



2025-2026 Staff Assignment Interchange File Layout

Purpose:

CSI clarifications and additions are in green font in this document.

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 LEA and or providing services (purchase service staff) 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) Staff Evaluation.

Dependencies:

Each staff member and purchased service staff member has been assigned an Educator Identifier (EDID) and updated through the Educator Identification 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 'End Date of Assignment'.

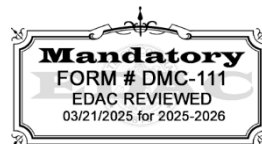
Use Summary:

Fields from this file are used in the following CDE Collections, which require LEA/AU effort: [Human Resources](#), [Special Education December Count](#), [Staff Evaluation](#), [Teacher Student Data Link](#)

File Notes:

- New changes from 2024-2025 are emphasized with yellow shading.
- Deleted text from 2024-2025 is shown with text style subtle reference.
- Zero fill all non-applicable data fields
- A header row is required for .csv and .xlsx files

CSI seeks to ensure its resources are accessible as possible. If you experience any difficulty in accessing a resource, please reach out to: communications_CSI@csi.state.co.us





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Data Field List:

Name of Field	Field Length	Text Start Position	Text End Position	CSV Order	Excel Column	Example(s)	Remarks
Administrative Unit/SOP Code	5	1	5	1	A2	00000	80010 for CSI
School District (LEA)/BOCES Code	4	6	9	2	B2	0000	8001 for CSI
Special Education Assignment Flag	1	10	10	3	C2	0	yes-1 or no-0
EDID	8	11	18	4	D2	00000000	All staff (even contractors) must have EDID
Staff's First Name	30	19	48	5	E2	valid name	
Staff's Last Name	30	49	78	6	F2	valid name	
Staff's Gender	2	79	80	7	G2	01	
Staff's Date of Birth	8	81	88	8	H2	01011980	MMDDYYYY No slashes or dashes
School Code	4	89	92	9	I2	0000	
SPED Staff Program Code	4	93	96	10	J2	0000	Should be 0000 for CSI
Job Classification Code	3	97	99	11	K2	201	
Start Date of Assignment	8	100	107	12	L2	08012012	MMDDYYYY No slashes or dashes
End Date of Assignment	8	108	115	13	M2		
Employment Status Code	2	116	117	14	N2	11	
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	Not required for all job codes and code options simplified
Funding Source	2	144	145	21	U2	01	Simplified this year
Years Principal at this school	2	146	147	22	V2	10	
Grade Level - Infant	1	148	148	23	W2	0	yes-1 or no-0
Grade Level - PreK	1	149	149	24	X2	0	yes-1 or no-0 All Classroom
Grade Level - K	1	150	150	25	Y2	0	yes-1 or no-0 Instructional Staff (job
Grade Level - 1 st	1	151	151	26	Z2	0	yes-1 or no-0 classification codes
Grade Level - 2 nd	1	152	152	27	AA2	0	yes-1 or no-0 201-206)
Grade Level - 3 rd	1	153	153	28	AB2	0	yes-1 or no-0 must have at least one
Grade Level - 4 th	1	154	154	29	AC2	0	yes-1 or no-0 grade level selected.
Grade Level - 5 th	1	155	155	30	AD2	0	yes-1 or no-0
Grade Level - 6 th	1	156	156	31	AE2	0	yes-1 or no-0



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Name of Field	Field Length	Text Start Position	Text End Position	CSV Order	Excel Column	Example(s)	Remarks
Grade Level - 7 th	1	157	157	32	AF2	0	yes-1 or no-0
Grade Level - 8 th	1	158	158	33	AG2	0	yes-1 or no-0 K-6 and 7-12 no longer
Grade Level - 9 th	1	159	159	34	AH2	0	yes-1 or no-0 have to be on separate
Grade Level - 10 th	1	160	160	35	AI2	0	yes-1 or no-0 records.
Grade Level - 11 th	1	161	161	36	AJ2	0	yes-1 or no-0
Grade Level - 12 th	1	162	162	37	AK2	0	yes-1 or no-0
Number of Classes Taught in Subject	2	163	164	38	AL2	05	Required for All Teachers
Demonstrates In-Field Status	2	165	166	39	AM2	01	Required for All Teachers

Data Field Descriptions:

Administrative Unit/SOP Code

A unique code assigned to an Administrative Unit/State Operated Program by CDE. Refer to Administrative Unit/State Operated Program Codes at http://www.cde.state.co.us/datapipeline/org_sped_program_codes. 80010 for CSI Schools

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. 8001 for CSI Schools

Special Education Assignment Flag

An indicator if the assignment is a special education assignment.

Code	Description
0	General Education
1	Special Education

Use Code 1 for SPED Staff

EDID

An eight (8) digit numeric code containing the 8-digit value assigned by CDE to the Educational Staff member.

Staff's or Purchased Service Staff's First Name

A name given to an individual at birth, baptism, or during another naming ceremony, or through legal change.

Staff's or Purchased Service Staff's Last Name

The name borne in common by members of a family.

All staff (including contractors) must have an EDID. See <https://resources.csi.state.co.us/datasubmissions/edids/> for information on requesting EDIDs



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Staff's or Purchased Service Staff's Gender

An individual's sex.

