

2015-2016 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) 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 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 'Ending (end) Date at School District'.







- Indicates Primary Key

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

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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	Additional 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
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

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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
Passed NCLB HQ Approved Elementary Or Early Childhood Core Content Test *	1	165	165	38	AL2	0	yes-1 or no-0
24 Semester Hours of Secondary Core Content Coursework *	1	166	166	39	AM2	0	yes-1 or no-0
Passed Approved Secondary Core Content Test In Teaching Area *	1	167	167	40	AN2	0	yes-1 or no-0
Number of Classes Taught in Subject *	2	168	169	41	AO2	7	Required for ALL teachers
Passed HOUSSE Provision	1	170	170	42	AP2	2	Required for core content teachers
Highly Qualified for Assignment	1	171	171	43	AQ2	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/2015-16_au_and_district_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_codes.

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

0	No - General Education
1	Yes - Special Education

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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.

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
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

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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

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
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

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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
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

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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
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

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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

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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
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

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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 (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	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

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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
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

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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
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
337	Grant Developer	Expands opportunities to obtain funds from outside parties in exchange for completion of a task.	Special Education Assignment Flag = 0

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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
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
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, 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

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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
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

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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			
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

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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
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

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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
413	Speech-Language Paraprofessional	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	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
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

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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	Brailist	The Brailist is responsible for competently transcribing and preparing Braille materials using the braillewriter, computer software, and other means of technology. In addition the Brailist 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
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

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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
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
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

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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. Even Start, GED).	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
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

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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
616	Freight, Stock, and Materials Handler	Loads, unloads, and moves stock, and other materials.	Special Education Assignment Flag = 0

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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

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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
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. *Formatted as MMDDYYYY*

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

Notes:

- *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 = 10 (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.
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.
16	On leave -- Temporary separation due to personal or professional 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. (Contracts must be submitted for prior approval for special education federal funds).

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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.
24	Other (not listed)

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.

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 teacher (jobclass codes between 201 and 206).

0000	N/A	Special Education Assignment Flag=0 or 1
0010	General Elementary Education	Special Education Assignment Flag=0 or 1

0015	General 7th / 8th Grade (3 or more core content areas in a 7th and or 8th grade classroom)	Special Education Assignment Flag=0 or 1
0040	General Pre-School Education	Special Education Assignment Flag=0

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0070	CoAlt Exclusively (for special education teachers, jobclass code 202, only)	Special Education Assignment Flag = 1
0100	Agriculture	Special Education Assignment Flag = 0
0110	Agriculture Cluster	Special Education Assignment Flag = 0
0120	Agriculture Production	Special Education Assignment Flag = 0
0130	Agriculture Supplies/Services	Special Education Assignment Flag = 0
0140	Agriculture Mechanics	Special Education Assignment Flag = 0
0150	Agriculture Products	Special Education Assignment Flag = 0
0160	Ornamental Horticulture	Special Education Assignment Flag = 0
0170	Agriculture Resources	Special Education Assignment Flag = 0
0180	Forestry	Special Education Assignment Flag = 0
0190	Other Agriculture	Special Education Assignment Flag = 0
0200	Art	Special Education Assignment Flag = 0 or 1
0210	Art History and Theory	Special Education Assignment Flag = 0 or 1
0220	Design	Special Education Assignment Flag = 0 or 1
0230	Crafts	Special Education Assignment Flag = 0 or 1

0240	Drawing	Special Education Assignment Flag = 0 or 1
0250	Painting	Special Education Assignment Flag = 0 or 1
0260	Photography and Related Media	Special Education Assignment Flag = 0 or 1
0270	Printing	Special Education Assignment Flag = 0 or 1
0280	Sculpture	Special Education Assignment Flag = 0 or 1
0290	Other Art	Special Education Assignment Flag = 0 or 1
0300	Business	Special Education Assignment Flag = 0
0310	Accounting	Special Education Assignment Flag = 0
0320	Bookkeeping	Special Education Assignment Flag = 0
0330	Fundamentals of Business (1)	Special Education Assignment Flag = 0
0340	Fundamentals of Business (2)	Special Education Assignment Flag = 0
0350	Shorthand	Special Education Assignment Flag = 0
0360	Typing/Keyboarding	Special Education Assignment Flag = 0
0390	Other Business Courses	Special Education Assignment Flag = 0
0400	Distributive/Marketing Education	Special Education Assignment Flag = 0

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0500	English Language Arts	Special Education Assignment Flag=0 or 1
0510	Language Skills	Special Education Assignment Flag=0 or 1
0520	Linguistics	Special Education Assignment Flag=0 or 1
0530	Literature	Special Education Assignment Flag=0 or 1
0540	Composition	Special Education Assignment Flag=0 or 1
0550	Speech	Special Education Assignment Flag=0 or 1
0560	Dramatic Arts	Special Education Assignment Flag=0 or 1
0590	Other English Language Arts	Special Education Assignment Flag=0 or 1
0600	Foreign Languages	Special Education Assignment Flag=0 or 1
0610	Classical Languages	Special Education Assignment Flag=0 or 1
0620	Modern Foreign Languages	Special Education Assignment Flag=0 or 1
0630	Humanities	Special Education Assignment Flag=0 or 1
0690	Other Foreign Languages	Special Education Assignment Flag=0 or 1
0700	Health Occupations Education	Special Education Assignment Flag=0
0710	Health Occupations Cluster	Special Education Assignment Flag=0

