HR Coding Scenario Guide

Colorado Charter School Institute

2023 – 2024

[**GENERAL OVERVIEW**](#General) **|** [**LEADERSHIP**](#Leadership)**|** [**SUPPORT STAFF**](#Support)**|** [**INSTRUCTIONAL STAFF**](#Instructional)

**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 2023-2024 Staff Assignment (SA) file layout (available on the [CSI website](https://resources.csi.state.co.us/human-resources/)) 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**

Schools will need to provide a grant funding code for all SPED and non-SPED staff with job class codes of 201 (general education teacher), 202 (special education teacher) 206 (Title I teacher), 222 (reading interventionist), 223 (math interventionists), 415 (general education teaching assistant) 416 (special education teaching assistant), and 419 (Title I teaching assistant). Allowable grant funding codes are listed in the SA file layout. Schools are no longer required to code SPED staff differently than general education staff (0001, 3000) but codes 4027 (IDEA) and 3130 (ECEA) are still available and can be used for those staff. Schools should use 0001 for Local/Intermediate Project Grants and 3000 for State Projects/Grants for all staff with the job classes listed above. 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**

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| **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**

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| **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**

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| **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 | 00010050 (Bilingual) |
| Elementary Teacher (K-6) | 201 | 0010 | 00010050 (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 | 00010050 (Bilingual)  |
| Middle School Teacher (7-8) teaching 3 or more core subjects (English, Math, Social Studies, Science) | 201 | 0015 | 00010050 (Bilingual) |
| Middle School Teacher (6-8) English | 201 | 0500 | 00010050 (Bilingual) |
| Middle School Teacher (6-8) Math | 201 | 1100 | 00010050 (Bilingual) |
| Middle School Teacher (6-8) Social Studies | 201 | 1500 | 00010050 (Bilingual) |
| Middle School Teacher (6-8) Science | 201 | 1300 | 00010050 (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 | 0050 |
| Teaching Assistant, Gifted Education | 415 | 0000 | 0012 |
| Teaching Assistant, English Language Learner Program | 415 | 0000 | 0050 |