



HR Coding Scenario Guide

Colorado Charter School Institute

2021 – 2022

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GENERAL OVERVIEW

CSI developed the following coding scenario document using historical data reported in the Human Resources (HR) collection. The coding combinations listed in the tables below are the most commonly occurring ones for staff reported in the Staff Assignment interchange file of the HR collection.

Schools can use the coding scenario tables below in combination with the 2021-2022 Staff Assignment (SA) file layout (available on the [CSI website](#)) to help determine coding combinations to use in the Staff Assignment file for each staff member record(s). The file layout lists definitions for each of the Job Classification Codes, Teaching Subject Areas, and Administrator/Instructional Area columns in the tables below. The tables are categorized into three main staff type areas: Leadership; Support Staff; and Instructional Staff. Only the most commonly occurring staff roles for CSI are listed. If you cannot find the staff role that you are looking for, then you should check the SA file layout to see if it's listed there.

Grant Project/Funding

Previously, grant funding codes were only required for SPED staff (ex: typically job class code 202, but can be several others if SPED Assignment Flag is set to true) and Title I staff (with job class code 419). Beginning in 2018-2019, schools will need to provide a grant funding code for all non-SPED staff with job class codes of 201 (general education teacher), 206 (Title I teacher), 222 (reading interventionist), 223 (math interventionists), 415 (general education teaching assistant) and 419 (Title I teaching assistant). Allowable grant funding codes are listed in the SA file layout. Grant Code 0000 is not allowed for SPED staff, Title I, nor non-SPED staff with job class codes of 201, 206, 222, 223, 415, and 419.

LEADERSHIP/ADMINISTRATORS

INSTRUCTIONAL LEADERSHIP			
Assignment/Role	Job Classification Code	Teaching Subject Area	Administrator/ Instructional Area
Executive Director/Head of School who supervises a Building Principal	102	0000	2400
Executive Director/Head of School who also is the Building Principal	102	0000	2410
Principal, supervised by Executive Director/Head of School	105	0000	2400
Assistant Principal/Dean	106	0000	2400
Director/Manager of Curriculum/Instruction	107	0000	2200
Instructional Coach/Mentor	218	0000	2200
NON-INSTRUCTIONAL LEADERSHIP			

Assignment/Role	Job Classification Code	Teaching Subject Area	Administrator/ Instructional Area
Director/Manager of Operations	103	0000	2600
Director/Manager of Finance	103	0000	2500
Director/Manager of Transportation	103	0000	2700
Director/Manager of Food Services	103	0000	3100

SUPPORT STAFF

COUNSELING			
Assignment/Role	Job Classification Code	Teaching Subject Area	Administrator/ Instructional Area
Counselor/Advisor	211	0000	0021
Counselor Assistant	406	0000	0021
Counselor/Advisor, Title I funded	211	0000	0009
SPECIALIZED SERVICE PROVIDERS			
Assignment/Role	Job Classification Code	Teaching Subject Area	Administrator/ Instructional Area
School Nurse (RN)	233	0000	0028
Licensed Practical Nurse (LPN)	232	0000	0028
Health Assistant/Tech (assists with health needs and health records as delegated by School Nurse)	409	0000	0028
Occupational Therapist	234	0000	0002
Occupational Therapy Assistant	421	0000	0002
Physical Therapist	235	0000	0002
School Psychologist	236	0000	0002
Social Worker	237	0000	0002
Speech-Language Pathologist	238	0000	0002
Speech-Language Pathology Assistant	239	0000	0002
ADMINISTRATION & COMMUNICATION SUPPORT			
Assignment/Role	Job Classification Code	Teaching Subject Area	Administrator/ Instructional Area
Office Manager/Supervisor	509	0000	2400
Administrative/Executive Assistant	322	0000	2400
General Office/Secretary	506	0000	2400
Registrar	516	0000	2400
Records Clerk/Data Entry	517	0000	2400
Receptionist	511	0000	2400
Attendance Officer	327	0000	0019

