriculture Supplies/Services
0140	Agriculture Mechanics
0150	Agriculture Products
0160	Ornamental Horticulture
0170	Agriculture Resources
0180	Forestry
0190	Other Agriculture
0200	Art
0210	Art History and Theory

0220	Design
0230	Crafts
0240	Drawing
0250	Painting
0260	Photography and Related Media
0270	Printing
0280	Sculpture
0290	Other Art
0300	Business
0310	Accounting
0320	Bookkeeping
0330	Fundamentals of Business (1)
0340	Fundamentals of Business (2)
0350	Shorthand
0360	Typing/Keyboarding
0390	Other Business Courses
0400	Distributive/Marketing Education
0500	English Language Arts



# 2014-2015 Staff Interchange – Staff Assignment Association

0510	Language Skills
0520	Linguistics
0530	Literature
0540	Composition
0550	Speech
0560	Dramatic Arts
0590	Other English Language Arts
0600	Foreign Languages
0610	Classical Languages
0620	Modern Foreign Languages
0630	Humanities
0690	Other Foreign Languages
0700	Health Occupations Education
0710	Health Occupations Cluster
0720	Dental
0730	Medical Laboratory Technology
0740	Nursing
0750	Rehabilitation
0760	Miscellaneous Health Occupations
0790	Other Health Occupations

0800	Physical Curriculum
0810	Health Education
0820	Safety
0830	Physical Education
0840	Recreation
0850	Driver Education
0860	Safety Education
0890	Other Physical Curriculum
0900	Family and Consumer Education
0910	Home Economics Cluster
0920	Home Economics, Family Focus
0930	Occupational Preparation
0990	Other Family & Consumer Education
1000	Industrial Arts/Technology Education
1010	Construction
1020	Industrial Arts/Crafts
1030	Drafting
1040	Electricity/Electronics
1050	Manufacturing
1060	Metals, Plastics, and Woods





# 2014-2015 Staff Interchange – Staff Assignment Association

1070	Power/Automotive Mechanics
1080	Trade and Industry Occupations
1090	Other Industrial Arts/Technology Education
1100	Mathematics
1110	Algebra
1120	Applied Mathematics
1130	Calculus
1140	Computer Mathematics
1150	General Mathematics
1160	Geometry
1170	Probability and Statistics
1180	Trigonometry
1190	Other Mathematics
1200	Music
1210	General Music
1220	Music Literature and History
1230	Music Theory
1240	Vocal Music
1250	Instrumental Music
1260	Rhythm and Body Movement

1270	Humanities
1290	Other Music
1300	Natural Science
1310	General Science
1320	Biological Science
1330	Physical Science
1340	Earth/Space Science
1390	Other Sciences
1400	Office Occupations
1500	Social Sciences
1510	Anthropology/Sociology
1520	Area Studies
1530	Economics
1540	Geography
1550	History
1560	Philosophy
1570	Political Science
1580	Psychology
1590	Other Social Sciences
1600	Technical Education/Computer Technology



# 2014-2015 Staff Interchange – Staff Assignment Association

1610	Computer Applications
1620	Computer Systems
1630	Computer Programming
1640	Computer Servicing/Repairs
1690	Other Technical Education/Computer Technology
1700	Special Education
1710	Physical Disability
1720	Vision Disability
1730	Hearing Disability
1740	Significant Limited Intellectual Capacity
1750	Significant Identifiable Emotional Disability
1760	Specific Learning Disability

1770	Speech or Language Impairment
1771	Speech Pathology Services
1780	Multiple Disabilities
1791	Preschooler Child With a Disability
1792	Infant/Toddler With a Disability
1799	Other Disabilities
1810	For Females
1840	For Males
1870	Coeducational Sports
1900	Co-Curricular Activities- Nonathletic
2000	Study Hall

**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, 415, 416, 417, 420).

<b>0000</b>	<b>N/A</b>	Not Applicable for the Job Classification Assignment
<b>0001</b>	<b>Regular education</b>	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.



