Nebraska Student and Staff Record System
http://www.education.ne.gov/nssrs

STAFF

Instruction Manual

Version 3.1.0 – June 16, 2013

Staff Demographics
Staff Position Assignments

Replaces: **NDE02-014 Fall Personnel Report**
NDE02-013 IEA Fall Personnel Report
NDE02-012 Instructional Paraprofessional Fall Personnel Report in Title I Schools
NDE02-033 Report of Certificated Staff Hired After September 15

2013-2014

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This instructional manual is provided to assist school personnel in submitting data to the Nebraska Department of Education. The information contained herein is intended to be consistent with Rules 10, 14, 18, 21, 24, and 84 and relevant statutes. However, this instruction manual is not a substitute for the actual rules and/or statutes upon which it is based. Refer to the relevant statutes and/or rules for the actual state requirements and for additional information or clarification.

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GENERAL INSTRUCTIONS

Staff data is to be reported by Public Districts, Nonpublic Systems, Educational Service Units (ESU), Special Purpose Systems and Rule 18 Interim-Program Schools. Validation and verification reports are located in NSSRS Validation.

The application is located under the Student and Staff (NSSRS) tab in the NDE portal. Districts/Systems/ESUs can access and update the data in this application a variety of ways:

- Districts/Systems/ESUs may enter/edit the data online, the online application will be populated with select data from the staff data reported the previous year.
- Districts/Systems/ESUs may download the 2012-2013 staff data, edit the file, and upload the file. See the correct file name conventions on page 3 of Staff Demographics.
- Districts/Systems/ESUs may create a file to upload from their Staff system.

This instruction manual describes the data elements collected by NDE for Staff Reporting via the Staff Demographics and Staff Position Assignments file layouts. The Staff Demographics file collects staff demographic information while the Staff Position Assignments file collects reportable position assignments. Valid values and data validation rules that can be performed prior to data submission are listed where appropriate. NSSRS validation reports ensure data submitted is of high quality.

The detailed file layout for the staff files is located in Appendix E of this manual.

Important Dates

Please refer to the NSSRS Calendar for detailed date information for the current school year http://www.education.ne.gov/nssrs.

September 15

Staff data is required by Statute 79-804 R.R.S. The Staff Demographics and Staff Position Assignments files are to be submitted or entered online on or before September 15.

Upon Contracting New Staff after September 15

Certificated staff hired after September 15 are to be included in subsequent submissions of the Contract Date: Staff Demographics (19) and Assignment Date: Staff Position Assignments (13) reflecting the individual's start date and assignment date to comply with the Rule 10 requirement (92 NAC 10-003.08A) and Rule 84 requirement (92 NAC 84-003.04B).

June 30

Districts/Systems/ESUs are encouraged to review Staff Demographics data to ensure the salary data are complete and current based on the changes that have been made during the school year. For example if negotiations had not been completed when the Staff Demographics was submitted but were completed during the school year, those changes should be reflected in an update to the Staff Demographics data.

Some data for compensation is not known at the time of reporting for example, stipends, bonus pay, and pay for unused vacation, etc. Please update the Staff Demographics data to include all compensation as of the end of the school year. See page 13 to ensure all compensation categories are complete and accurate for the school year.

Scope

Reportable Staff

Uploads/Online Entry: In the download file and in the online entry for staff data the Years Experience Total and Experience This District Total will be upped by 1 year from what was reported in the previous year's reporting in the Staff Demographics record. Staff that had a completion date **before** May 1 of each year in the Staff Position Assignment will **NOT** be included in the download data or the online entry.

All employees of the District/System/ESU must be reported via Staff Reporting using the Staff Demographics and Staff Position Assignments file specifications **except**:

- Substitute teachers: This information will be submitted through the Consolidated Data Collection (CDC); Due Date June 16.
- Staff in positions not requiring certification except those included in Appendix C of this manual.
- Staff that are exclusively summer school staff.

ESUs providing services to students from multiple districts/systems: As in the past ESUs will continue to report position assignments for their staff at each district/system they are serving students.