Volunteer Coordinator	351	0000	0017
Special Education Coordinator	336	0000	0002
FINANCE			
Assignment/Role	Job Classification Code	Teaching Subject Area	Administrator/ Instructional Area
Accountant	320	0000	2500
Grant Developer	337	0000	2500
Bookkeeping/Accounting/ Auditing/Cashier/Payroll	501	0000	2500
Purchasing Agent	510	0000	2500
HUMAN RESOURCES			
Assignment/Role	Job Classification Code	Teaching Subject Area	Administrator/ Instructional Area
Personnel Officer	344	0000	2400
Human Resources/Personnel	502	0000	2400
INFORMATION TECHNOLOGY & LIBRARY			
Assignment/Role	Job Classification Code	Teaching Subject Area	Administrator/ Instructional Area
System Support - maintain hardware & software	382	0000	2800
System Administrator	380	0000	2800
System Developer	381	0000	2800
Librarian/Media Specialist	216	0000	0027
SAFETY & TRANSPORTATION			
Assignment/Role	Job Classification Code	Teaching Subject Area	Administrator/ Instructional Area
Facilities Manager	357	0000	2600
Facilities Maintenance Worker	612	0000	2600
Custodian	608	0000	2600
Groundskeeper	619	0000	2600
Security Guard, Armed	635	0000	2600
Security Guard, Unarmed	636	0000	2600
Transportation Manager	357	0000	2700
Crossing Guard/Bus Monitor	414	0000	2700
Bus Driver	602	0000	2700
SCHOOL LUNCH PROGRAM			
Assignment/Role	Job Classification Code	Teaching Subject Area	Administrator/ Instructional Area
Dietitian/Nutritionist	331	0000	3100

Food Services Manager	357	0000	3100
Dietary Technician/Coordinator	609	0000	3100
Cook/Food Preparer/Caterer/Server	607	0000	3100

INSTRUCTIONAL STAFF

CHILDCARE, PK & ELEMENTARY TEACHERS			
Assignment/Role	Job Classification Code	Teaching Subject Area	Administrator/ Instructional Area
Child Care Provider/Group Leader	403	0000	0020 (before/after care) 0035 (full day child care program)
Preschool Teacher	201	0040	0001 0050 (Bilingual)
Elementary Teacher (K-6)	201	0010	0001 0050 (Bilingual)
MIDDLE SCHOOL TEACHERS			
Assignment/Role	Job Classification Code	Teaching Subject Area	Administrator/ Instructional Area
Middle School Teacher (6) teaching 3 or more core subjects (English, Math, Social Studies, Science)	201	0010	0001 0050 (Bilingual)
Middle School Teacher (7-8) teaching 3 or more core subjects (English, Math, Social Studies, Science)	201	0015	0001 0050 (Bilingual)
Middle School Teacher (6-8) English	201	0500	0001 0050 (Bilingual)
Middle School Teacher (6-8) Math	201	1100	0001 0050 (Bilingual)
Middle School Teacher (6-8) Social Studies	201	1500	0001 0050 (Bilingual)
Middle School Teacher (6-8) Science	201	1300	0001 0050 (Bilingual)
HIGH SCHOOL TEACHERS			
Assignment/Role	Job Classification Code	Teaching Subject Area	Administrator/ Instructional Area
English	201	0500	0001
Math	201	1100	0001
Social Studies	201	1500	0001
Science	201	1300	0001
SPECIALS TEACHERS			

Assignment/Role	Job Classification Code	Teaching Subject Area	Administrator/ Instructional Area
Foreign Language	201	0600	0001
Art	201	0200	0001
Music	201	1200	0001
Drama	201	0560	0001
PE	201	0830	0001
Health	201	0810	0001
Computer Technology	201	1600	0001
INTERVENTIONISTS			
Assignment/Role	Job Classification Code	Teaching Subject Area	Administrator/ Instructional Area
Special Education Teacher	202	1700	0002
English Language Learner Program Coordinator/Teacher	215	0000	0050
Gifted Education Program Coordinator/Teacher	215	0000	0012
Reading Interventionist, not Title I funded	222	0570	0029
Reading Interventionist, Title I funded	206	0570	0029
Math Interventionist, not Title I funded	223	1100	0029
Math Interventionist, Title I funded	206	1100	0029
PARAPROFESSIONALS			
Assignment/Role	Job Classification Code	Teaching Subject Area	Administrator/ Instructional Area
Teaching Assistant, Regular Education	415	0000	0001
Teaching Assistant, Special Education	416	0000	0002
Teaching Assistant, Title I funded	419	0000	0001
Teaching Assistant, Bilingual	401	0000	0010
Teaching Assistant, Gifted Education	415	0000	0012
Teaching Assistant, English Language Learner Program	415	0000	0050