# 2014-2015 Staff Interchange – Staff Assignment Association

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. Primary Disability Changes 2012-2013 (For further information on eligibility categories please refer to: <a href="https://cdeapps.cde.state.co.us/spe_disability_statutory_changes.pdf">https://cdeapps.cde.state.co.us/spe_disability_statutory_changes.pdf</a> )
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.
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.
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.



# 2014-2015 Staff Interchange – Staff Assignment Association

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.
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.
0008	Indian education	A program of instruction and services for those children who are American Indian or Alaskan natives.
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.
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.
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.
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).



# 2014-2015 Staff Interchange – Staff Assignment Association

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 cocurricular 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.
0014	Athletics	School-sponsored activities, under the guidance and supervision of school staff, that provide opportunities for students to pursue various aspects of physical education.
0015	Adult/continuing education (Programs for students under age 21)	A program of instruction provided for youth under the age of 21, including a GED program.
0016	Community/Junior college education program (Students under age 21)	Postsecondary instructional programs for youth under age 21.
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.



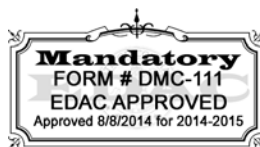
# 2014-2015 Staff Interchange – Staff Assignment Association

0018	<b>Substance abuse education/prevention</b>	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.
0019	<b>Student attendance/retention</b>	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.
0020	<b>Extended day/child care services</b>	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.
0021	<b>Counseling services</b>	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.
0022	<b>Immigrant education</b>	A program of instruction and services designed and implemented especially for those children who have immigrated to the United States.
0023	<b>College preparatory</b>	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.
0024	<b>International Baccalaureate</b>	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.



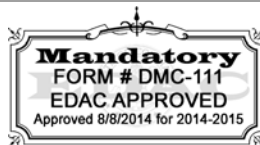
# 2014-2015 Staff Interchange – Staff Assignment Association

0025	<b>Magnet/Special Program Emphasis</b>	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).
0026	<b>Alternative education</b>	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.
0027	<b>Library/media services</b>	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.
0028	<b>Health services</b>	A program that provides physical and mental health services which are not direct instruction, including medical, dental, and nursing services provided for students.
0029	<b>Remedial education</b>	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.
0030	<b>0030 - School-To-Career Program</b>	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.



# 2014-2015 Staff Interchange – Staff Assignment Association

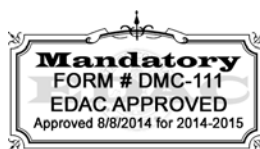
0031	<b>Service Learning</b>	A program that is designed to help students develop a deeper understanding of academic subjects through participation in meaningful service to their school or community.
0032	<b>Home/Hospital Instruction</b>	Programs that provide itinerant instructional services for students 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.
0033	<b>Special Education and Transitional Services for Youth with Disabilities</b>	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.
0034	<b>Infant Services (Birth to age 3)</b>	Programs for individuals from birth through age two who need early intervention services.
0035	<b>Early Childhood/Prekindergarten</b>	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.
0036	<b>Kindergarten</b>	A schooling level that provides educational experiences for children in the year immediately preceding the first grade.
0037	<b>Specialty Teacher</b>	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.
0038	<b>Online Program</b>	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.
0039	<b>Coordinated Early Intervening Services (CEIS)</b>	A service provided to K-12 students (emphasis on students in K-3) who are <u>not</u> 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





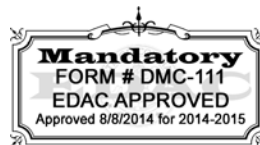
# 2014-2015 Staff Interchange – Staff Assignment Association

		literacy instruction.
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.
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.)
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.)
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.)
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. )
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.)