0720	Dental	Special Education Assignment Flag=0
0730	Medical Laboratory Technology	Special Education Assignment Flag=0
0740	Nursing	Special Education Assignment Flag=0
0750	Rehabilitation	Special Education Assignment Flag=0
0760	Miscellaneous Health Occupations	Special Education Assignment Flag=0
0790	Other Health Occupations	Special Education Assignment Flag=0
0800	Physical Curriculum	Special Education Assignment Flag=0 or 1
0810	Health Education	Special Education Assignment Flag=0 or 1
0820	Safety	Special Education Assignment Flag=0 or 1
0830	Physical Education	Special Education Assignment Flag=0 or 1
0840	Recreation	Special Education Assignment Flag=0 or 1
0850	Driver Education	Special Education Assignment Flag=0 or 1
0860	Safety Education	Special Education Assignment Flag=0 or 1
0890	Other Physical Curriculum	Special Education Assignment Flag=0 or 1
0900	Family and Consumer Education	Special Education Assignment Flag=0 or 1

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0910	Home Economics Cluster	Special Education Assignment Flag=0 or 1
0920	Home Economics, Family Focus	Special Education Assignment Flag=0 or 1
0930	Occupational Preparation	Special Education Assignment Flag=0 or 1
0990	Other Family & Consumer Education	Special Education Assignment Flag=0 or 1
1000	Industrial Arts/Technology Education	Special Education Assignment Flag=0 or 1
1010	Construction	Special Education Assignment Flag=0 or 1
1020	Industrial Arts/Crafts	Special Education Assignment Flag=0 or 1
1030	Drafting	Special Education Assignment Flag=0 or 1
1040	Electricity/Electronics	Special Education Assignment Flag=0 or 1
1050	Manufacturing	Special Education Assignment Flag=0 or 1
1060	Metals, Plastics, and Woods	Special Education Assignment Flag=0 or 1
1070	Power/Automotive Mechanics	Special Education Assignment Flag=0 or 1
1080	Trade and Industry Occupations	Special Education Assignment Flag=0 or 1
1090	Other Industrial Arts/Technology Education	Special Education Assignment Flag=0 or 1
1100	Mathematics	Special Education Assignment Flag=0 or 1

1110	Algebra	Special Education Assignment Flag=0 or 1
1120	Applied Mathematics	Special Education Assignment Flag=0 or 1
1130	Calculus	Special Education Assignment Flag=0 or 1
1140	Computer Mathematics	Special Education Assignment Flag=0 or 1
1150	General Mathematics	Special Education Assignment Flag=0 or 1
1160	Geometry	Special Education Assignment Flag=0 or 1
1170	Probability and Statistics	Special Education Assignment Flag=0 or 1
1180	Trigonometry	Special Education Assignment Flag=0 or 1
1190	Other Mathematics	Special Education Assignment Flag=0 or 1
1200	Music	Special Education Assignment Flag=0 or 1
1210	General Music	Special Education Assignment Flag=0 or 1
1220	Music Literature and History	Special Education Assignment Flag=0 or 1
1230	Music Theory	Special Education Assignment Flag=0 or 1
1240	Vocal Music	Special Education Assignment Flag=0 or 1
1250	Instrumental Music	Special Education Assignment Flag=0 or 1

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1260	Rhythm and Body Movement	Special Education Assignment Flag=0 or 1
1270	Humanities	Special Education Assignment Flag=0 or 1
1290	Other Music	Special Education Assignment Flag=0 or 1
1300	Natural Science	Special Education Assignment Flag=0 or 1
1310	General Science	Special Education Assignment Flag=0 or 1
1320	Biological Science	Special Education Assignment Flag=0 or 1
1330	Physical Science	Special Education Assignment Flag=0 or 1
1340	Earth/Space Science	Special Education Assignment Flag=0 or 1
1390	Other Sciences	Special Education Assignment Flag=0 or 1
1400	Office Occupations	Special Education Assignment Flag=0
1500	Social Sciences	Special Education Assignment Flag=0 or 1
1510	Anthropology/Sociology	Special Education Assignment Flag=0 or 1
1520	Area Studies	Special Education Assignment Flag=0 or 1
1530	Economics	Special Education Assignment Flag=0 or 1
1540	Geography	Special Education Assignment Flag=0 or 1