Code	Description
01	Female - identifies as female (including a transgender student/staff who identifies exclusively as female).
02	Male - identifies as male (including a transgender student/staff who identifies exclusively as male).
03	Nonbinary - does not identify exclusively as male or female. Nonbinary does not refer to a transgender student/staff who identifies exclusively as either male or female

Gender must contain a leading 0

Staff's or Purchased Service Staff's Date of Birth

The month, day, and year on which an individual was born. *Formatted as MMDDYYYY*

No slashes or dashes

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. Note: for staff serving the district/LEA, use code '9980' for District/LEA Wide.

Special Education Staff Program Code

Almost always 0000 for CSI Schools

A unique number assigned to a Program by CDE.

4 Digit Code	District Code	Program Name
0001	N/A	Out of State
0002	may vary	Home Schooled <i>Should not be used for CSI schools</i>
0003	may vary	Private Facility <i>Should not be used for CSI schools</i>
0004	0020	Adams 12 Northglenn-Thornton Deaf and Hard of Hearing Program
0005	0020	Adams 12 Northglenn-Thornton Independence Academy
0006	0070	Adams 50 Westminster Instructional Service Center In-district day treatment at Ranum Middle School
0007	0180	Adams-Arapahoe 28J Aurora Children's Hospital Day Treatment
0008	0130	Arapahoe 5 Cherry Creek Early Childhood Education, PK Program not in a school building
0009	0470	Boulder RE-1J St. Vrain Lincoln School Day Treatment
0010	9035	Centennial BOCES STEPS Day Treatment
0011	0880	Denver City and County Jail
0012	9025	East Central BOCES Alternative Education Program, Eastern Colorado Education Center (ECEC)
0013	1010	El Paso 11 Colorado Springs Adult and Family Education Program
0014	1000	El Paso 8 Fountain Community Intersections Transition Program
0015	1000	El Paso 8 Fountain Our House, Inc. Transition Program
0016	2000	Mesa Grand Junction Insteps 18-21 Program
0017	9030	Mountain BOCES Summit County Day Treatment Program SIED program



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4 Digit Code	District Code	Program Name
0018	1195	Garfield RE2 Wellspring MS School SIED program (formerly run by Mountain BOCES)
0019	9045	Pikes Peak BOCES School of Excellence - LIBERTY
0020	9045	Pikes Peak BOCES School of Excellence - PATHWAYS
0021	9045	Pikes Peak BOCES School of Excellence - COLA (Communication and Language Program)
0022	9045	Pikes Peak BOCES School of Excellence- BOCES East (formerly Severe Needs Program)
0023	9150	Santa Fe Trail BOCES Colorado Boys Ranch
0024	3110	Weld Re-5J Johnstown Ault Center Based Program serving K-5
0025	9175	Project Rebound High School Program for Students with Emotional and Behavioral Support Needs
0026	9045	Pikes Peak BOCES School of Excellence - Apex (formerly PEAK)
0027	0900	Douglas Re 1 Plum Creek Academy Program for SED and Dual Diagnosis
0028	0900	Douglas Re 1 Bridge Transition 18-21 Program
0029	9035	Centennial BOCES LifeWay 18-21 Program
0033	0180	Aurora Public Schools Crossroads Transition Center
0034	0180	Aurora Public Schools Ascent
0035	0180	Aurora Public Schools Futures
0036	0130	Arapahoe 5 Cherry Creek Expulsion Program
0037	1520	Durango High School Life Skills Program for Severe Needs
0038	1520	Durango High School Affective Education Program
0039	1520	Durango High School Pathways 18-21 Program
0040	1520	Escalante Middle School Life Skills Program for Severe Needs
0041	1520	Miller Middle School Affective Education Program
0042	1520	Riverview Elementary Life Skills Program for Severe Needs
0043	1520	Park Elementary Affective Education Program
0044	1550	Poudre Cooper Home 18-21 Transition Program
0045	1550	Poudre Community Connections 18-21 Transition Program
0046	1550	Poudre Project SEARCH 18-21 Transition Program
0047	0880	Denver Cenpatico School Program
0048	1550	Journey Program (Poudre)
0049	9035	Sierra School (CBOCES)
0050	1540	Ignacio High School Severe Needs Center Based
0051	0900	Douglas Re 1 Middle School Center Based SED Program
0052	9045	Pikes Peak BOCES School of Excellence - Journeys
0053	0920	Elizabeth Opportunity School Program
0054	0470	Sierra School at Main Street (SVVSD)
0055	0070	Adaptive Skills Program (ASP) (Westminster Public School District)
0056	2000	Summit School Program - grades 060-120