# 2014-2015 Staff Interchange – Staff Assignment Association

1022	<b>Supplement for Immigrant Education</b>	Supplemental for Immigrant Education (A program of instruction and services designed and implemented especially for those children who have immigrated to the United States.)
1029	<b>Supplement for Remedial Education</b>	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.)
2300	<b>Support Services - General Administration</b>	Activities concerned with establishing and administering policy for operating the school district.
2400	<b>Support Services - School Administration</b>	Activities concerned with overall administrative responsibility for a school, or a combination of schools.
2410	<b>Superintendent Serves as Principal</b>	Superintendent/Principal activities concerned with overall administrative responsibility for a school, or a combination of schools.
2500	<b>Business support services</b>	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.
2600	<b>Operation and maintenance of plant services</b>	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.
2700	<b>Student transportation services</b>	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.
2800	<b>Central support services</b>	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.



# 2014-2015 Staff Interchange – Staff Assignment Association

<b>3100</b>	<b>Food Services operations</b>	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.
<b>3410</b>	<b>Adult Basic Education</b>	Instructional programs for adult students over age 21.
<b>3420</b>	<b>Vocational Education</b>	Instructional programs for adult students over age 21.

**Grant/Project Funding Source** - Use grant/project numbers listed in the new financial Chart of Accounts. Please use code 4010 for all Title I teachers. For Coordinated Early Intervening Services, use code 8027.

**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.)

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

<b>0</b>	<b>No</b>
<b>1</b>	<b>Yes</b>

**Grade Level – Pre-Kindergarten** - Indicator if the staff instructed Pre-Kindergarten as part of this assignment.

<b>0</b>	<b>No</b>
<b>1</b>	<b>Yes</b>



# 2014-2015 Staff Interchange – Staff Assignment Association

**Grade Level - Kindergarten -** Indicator if the staff instructed Kindergarten as part of this assignment.

0	No
1	Yes

**Grade Level - 1st** - Indicator if the staff instructed 1st grade as part of this assignment.

0	No
1	Yes

**Grade Level - 2nd** - Indicator if the staff instructed 2nd grade as part of this assignment.

0	No
1	Yes

**Grade Level - 3rd** - Indicator if the staff instructed 3rd grade as part of this assignment.

0	No
1	Yes



# 2014-2015 Staff Interchange – Staff Assignment Association

**Grade Level - 4th** - Indicator if the staff instructed 4th grade as part of this assignment.

<b>0</b>	<b>No</b>
<b>1</b>	<b>Yes</b>

**Grade Level - 5th** - Indicator if the staff instructed 5th grade as part of this assignment.

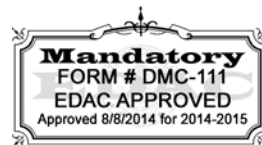
<b>0</b>	<b>No</b>
<b>1</b>	<b>Yes</b>

**Grade Level - 6th** - Indicator if the staff instructed 6th grade as part of this assignment.

<b>0</b>	<b>No</b>
<b>1</b>	<b>Yes</b>

**Grade Level - 7th** - Indicator if the staff instructed 7th grade as part of this assignment.

<b>0</b>	<b>No</b>
<b>1</b>	<b>Yes</b>



# 2014-2015 Staff Interchange – Staff Assignment Association

**Grade Level - 8th** - Indicator if the staff instructed 8th grade as part of this assignment.

<b>0</b>	<b>No</b>
<b>1</b>	<b>Yes</b>

**Grade Level - 9th** - Indicator if the staff instructed 9th grade as part of this assignment.

<b>0</b>	<b>No</b>
<b>1</b>	<b>Yes</b>

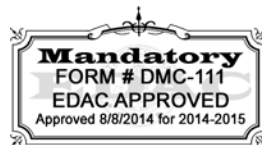
**Grade Level - 10th** - Indicator if the staff instructed 10th grade as part of this assignment.

<b>0</b>	<b>No</b>
<b>1</b>	<b>Yes</b>

**Grade Level - 11th** - Indicator if the staff instructed 11th grade as part of this assignment.

<b>0</b>	<b>No</b>
<b>1</b>	<b>Yes</b>

**Grade Level - 12th** - Indicator if the staff instructed 12th grade as part of this assignment.



# 2014-2015 Staff Interchange – Staff Assignment Association

0	No
1	Yes

**24 Semester Hours of Content Coursework/Passed Approved Core Content Test In Teaching Area** - Teachers (job class codes 201-206) who have 24 semester hours of content in the area in which they are teaching **OR** have passed a Colorado approved core content test in the area in which they are teaching.