1550	History	Special Education Assignment Flag=0 or 1
1560	Philosophy	Special Education Assignment Flag=0 or 1
1570	Political Science	Special Education Assignment Flag=0 or 1
1580	Psychology	Special Education Assignment Flag=0 or 1
1590	Other Social Sciences	Special Education Assignment Flag=0 or 1
1600	Technical Education/Computer Technology	Special Education Assignment Flag=0
1610	Computer Applications	Special Education Assignment Flag=0
1620	Computer Systems	Special Education Assignment Flag=0
1630	Computer Programming	Special Education Assignment Flag=0
1640	Computer Servicing/Repairs	Special Education Assignment Flag=0
1690	Other Technical Education/Computer Technology	Special Education Assignment Flag=0
1700	Special Education	Special Education Assignment Flag=1
1710	Physical Disability	Special Education Assignment Flag=1
1720	Vision Disability	Special Education Assignment Flag=1
1730	Hearing Disability	Special Education Assignment Flag=1

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1740	Significant Limited Intellectual Capacity	Special Education Assignment Flag = 1
1750	Significant Identifiable Emotional Disability	Special Education Assignment Flag = 1
1760	Specific Learning Disability	Special Education Assignment Flag = 1
1770	Speech or Language Impairment	Special Education Assignment Flag = 1
1771	Speech Pathology Services	Special Education Assignment Flag = 1
1780	Multiple Disabilities	Special Education Assignment Flag = 1
1791	Developmental Delay	Special Education Assignment Flag = 1

1792	Infant/Toddler With a Disability	Special Education Assignment Flag = 1
1799	Other Disabilities	Special Education Assignment Flag = 1
1810	For Females	Special Education Assignment Flag = 0
1840	For Males	Special Education Assignment Flag = 0
1870	Coeducational Sports	Special Education Assignment Flag = 0
1900	Co-Curricular Activities-Nonathletic	Special Education Assignment Flag = 0
2000	Study Hall	Special Education Assignment Flag = 0

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

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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: https://cdeapps.cde.state.co.us/spe_disability_statutory_changes.pdf)	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
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

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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
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

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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 GED 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
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

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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. <i>For special education teachers only.</i>	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

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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
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

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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
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

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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
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 - Use grant/project numbers listed in the new financial Chart of Accounts: <http://www.cde.state.co.us/cdefinance/sfcoa>. 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.)

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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.

0	No
1	Yes

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

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

0	No
1	Yes

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

0	No
1	Yes

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

0	No
1	Yes

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

0	No
1	Yes

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

0	No
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1	Yes
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Grade Level - 8th - Indicator if the staff instructed 8th grade as part of this assignment.

0	No
1	Yes

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

0	No
1	Yes

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

0	No
1	Yes

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

0	No
1	Yes

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

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0	No
1	Yes

Passed NCLB HQ Approved Elementary Or Early Childhood Core Content Test – Elementary teachers (job class codes 201-206) teaching General Elementary (0010), Middle School Self Contained Classrooms (0015), General Pre-School Education (0040), CoAlt (0070), who have passed either a Elementary or Early Childhood Core Content Test. For acceptable tests, please refer to Approved Tests for Elementary Teachers at http://www.cde.state.co.us/fedprograms/tii/a_hgt under the heading 'Resources for Demonstrating Subject Matter Competency'.

1	Yes (test was taken and passed)
0	No (test was either taken and not passed, or was not taken)

24 Semester Hours of Secondary Core Content Coursework - Secondary Teachers (job class codes 201-206) who have 24 semester hours of content in the area in which they are teaching.

0	No
1	Yes

Passed Approved Secondary Core Content Test In Teaching Area - Secondary Teachers (job class codes 201-206) who have passed a Colorado approved core content test in the area in which they are teaching.

0	No
1	Yes

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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 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.

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 1st 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

0	Not Applicable	
1	Veteran Elementary Teacher	Indicates teacher passes the rubric for veteran elementary teachers.

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2	Multi-Subject Special Education Teacher	Indicates teacher passes the rubric for multi-subject special education teachers.
3	Multi-Subject Rural Teacher	Indicates teacher passes the rubric for multi-subject rural teachers. District must also be eligible under the SRSA program. Eligibility list is found at: http://www2.ed.gov/programs/reapsrsa/eligibility.html

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 7th/8th grade), 0070 (CSAP-A Exclusively), 0200-0299 (Art), 0500-0599 (English Language Arts), 0600-0699 (Foreign Languages), 1100-1199 (Mathematics), 1200-1299 (Music), 1300-1399 (Natural Sciences), 1500-1599 (Social Sciences), and for K-6th 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.

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

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Document Changes

Date	Description of change	Reason for change	Elements affected
3-9-15	Split 24 semester hours field/passed core content area into 2 fields	Better clarification of HQ determination	24 Semester Hours of Secondary Core Content Coursework and Passed Approved Secondary Core Content Test In Teaching Area
3-9-15	Clarifications for employment status codes	Better clarifying codes for employees on leave and for active employee, caused confusion in prior year.	Employment Status Codes
3-13-15	Added field 'Passed NCLB HQ Approved Elementary Or Early Childhood Core Content Test'	Data field was reported in the staff profile file and caused confusion in prior years as it pertains to the elementary assignment for the staff record.	File layout
8-6-15	Clarification for Number of Classes Taught	To meet federal reporting requirements, it is best for districts to provide the number of classes each teacher is teaching.	Number of Classes Taught
10-2-2015	Added examples for Number of Classes Taught field	Additional clarification needed	Number of Classes Taught

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