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4 Digit Code	District Code	Program Name
0057	2000	Therapeutic Day Program - grades 006-120
0058	0140	Littleton Public Schools Nova Center - Grades 006-120
0059	0140	Littleton Public Schools 18-21 Transition Services
0060	0180	Aurora Public Schools Avenues - Face to Face
0061	0180	Aurora Public Schools Avenues - Blended
0062	0180	Aurora Public Schools Avenues - Online
0063	0180	Aurora Public Schools Avenues - Over Age Under Credit
0064	2035	Montezuma-Cortez New Wings Day Treatment Program
0065	3000	Summit County Day Treatment Program (Serves Grades 3-8)
0066	0470	St. Vrain Valley Life Skills ACE (Post-Secondary Transition Services 18-21)
0067	0470	St. Vrain Valley Main Street School
0068	0480	Boulder Valley Halcyon
0069	0070	WPS Transition Program
0070	1560	Sierra School (Thompson School District)
0071	0180	Sierra School (Aurora Public Schools)
0072	3020	Woodland Park Center Based Programs
0073	0180	Aurora Public Schools Avenues - Parallel
0074	0180	Aurora Public Schools Avenues - Alternative
0075	0180	Aurora Public Schools Avenues - Remote
0076	0040	Sierra School (27J Schools)
0077	3100	WEST - Weld RE4 Exceptional Students in Transition New 2022-2023
0078	0180	APS Online K-8 New 2022-2023
0079	0180	Charles Burrell Visual & Performing Arts K-8 New 2022-2023
0080	0180	Charles Burrell Visual & Performing Arts 9-12 New 2022-2023

Job Classification Code

A description of the specific group of duties and responsibilities of an assignment.

ADMINISTRATOR

An administrator is an individual who performs responsibilities associated with executive management, administrative leadership and organization direction and is responsible for developing, directing, and interpreting policies and regulations. Including, executing those policies or regulations through the direction of individuals at all levels. Employee classification and job title does not preclude determination of job classification. Positions that would naturally be associated with a 100 level would be those that report directly to the Board of Education, those considered cabinet level and those positions holding CDE leadership licenses (Special Education Director, Gifted Education Director, Principals, and Assistant Principals).



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Job Code	Job Code Name	Job Description	Staff
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	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. Includes leadership licensed positions (i.e., Special Education Director and Gifted Education Director) with the appropriate CDE endorsement.	Special Education Assignment Flag = 0 or 1
103	Non-Instructional Administrator	Directs individuals and manages a function, program or supporting service in a senior leadership role. Other management positions include 335, 342 and 357.	Special Education Assignment Flag = 0 or 1
104	Instructional Administrator	Performs professional management, administrative, research, and/or analytical services in a senior leadership role. This may include personnel responsible for services such as evaluation, teacher development, dissemination, curriculum development and assistant directors of special education.	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
120	Board of Cooperative Educational Services (BOCES) Director	Serves as the chief executive director of a BOCES which is established as a regional education service unit designed to provide support, instructional, administrative, facility, community or any other services contracted by participating members.	Special Education Assignment Flag = 0



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PROFESSIONAL INSTRUCTIONAL

Perform 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. Generally, individuals hold a CDE license, endorsement, and/or authorization.

CLASSROOM INSTRUCTION

Job Code	Job Code Name	Job Description	Staff
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.	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

Job Code	Job Code Name	Job Description	Staff
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 should be coded to 407, Para-professionals - Extra-Curricular Activity/Coach.	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 personnel who consult in the management or direction of instructional programs or areas of instruction.	Special Education Assignment Flag = 0 or 1
213	Dean	Counsels' students and supervises the enforcement of rules.	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



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Job Code	Job Code Name	Job Description	Staff
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	Develop 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/Instructional Coach	Provides instruction and coaching, learning experience, professional development and/or mentoring to teaching staff to increase the effectiveness of educational delivery.	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
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
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
224	Board Certified Behavior Analyst (BCBA)	Delivers consultative or direct behavior analytic services to meet the individual needs of students and provide support to special education and general education staff in order to improve student access to instruction, behavioral skills and academic achievement.	Special Education Assignment Flag = 0 or 1
225	CTE Instructor	CTE Instructors instruct students in various technical and career subjects, such as auto repair, aeronautics, healthcare, culinary arts, etc. Some courses take place in the evenings or weekends. CTE instructors typically have industry-based experience and non-traditional certification or licensure. CTE Instructors partner with local university/colleges to help students earn certifications, diplomas or AA degrees specific to a particular career area.	Special Education Assignment Flag = 0 or 1



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OTHER SUPPORT

Job Code	Job Code Name	Job Description	Staff
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	School Nurse, Registered Nurse	Directs school health services and provides nursing services for students 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
237	Social Worker	Provides social services for clients who may be individuals, families, groups, community 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



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Job Code	Job Code Name	Job Description	Staff
241	Speech-Language Pathology Assistant	The speech-language pathology assistant (SLPA) serves as a member of an educational team and holds an authorization by CDE 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 in accordance with 1CCR 301-37, 4.11.	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

Perform 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. Generally, individuals hold a CDE license, endorsement, and/or authorization.

OTHER LICENSED SPECIALISTS

Job Code	Job Code Name	Job Description	Staff
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
309	Psychometrist	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 or if a school audiologist is unavailable, can be under the supervision of a school nurse.	Special Education Assignment Flag = 0 or 1



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Job Code	Job Code Name	Job Description	Staff
313	School-Based Therapist	School-Based Therapist (licensed outside of CDE). Individuals licensed by various state boards in the Colorado Department of Regulatory Agencies provide supplemental and supportive services in the following areas: Licensed Addiction Counselor, Licensed Professional Counselor, Licensed Marriage and Family Therapist, Licensed Psychologist or Licensed Clinical Social Worker.	Special Education Assignment Flag = 0 or 1