0	No
1	Yes

**Number of Classes Taught in Subject** - Provide the number of classes/sections each teacher 7th grade or higher (job class codes 201-206) teaches in the one week period of December 1st. This is required if the teacher is teaching in one of the core academic subject areas (Teaching Subject Areas of Art 0200-0299, English Language Arts 0500-0599, Foreign Languages 0600-0699, Mathematics 1100-1199, Music 1200-1299, Natural Science 1300-1399, and Social Sciences 1500-1599.)

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.



# 2014-2015 Staff Interchange – Staff Assignment Association

Note: **DO NOT** take the number of classes taught in a day (5) and multiply by the five days of the week for 25 classes taught! This would only apply if the teacher had a different set of students each day in each class (25 different groups of students).

**Passed HOUSSE (High Objective Uniform State Standard of Evaluation) Provision** - indicates if district has utilized one of the HOUSSE provisions (eligibility criteria applies) to satisfy the subject matter competency requirement for the teacher to meet Highly Qualified requirements. To be considered eligible, a teacher must have had a teaching license on or prior to July 1<sup>st</sup> 2006. HOUSSE rubrics, which must be completed and maintained by the district, can be found at: [http://www.cde.state.co.us/fedprograms/tii/a\\_hqt\\_genresforhqt.asp](http://www.cde.state.co.us/fedprograms/tii/a_hqt_genresforhqt.asp)

<b>0</b>	<b>Not Applicable</b>	
<b>1</b>	<b>Veteran Elementary Teacher</b>	Indicates teacher passes the rubric for veteran elementary teachers.
<b>2</b>	<b>Multi-Subject Special Education Teacher</b>	Indicates teacher passes the rubric for multi-subject special education teachers.
<b>3</b>	<b>Multi-Subject Rural Teacher</b>	Indicates teacher passes the rubric for multi-subject rural teachers. District must also be eligible under the SRSA program. Eligibility list is found at: <a href="http://www2.ed.gov/programs/reapsrsa/eligibility.html">http://www2.ed.gov/programs/reapsrsa/eligibility.html</a>

**Highly Qualified for Assignment** - Indicates whether the K-12 core content teacher is HQ for the indicated assignment. Core content subject areas are: 0010 (general elementary education), 0015 (general 7<sup>th</sup>/8<sup>th</sup> grade), 0070 (CSAP-A Exclusively), 0200-0299 (Art), 0500-0599 (English Language Arts), 0600-0699 (Foreign





# 2014-2015 Staff Interchange – Staff Assignment Association

Languages), 1100-1199 (Mathematics), 1200-1299 (Music), 1300-1399 (Natural Sciences), 1500-1599 (Social Sciences), and for K-6<sup>th</sup> grades subject area 1700-1799 (Special Education). Guidelines for determining Highly Qualified status can be found at: [http://www.cde.state.co.us/fedprograms/tii/a\\_hqt](http://www.cde.state.co.us/fedprograms/tii/a_hqt).

<b>0</b>	<b>No (Not Highly Qualified in Assignment)</b>
<b>1</b>	<b>Yes (Highly Qualified in Assignment)</b>
<b>2</b>	<b>N/A</b>

## Document Changes

Date	Description of change	Reason for change	Elements affected
3-14-14	Updated codes for employment status	Combined employment status and reason for leaving from staff profile to capture required information	Employment Status Code
6-20-14	Added HOUSSE and Highly Qualified Teacher Indicator fields	To remove the HQOS (highly qualified online system) process.	File layout is changed.
6-20-14	Added Intern category to Employment Status Codes	Necessary for special education December Count snapshot.	Employment Status Code
7-01-14	Updated 24 semester hours field to also capture passed core	Updated to assist with HQ determinations	24 Semester Hours of Content Coursework/Passed Approved Core



# 2014-2015 Staff Interchange – Staff Assignment Association

	content area		Content Test In Teaching Area
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