



Staff Assignment Coding Guide

Staff Assignment, coding guidance for Title I, Multilingual Services, and Gifted and Talented assignments.

Title I

Coding should be aligned with the Function Code, Salary Position and Quantity/FTE that was submitted in the ESEA Consolidated Application. CDE recommends the Data Respondent collaborates with the LEA's Federal Programs Consolidated Application Coordinator to code Title I staff assignments in Title I schools.

Schoolwide and/or Targeted Assistance Title I School

Title I funds are being used for the position's entire salary

Example: LEA is using Title I funds to pay for the entire salary of a reading interventionist. Reading interventionist's total salary is \$50,000 and they work 8 hours per day for 180 contract days. Due to the position being entirely funded with Title I, CDE would expect to see one record as outlined below.

Coding: 222 Reading Interventionist, \$50,0000 base salary, 8 hours per day (0800), 180 contract days (0180), and Federal funding source (03, Title I, Part A).

Title I funds are being used for a portion of the position's salary

Example: LEA is using Title I funds to pay for 10% of the salary of a reading interventionist. Reading interventionist's total salary is \$50,000 and they work 8 hours per day for 180 contract days. Due to the position being partially funded with Title I, CDE would expect to see separate records for each funding source as outlined below.

Coding for non-Title I portion of assignment (90%): 222 Reading Interventionist, \$45,000 base salary, 7.2 hours per day (based on 8-hour day), corresponding non-Title I funding source code according to assignment (either 01 State/Local funding source or 02 Federal funding source other than Title I).

Coding for Title I portion of assignment (10%): 222 Reading Interventionist, \$5,000 base salary, .8 hours per day (based on 8-hour day), 03 Federal funding source (Title I, Part A).

Title I funds are not being used for the position's salary

Example: LEA is not using Title I funds to pay for any of the salary of a reading interventionist. Reading Interventionist's total salary is \$50,000 and they work 8 hours per day for 180 contract days.

Coding: 222 Reading Interventionist job code, \$50,0000 base salary, 8 hours per day, either 01 State/Local funding source or 02 Federal funding source other than Title I.

Consolidated Schoolwide Title I School

Determine the portion of the LEA's budget that is Title I funded. LEAs should follow the same guidance detailed under the Schoolwide and/or Targeted Assistance Title I Schools section above, but split records to represent the proportions of Title I and non-Title I funding in the school's budget (either per staff member or by number of staff).



Job Codes

A description of the specific group of duties and responsibilities of an assignment. Job Codes mentioned in coding above. A complete list of all job codes can be found, starting on page 6 of the [staff assignment file layout](#)

CLASSROOM INSTRUCTION

Job Code	Job Code Name	Job Description	Staff	Funding Source
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	01 State/Local Funding Source Or 02 Federal Funding Source
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.	Special Education Assignment Flag = 0	01 State/Local Funding Source Or 02 Federal Funding Source Or 03 Federal funding source (Title 1, Part A) Use when grant code is 4010
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	03 Federal funding source (Title 1, Part A) Use when grant code is 4010
222	Reading Interventionist	Teachers who conduct assessments and provide consultative or direct services (interventions and instruction) in the area of reading to meet the individual needs of students through the use of evidence-based practices to improve reading achievement.	Special Education Assignment Flag = 0 or 1	01 State/Local Funding Source Or 02 Federal Funding Source Or 03 Federal funding source (Title 1, Part A) Use when grant code is 4010



Job Code	Job Code Name	Job Description	Staff	Funding Source
223	Math Interventionist	Teachers who conduct assessments and provide consultative or direct services (interventions and instruction) in the area of mathematics to meet the individual needs of students through the use of evidence-based practices to improve mathematics achievement.	Special Education Assignment Flag = 0 or 1	01 State/Local Funding Source Or 02 Federal Funding Source Or 03 Federal funding source (Title 1, Part A) Use when grant code is 4010

PARAPROFESSIONALS

Performing activities supporting professional - instructional individuals or functions of an organization; may support areas outside the traditional classroom (e.g., bus monitor).