PROFESSIONAL SUPPORT

Job Code	Job Code Name	Job Description	Staff
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	Examine academic records of students to determine eligibility of graduation or for entrance to school.	Special Education Assignment Flag = 0 or 1
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
327	Attendance Officer	Monitors compulsory attendance laws. § 22-33-107, C.R.S.	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 services.	Special Education Assignment Flag = 1
331	Dietitian/Nutritionist	Plans and evaluates food service programs including determining the nutritional value of food for meals.	Special Education Assignment Flag = 0



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Job Code	Job Code Name	Job Description	Staff
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/ Coordinator/Supervisor	Consults in the management or direction of services within a non-instructional program (e.g., Staffing Coordinator, Mental Health Coordinator, licensed School Psychologist or School Social Worker).	Special Education Assignment Flag = 0 or 1
336	Instructional Program Consultant/Coordinator/Supervisor	Coordinates, manages (including supervising other certified individuals) or directs services (e.g., vocational education and special education) within an instructional program or areas of instruction.	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
339	Insurance/Risk Management Specialist	Coordinates property, liability, vehicle and other non-employee benefit insurance coverage for the LEA.	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	Legal Professional	Practices law and assists an executive legal officer by performing such activities as conducting lawsuits, drawing up legal documents and advising on legal rights. Includes staff who assist legal executive officers such as lawyers, paralegal, or general counsel.	Special Education Assignment Flag = 0
342	Specialized Professional Manager/Supervisor	Performs professional activities, generally assisting an executive officer, in directing and supervising the functions of professional and support staff. Functions may include budget, finance, human resources, payroll, personnel, purchasing, risk management, etc.	Special Education Assignment Flag = 0 or 1
344	Personnel Specialist	Perform 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



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Job Code	Job Code Name	Job Description	Staff
345	Public/Community Relations/Informational Services Specialist	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 or 1
346	Research and 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 implement in-services training activities that help individuals to identify future career options and improve skills necessary to achieve them.	Special Education Assignment Flag = 0 or 1
348	Statistician	Plans surveys and collects, summarizes, and interprets numerical data, applying statistical theory and methods to provide usable information.	Special Education Assignment Flag = 0
350	Transition Coordinator	Provides services that: 1) strengthens and coordinates special programs and related services for individuals with special needs, including students with disabilities, who are currently in school or have recently left school and may benefit from assistance during the transition to postsecondary education, vocational training, competitive employment (including supported employment), continuing education or adult services; 2) stimulate the improvement and development of programs for secondary special education; and/or 3) stimulate the improvement of vocational and life skills to enable students with special needs to be better prepared for transition to adult life and services.	Special Education Assignment Flag = 1
351	Volunteer Coordinator	Oversees and coordinates the activity of individuals who enter into positions without the promise of compensation.	Special Education Assignment Flag = 0
352	Work Study Coordinator	Provides direct services for pre-vocational and experiential learning. Personnel is required to hold both a CDE License with appropriate special education endorsement AND a vocational credential.	Special Education Assignment Flag = 1
353	Writer/Editor	Writes original prose materials and reviews manuscripts for distribution and/or publication.	Special Education Assignment Flag = 0
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	School-to-Work Alliance Program (SWAP) Coordinator	Develops and coordinates a program of community-based services. Provides direct services for career planning and placement needs for SWAP eligible youth; works with transition coordinator and special educators to provide for the needs of in-school youth at risk of dropping out; 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



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Job Code	Job Code Name	Job Description	Staff
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
358	Translator	Provides services that allow individuals who cannot comprehend or communicate in a particular language to understand and express themselves.	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 development.	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

Job Code	Job Code Name	Job Description	Staff
380	System Administration	Provides technical oversight, including personnel supervision, of a particular hardware/software system (e.g., network administrator, database administrator, operating system administrator, technology administrator, specialized software administrator).	Special Education Assignment Flag = 0 or 1
381	System Development	Provides analysis, design, development, and implementation of software solutions (e.g., programmers, system analysts/designers, project coordinators).	Special Education Assignment Flag = 0 or 1
382	System Support	Installs, configures, and maintains hardware and software and provides training and support for users (e.g., desktop support, trainer, computer operator, computer technician, applications support specialist, specialized software support, installer).	Special Education Assignment Flag = 0 or 1



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Job Code	Job Code Name	Job Description	Staff
399	Program Support Specialist	An individual who offers expertise in an area which is not defined specifically by the other assigned job classifications but offers a unique skill set which would require some professional training or experience to perform.	Special Education Assignment Flag = 0 or 1

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
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	Childcare Provider /Group Leader	Implements childcare 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 the curriculum (e.g., sports), including all direct and personal services that are planned for student enjoyment. Includes individuals employed only for extracurricular activities outside of the normal school day. (See also position 210.)	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
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



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Job Code	Job Code Name	Job Description	Staff
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
414	Student Monitor	Monitors the conduct of students in the 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. 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. 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
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
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	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
420	Brailist	Responsible for competently transcribing and preparing Braille materials using the braillewriter, computer software and other means of technology. In addition, 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



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Job Code	Job Code Name	Job Description	Staff
423	School-to-Work Alliance Program (SWAP) Specialist	Implements and plans services under the direction of the SWAP Coordinator and assists in obtaining records and evaluations to determine eligibility for the program.	Special Education Assignment Flag = 1
424	Health Screener	An individual who is specifically trained to perform routine procedures to identify children who require further evaluation in hearing, vision and/or health areas. Screeners always work under the supervision of the school nurse, audiologist or other appropriate professional.	Special Education Assignment Flag = 0 or 1
426	Temporary/Part-time Worker (As needed)	An hourly employee who works on an "as needed" or "on call" basis. This employee is not required to be reported to CDE as part of the human resources data collection.	Special Education Assignment Flag = 0

BUSINESS/OFFICE/ADMINISTRATIVE SUPPORT

May include supervisory of general office or programming and would not be considered exempt. Additionally, performs activities associated with data collection, recording and retrieval, preparing, transferring, systematizing, or preserving communications, records and transactions. Distinguishable from the 300 job class series.

Job Code	Job Code Name	Job Description	Staff
501	Bookkeeping/Accounting/Auditing/Cashier/Payroll	Keeps a systematic record of accounts or transactions and prepares statements reflecting those activities. <i>See also</i> 320, etc.	Special Education Assignment Flag = 0 or 1
502	Human Resources/Personnel	Performs activities supporting personnel functions for an organization. <i>See also</i> 329, 344, etc.	Special Education Assignment Flag = 0 or 1
504	Dispatcher	May be, but is not limited to, a safety services or transportation dispatcher. Responds and/or performs specific services and/or records such information as necessary as a school or system may require (e.g., assigns vehicles and drivers, etc.)	Special Education Assignment Flag = 0
505	Print Shop Operator	Coordinates, schedules, facilitates, and monitors printing and productions services. <i>Recommend recoding and/or distinguishing from job class 627.</i>	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 maintains 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



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Job Code	Job Code Name	Job Description	Staff
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
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. Also operates a telephone switchboard and relays incoming, outgoing, and interoffice calls. <i>Recommend recoding employees to 506; subject to deletion in subsequent revision.</i>	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. This employee is not required to be reported to CDE as part of the human resources 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, etc.)	Special Education Assignment Flag = 0

CRAFTS/TADES/SERVICES

Perform 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.

Job Code	Job Code Name	Job Description	Staff
601	Brick Mason	Works with brick and similar materials in the construction, erection and reparation of structures and fixtures. <i>Recommend renaming, rewording, or combining 603, 604 & 606.</i>	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. <i>Recommend recoding to 601; subject to deletion in subsequent revision.</i>	Special Education Assignment Flag = 0
604	Cement Mason	Works with cement and similar materials in the construction, erection and repairing of structures and fixtures. <i>Recommend recoding to 601; subject to deletion in subsequent revision.</i>	Special Education Assignment Flag = 0



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Job Code	Job Code Name	Job Description	Staff
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. <i>Recommend recoding to 601; subject to deletion in subsequent revision.</i>	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. <i>Recommend recoding to 331; subject to deletion in subsequent revision.</i>	Special Education Assignment Flag = 0
610	Electrical and Electronic Repairer	Installs and repairs electric and electronic equipment. <i>Recommend renaming, rewording and combining 611.</i>	Special Education Assignment Flag = 0
611	Electrician	Plans, lays out, installs and repairs wiring, electrical fixtures, apparatus and control equipment. <i>Recommend recoding to 610; subject to deletion in subsequent revision.</i>	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). See also job class 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
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



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Job Code	Job Code Name	Job Description	Staff
623	Maintenance Repairer/General Utility Worker	Repairs and maintains buildings, machinery, electrical and mechanical equipment.	Special Education Assignment Flag = 0
624	Painter and 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	Print Shop Operator [Printer]	Coordinates, schedules, facilitates, and monitors printing and productions services. [Makes copies by chemical or photographic means]. <i>Recommend rewording and/or distinguishing from job class 505.</i>	Special Education Assignment Flag = 0
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. This employee is required to be reported to CDE as part of the human resources data collection.	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

Contracted staff hired on an "As Needed" basis (i.e. snow plow , security alarm services etc.) do not need to be included in the HR Report

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*

No slashes or dashes



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End Date

The month, day, and year in which an individual ended the specific assignment related to the reported Job Classification code. This may be left blank if the employee has not ended the position. *Formatted as MMDDYYYY* Can be zero-filled for active staff

Employment Status Code

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

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 =1 (special education) and Employment Status Codes of 11, 12, 13, 23, 25 and 26 will be included in the Special

Code	Description
11	Active employment -- Individual employed by the LEA in the reported school and position.
12	Active employment in different position at the school -- Individual continues to be employed by the LEA in the same school, but in a different position.
13	Active employment within the LEA -- Individual continues to be employed by the LEA, either in a different school or LEA office.
14	Active employment in education but outside of the LEA -- Individual continues to be employed in the field of education but has left the LEA.
15	Voluntary exit for unknown reason -- Separation resulting from the teacher leaving for unknown 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	LEA-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 LEA or BOCES contract.
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.

* - All contracted staff should be code 23 for Purchased Service



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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, Salary/Hourly, and Contract Days are used to calculate FTE for all staff. If a staff member has multiple roles ensure that each field is divided up among the rows of data to reflect the actual percentage spent at each role.

Hours Worked per Day

The number of hours scheduled to work in the workday. If an individual's hours vary from day to day, report the average number of hours per day based on a 5-day work week. If an 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.

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 an 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 teachers and interventionists; job class codes 201, 202, 204, 206, 222, and 223.