Job Code	Job Code Name	Job Description	Staff	Funding Source
415	Teaching Assistant, Regular Education	Performs the day-to-day activities of teaching students while under the supervision of a teacher. The teaching assistant does not make diagnostic or long-term evaluative decisions regarding students. This includes individuals who may or may not be certified and may include associate degree level preschool classroom instructors.	Special Education Assignment Flag = 0	01 State/Local Funding Source Or 02 Federal Funding Source
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.	Special Education Assignment Flag = 1	01 State/Local Funding Source Or 02 Federal Funding Source
419	Teaching Assistant, Title I	Performs the day-to-day activities of teaching at-risk students while under the supervision of a teacher. The teaching assistant does not make diagnostic or long-term evaluative decisions regarding at-risk students. This includes individuals who may or may not be certified but must have completed at least two years of formal education preparation for teaching or the equivalent in experience or training.	Special Education Assignment Flag = 0	01 State/Local Funding Source Or 02 Federal Funding Source Or 03 Federal funding source (Title 1, Part A) Use when grant code is 4010



Funding Source

Indicate whether this staff member is funded by a state/local or federal funding source. Only required for job codes 201 (general education teacher), 202 (special education teacher), 206 (Title I teacher), 222 (reading interventionist), 223 (math interventionist), 415 (general education teaching assistant), 416 (special education teaching assistant) and 419 (Title I teaching assistant). The complete list of funding sources found in the [staff assignment file layout](#)

Code	Code Description	Special Education Flag Code
01	State/Local funding source (includes all state or local funds) Use when grant code is 0001-3999	Special Education Assignment Flag = 0 or 1
02	Federal funding source (Federal funds other than Title 1) Use when grant code is 4000-4009 and 4011-9999	Special Education Assignment Flag = 0 or 1
03	Federal funding source (Title 1, Part A) Use when grant code is 4010	Special Education Assignment Flag = 0 or 1

Admin/Instructional Areas

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). Admin/Instructional areas mentioned in coding above. A complete list of all admin/instructional areas can be found, starting on page 27 of the [staff assignment file layout](#)

Multilingual Services

Students who have been identified as Multilingual Learners, either Non-English Proficient (NEP) or Limited-English Proficient (LEP), MUST be provided with some type of language services. (Note: LEAs are not required to test PK students for English skills, however, if an LEA administered local assessment is given and a student is found to be NEP or LEP, services must be provided).

Staff Providing Multilingual Services to Students

Coding: 201 job code, 0050 Language Instruction Education Program Admin/instructional area, salary and hours per day allocated for Multilingual Services assignment

Admin/Instructional Areas

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). Admin/Instructional areas mentioned in coding above. A complete list of all admin/instructional areas can be found, starting on page 27 of the [staff assignment file layout](#)

Admin Instructional Area	Area Name	Administrator/Instructional Area Description	Special Education Flag Code
0050	Language Instruction Education Program (LIEP)	A program of instruction and services that is used to educate a student who is an English learner, including the following types of programs: English as a Second Language (ESL) or English Language Development (ELD); Dual Language or Two-way Immersion; Transitional Bilingual Education or Early-Exit Bilingual Education; Content Classes with integrated ESL Support; Newcomer programs; Other as reported for students in the Student Demographics Interchange file.	Special Education Assignment Flag = 0

Gifted and Talented

Students who have been formally identified as gifted using administrative unit-wide procedures aligned with CDE guidelines. The Exceptional Children's Education Act (ECEA [1 CCR 301-8]) requires all administrative units in Colorado to identify and serve students whose aptitude or competence in abilities, talents, and potential for accomplishment in one or more domains are so exceptional or developmentally advanced that they require special provisions to meet their educational programming needs.

Staff Providing Gifted and Talented Services to Students

Coding: 201 job code, 0012 Admin/instructional area, salary and hours per day allocated for Multilingual Services assignment.

Admin/Instructional Areas

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). Admin/Instructional areas mentioned in coding above. A complete list of all admin/instructional areas can be found, starting on page 27 of the [staff assignment file layout](#)

Admin Instructional Area	Area Name	Administrator/Instructional Area Description	Special Education Flag Code
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