Teaching Subject Code	Description	Special Education Codes
0000	N/A (for all other job class codes not required)	0 or 1
0010	General Elementary Education	0 or 1
0015	General 7th / 8th Grade (3 or more core content areas in a 7th and or 8th grade classroom)	0 or 1
0040	General Pre-School Education	0 only
0070	Co-Alt Exclusively (for special education teachers, job class code 202, only)	1 only
0100	Agriculture	0 only
0110	Agriculture Cluster	0 only
0120	Agriculture Production	0 only
0130	Agriculture Supplies/Services	0 only
0140	Agriculture Mechanics	0 only
0150	Agriculture Products	0 only
0160	Ornamental Horticulture	0 only
0170	Agriculture Resources	0 only
0180	Forestry	0 only
0190	Other Agriculture	0 only



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Teaching Subject Code	Description	Special Education Codes
0200	Art	0 or 1
0210	Art History and Theory	0 or 1
0220	Design	0 or 1
0230	Crafts	0 or 1
0240	Drawing	0 or 1
0250	Painting	0 or 1
0260	Photography and Related Media	0 or 1
0270	Printing	0 or 1
0280	Sculpture	0 or 1
0290	Other Art	0 or 1
0300	Business	0 only
0310	Accounting	0 only
0320	Bookkeeping	0 only
0330	Fundamentals of Business (1)	0 only
0340	Fundamentals of Business (2)	0 only
0350	Shorthand	0 only
0360	Typing/Keyboarding	0 only
0390	Other Business Courses	0 only
0400	Distributive/Marketing Education	0 only
0500	English Language Arts	0 or 1
0510	Language Skills	0 or 1
0520	Linguistics	0 or 1
0530	Literature	0 or 1
0540	Composition	0 or 1
0550	Speech	0 or 1
0560	Dramatic Arts	0 or 1
0570	Reading	0 or 1
0590	Other English Language Arts	0 or 1
0600	Foreign Languages	0 or 1
0610	Classical Languages	0 or 1
0620	Modern Foreign Languages	0 or 1
0630	Humanities	0 or 1
0690	Other Foreign Languages	0 or 1
0700	Health Occupations Education	0 only
0710	Health Occupations Cluster	0 only



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Teaching Subject Code	Description	Special Education Codes
0720	Dental	0 only
0730	Medical Laboratory Technology	0 only
0740	Nursing	0 only
0750	Rehabilitation	0 only
0760	Miscellaneous Health Occupations	0 only
0790	Other Health Occupations	0 only
0800	Physical Curriculum	0 or 1
0810	Health Education	0 or 1
0820	Safety	0 or 1
0830	Physical Education	0 or 1
0840	Recreation	0 or 1
0850	Driver Education	0 or 1
0860	Safety Education	0 or 1
0890	Other Physical Curriculum	0 or 1
0900	Family and Consumer Education	0 or 1
0910	Home Economics Cluster	0 or 1
0920	Home Economics, Family Focus	0 or 1
0930	Occupational Preparation	0 or 1
0990	Other Family & Consumer Education	0 or 1
1000	Industrial Arts/Technology Education	0 or 1
1010	Construction	0 or 1
1020	Industrial Arts/Crafts	0 or 1
1030	Drafting	0 or 1
1040	Electricity/Electronics	0 or 1
1050	Manufacturing	0 or 1
1060	Metals, Plastics, and Woods	0 or 1
1070	Power/Automotive Mechanics	0 or 1
1080	Trade and Industry Occupations	0 or 1
1090	Other Industrial Arts/Technology Education	0 or 1
1100	Mathematics	0 or 1
1110	Algebra	0 or 1
1120	Applied Mathematics	0 or 1
1130	Calculus	0 or 1
1140	Computer Mathematics	0 or 1
1150	General Mathematics	0 or 1



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Teaching Subject Code	Description	Special Education Codes
1160	Geometry	0 or 1
1170	Probability and Statistics	0 or 1
1180	Trigonometry	0 or 1
1190	Other Mathematics	0 or 1
1200	Music	
1210	General Music	0 or 1
1220	Music Literature and History	0 or 1
1230	Music Theory	0 or 1
1240	Vocal Music	0 or 1
1250	Instrumental Music	0 or 1
1260	Rhythm and Body Movement	0 or 1
1270	Humanities	0 or 1
1290	Other Music	0 or 1
1300	Natural Science	0 or 1
1310	General Science	0 or 1
1320	Biological Science	0 or 1
1330	Physical Science	0 or 1
1340	Earth/Space Science	0 or 1
1390	Other Sciences	0 or 1
1400	Office Occupations	0 only
1500	Social Sciences	0 or 1
1510	Anthropology/Sociology	0 or 1
1520	Area Studies	0 or 1
1530	Economics	0 or 1
1540	Geography	0 or 1
1550	History	0 or 1
1560	Philosophy	0 or 1
1570	Political Science	0 or 1
1580	Psychology	0 or 1
1590	Other Social Sciences	0 or 1
1600	Technical Education/Computer Technology	0 only
1610	Computer Applications	0 only
1620	Computer Systems	0 only
1630	Computer Programming	0 only
1640	Computer Servicing/Repairs	0 only



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Teaching Subject Code	Description	Special Education Codes
1690	Other Technical Education/Computer Technology	0 only
1700	Special Education	1 only
1720	Vision Disability	1 only
1730	Hearing Disability	1 only
1740	Intellectual Disability	1 only
1750	Serious Emotional Disability	1 only
1760	Specific Learning Disability	1 only
1770	Speech or Language Impairment	1 only
1771	Speech Pathology Services	1 only
1780	Multiple Disabilities	1 only
1791	Developmental Delay	1 only
1792	Infant/Toddler with a Disability	1 only
1799	Other Disabilities	1 only
1800	Co-Curricular Activities I - Athletic/Sport	0 only
1810	For Females	0 only
1840	For Males	0 only
1870	Coeducational Sports	0 only
1900	Co-Curricular Activities- Nonathletic	0 only
2000	Study Hall	0 only
2800	<i>JROTC/ROTC (A program that introduces students to professional education and training of military officers in leadership, military science and operational studies, security policy and strategy, military economics and management, and pre-officer training.)</i>	0 only

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).

Admin Instructional Area	Area Name	Administrator/Instructional Area Description	Special Education Flag Code
0000	N/A	Not Applicable for the Job Classification Assignment	Special Education Assignment Flag = 0 or 1



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Admin Instructional Area	Area Name	Administrator/Instructional Area Description	Special Education Flag Code
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. Most commonly used	Special Education Assignment Flag = 0
0002	Special Education Most common for Special Education Staff.	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.	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 a 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
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



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Admin Instructional Area	Area Name	Administrator/Instructional Area Description	Special Education Flag Code
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
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
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, 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 HSED program.	Special Education Assignment Flag = 0



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Admin Instructional Area	Area Name	Administrator/Instructional Area Description	Special Education Flag Code
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
0018	Substance abuse education/p revention	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/childcare 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 Use when Job Class 211 - Counselor is used.	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



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Admin Instructional Area	Area Name	Administrator/Instructional Area Description	Special Education Flag Code
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
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 staff. 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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Admin Instructional Area	Area Name	Administrator/Instructional Area Description	Special Education Flag Code
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. The 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
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 support 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



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Admin Instructional Area	Area Name	Administrator/Instructional Area Description	Special Education Flag Code
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
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
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
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
1050	Supplement for Language Education Instruction Program (LIEP)	Supplemental for 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



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Admin Instructional Area	Area Name	Administrator/Instructional Area Description	Special Education Flag Code
2100	Support Services - Students	Activities designed to assess and improve the well-being of students and to supplement the teaching process. These services pertain to interaction between students and teachers by designing the educational program for the needs of individual students.	Special Education Assignment Flag = 0, 1
2200	Support Services - Instructional Staff	Activities associated with assisting the instructional staff with the content and process of providing learning experiences for students. These services pertain to the interaction between students and teachers, focusing on designing the curriculum training staff on training methods, assessing the student's learning and retention of the subject matter and delivering and coordinating such activities.	Special Education Assignment Flag = 0, 1
2300	Support Services - General Administration	Activities concerned with establishing and administering policy for operating the school LEA.	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 LEA. Included are the fiscal and internal services necessary for operating the school LEA.	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 LEA or under contract with school LEA.	Special Education Assignment Flag = 0



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

Required for staff with job class 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).

Code	Description	Special Education Flag Code
0000	Not Applicable (to use for staff that are not required to report the grant/project funding code)	Special Education Assignment Flag = 0 or 1
0001-2999	Local and Intermediate Project/Grants (can 'roll-up' codes be combined). Use '0001' if multiple local/intermediate projects/grants	Special Education Assignment Flag = 0 or 1
3000-3999	State Projects/Grants (can use 3000 as a general indicator of State funded). Use '3000' if multiple state project/grants	Special Education Assignment Flag = 0 or 1
4010	Title I, Part A	Special Education Assignment Flag = 0 or 1
5010	Title I, Part A: Competitive Grant	Special Education Assignment Flag = 0 or 1



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Code	Description	Special Education Flag Code
9900	Other Federally Funded – not Title I	Special Education Assignment Flag = 0 or 1
3130	State ECEA – Special Education	Special Education Assignment Flag = 1
3131	State ECEA – Special Education Preschool	Special Education Assignment Flag = 1
4027	IDEA: Part B (Formula)	Special Education Assignment Flag = 1
4173	IDEA: Preschool (Formula)	Special Education Assignment Flag = 1

Funding Source

Indicate whether this staff member is funded from 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).

Code	Code Description	Special Education Flag Code
00	Not Applicable (to use for staff that are not required to report on the funding source. Use when grant code is 0000)	Special Education Assignment Flag = 0 or 1
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 4000-9999	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

Added this year to simplify the Funding coding process. 01 is the most common option used.

Years Principal at this School

The total number of years that an individual has previously held a principal position at the assigned school. Do not include assistant principal experience. Do not include the current year in the number provided. (Note: Required for job class code 105 Principal or Superintendents Serving as Principals.)

Grade Level-Infant

Indicator if the staff instructed infants as part of this assignment.



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Code	Code Description
0	No
1	Yes, assignment for this grade

Grade Level-Pre-Kinder

Indicator if the staff instructed Pre-Kindergarten as part of this assignment.

Code	Code Description
0	No
1	Yes, assignment for this grade

Grade Level-Kindergarten

Indicator if the staff instructed Kindergarten as part of this assignment.

Code	Code Description
0	No
1	Yes, assignment for this grade

At least one grade level must be selected for all staff with a Job Classification of 201-206.

Grade Level-1st Grade

Indicator if the staff instructed 1st Grade as part of this assignment.

Code	Code Description
0	No
1	Yes, assignment for this grade

Grade Level-2nd Grade

Indicator if the staff instructed 2nd Grade as part of this assignment.

Code	Code Description
0	No
1	Yes, assignment for this grade

Grade Level-3rd Grade

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



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Code	Code Description
0	No
1	Yes, assignment for this grade

Grade Level-4th Grade

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

Code	Code Description
0	No
1	Yes, assignment for this grade

At least one grade level must be selected for all staff with a Job Classification of 201-206.

Grade Level-5th Grade

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

Code	Code Description
0	No
1	Yes, assignment for this grade

Grade Level-6th Grade

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

Code	Code Description
0	No
1	Yes, assignment for this grade

Grade Level-7th Grade

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

Code	Code Description
0	No
1	Yes, assignment for this grade

Grade Level-8th Grade

Indicator if the staff instructed 8th Grade as part of this assignment.



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Code	Code Description
0	No
1	Yes, assignment for this grade

Grade Level-9th Grade

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

Code	Code Description
0	No
1	Yes, assignment for this grade

Teachers teaching in grades K-6 and 7-12 no longer need to have separate records. PK does still need a separate record.

Grade Level-10th Grade

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

Code	Code Description
0	No
1	Yes, assignment for this grade

Grade Level-11th Grade

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

Code	Code Description
0	No
1	Yes, assignment for this grade

Grade Level-12th Grade

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

Code	Code Description
0	No
1	Yes, assignment for this grade

Number of Classes Taught in Subject

Provide the number of classes/sections each teacher (job class codes 201-206) teaches in the one-week period of December 1st. This is required for all teachers.



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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.

Demonstrates In-Field Status

Provide the method for demonstrating in-field status in the teaching subject area. This field is required and cannot be 00 for teachers (job class codes between 201 and 206) with teaching subject area code in 0010 (general elementary), 0015 (general 7th/8th grade), 0070 (co-alt exclusively), 0200-0299 (art), 0500-0599 (English Language Arts), 0600-0699 (Foreign Languages), 1100-1199 (Mathematics), 1200-1299 (Music), 1300-1399 (Natural Science), 1500-1599 (Social Science), or 1700-1799 (Special Education).

Code	Credentials	Credentials Description
00	N/A - to use for non-teaching staff.	Use this when job class code is either not between 201 and 206 or if teaching subject area code is not listed above.
01	Subject area endorsement on teaching license	Select this option if the teacher holds a license with an endorsement in the teaching subject area.
02	Degree (BA or higher) in subject area	Select this option if the teacher does not hold an endorsement in the subject area but does hold a degree (B.A. or higher) in the subject area. Although holding 36 semester hours is inherent in a degree, it is important to select 'degree in subject area' if degree issued is in the subject area. There is no need to also select '36 semester hours'.
03	36 semester credit hours in subject area	Select this option if the teacher does not hold an endorsement or degree in the subject area but does hold at least 36 semester credit hours in the teaching subject area. Guidance for counting credit hours will be available at http://www.cde.state.co.us/fedprograms/tii/a_hqt .
04	Passed State Board of Education approved content exam in subject area	Select this option if the teacher has passed an approved content exam in the teaching subject area but does not hold an endorsement, degree, or 36 semester credit hours in the teaching subject area. Approved exams can be found at http://www.cde.state.co.us/cdeprof/content_tests .
05	None (teacher is out-of-field)	Use this when job class code is between 201 and 206 but doesn't have any method listed above to demonstrate in-field status.

Please ensure to code this accurately for all instructional staff. Staff coded as 01 must have an endorsement in the field they are currently teaching. To code Demonstrates In-Field as 02, the Teaching Subject Area must match the Subject Area of Degree on the SP File. See the ESSA In-Field Status document linked on the CSI website for acceptable coding options of those fields.



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Document Changes:

Date	Description of Change	Reason for Change	Element(s) Affected
2-9-2021	Replaced Administrative Instructional Area codes 1010 and 1011 with 1050	Additional language programs are provided	Administrative Instructional Area Code
2-9-2021	Replaced Administrative Instructional Area codes 1010 and 1011 with 1050	Additional language programs are provided	Administrative Instructional Area Code
8-2-2022	Updated job class codes and descriptions	Updates in Chart of Accounts	Job Class Codes
3-15-2023	Added Gender choice	Approved by EDAC in January 2023 for all 2023-2024 collections	Gender 03 Nonbinary added and updated description of genders
3-29-2023	Added EDAC stamp	EDAC approved 3-24-2023	EDAC approved 3-24-2023
11-20-2023	Added job class code 313 and description	Update in Chart of Accounts	Job Class Codes
3-22-2024	Added EDAC stamp	EDAC approved 3-22-2024	EDAC approved 3-22-2024
7-1-2024	Updated job class codes and descriptions	Updates in Chart of Accounts	Job Class Codes
3-1-2024	Grant code collection change	Simplify the collection of funding source	Funding Source
3-21-2024	Added EDAC stamp	EDAC approved 3-21-25	EDAC approved 3-21-25