ESUs providing center-based preschool programs for districts: ESUs will continue to report the staff providing center-based preschool programs for districts. They will report the preschool staff with assignments at the schools they provide programs for under Position Assignment Information. They will prorate the FTE of the staff as best they can on the position assignments. These preschool staff will have multiple assignment records with different County District School numbers if providing preschool for multiple districts.

NEW for 2013-2014: Postsecondary Staff Providing Courses to Students: Do not include these staff in the NSSRS Staff Reporting for your district. The NDE Staff ID of the postsecondary teacher will be included on the Student Grades template, use 00-0000 for the controlling district code. Make sure that these staff have been removed from your Staff Reporting.

NEW for 2013-2014: Distance Learning Staff Providing Courses to Students in Districts Other Than Contracting District: The contracting district does not have to parse out the staff assignment and FTE to the districts that are receiving the distance learning. The NDE Staff ID of the distance learning teacher will be included on the Student Grades template, use the contracting district code for the controlling district code. Make sure that these assignments are removed from your Staff Reporting and the FTE adjusted.

Instructional Paraprofessionals

Report instructional paraprofessionals for all schools. Report the appropriate FTE related to being an instructional paraprofessional based on special program indicator (see the Special Program

Indicator table in this manual and Appendix B). Do not include FTE for other paraprofessional assignments i.e. transportation paraprofessional or lunchroom paraprofessional, etc.

Conventions

File Names

File	File Name
Staff Demographics	##-####_Staff_Demographics.zzz
Staff Position Assignments	##-####_Staff_Position_Assignments.zzz

Where:	Represents:
##-####	The NDE-assigned County District Number
.zzz	One of the following: .csv Comma delimited (comma-separated values) .tab Tab delimited

Data Element Names

The following syntax is used throughout this document when referencing data elements.

Format: NDE Field Name: File Name (Field Number)
Where:

- **NDE Field Name** represents the name of the data element commonly used by the Nebraska Department of Education (NDE).
- **File Name** represents the file the field is included in.
- **Field Number** indicates the position of the field within the specified File Name for the upload option of submitting data.

School Year

June 30 is used as the logical representation of a school year. As with all dates in NSSRS, it must be in ISO format (YYYY-MM-DD). Therefore, since this document applies to the “2013-2014” school year, all file fields that are to be populated with a logical school year will simply read: Provide the literal “2014-06-30”.

STAFF DEMOGRAPHICS

STAFF DEMOGRAPHICS

This file contains one record for each staff member working in the school District/System/ESU who should be included on the Current Personnel Report. This file is meant to reflect the current employee status and must be loaded before the Staff Position Assignments file is loaded.

Record Number: Staff Demographics (1)

Report a sequential number, starting with 1 for every record in the file. This is required for the upload process only.

County District Number: Staff Demographics (2)

This is the 6-digit number assigned to the School District/System/ESU by NDE and should include a hyphen ("-") between county number and district number (example: XX-XXXX). This number is based on the county in which the District/System/ESU headquarters is located and a district number that is assigned by NDE. A value must be supplied for each record or the data loading process will reject the record. The County District Number can be obtained from the Education Directory Search located at http://educdirsrc.education.ne.gov.

NDE Staff ID: Staff Demographics (3)

The 10-digit number assigned by the NDE Staff ID system. This number will be used to uniquely identify the staff person. A value must be supplied for each record or the data loading process will reject the record.

NDE Staff IDs were assigned to all staff in the Teacher Certification database, staff data prior to NSSRS and to staff included in NSSRS Staff Snapshot (2007-2008 thru 2010-2011) in March 2011. After March 2011, NDE Staff IDs are assigned through Teacher Certification as part of the certification process. If the position does not require certification the district must assign an NDE Staff ID using the NDE Staff ID system. District/System/ESU staff can search the NDE Staff ID system to locate NDE Staff IDs.

Local Staff ID: Staff Demographics (4)

This is a unique number used to designate a staff member at the local level. The Local Staff ID can be left blank. This field will be included in staff verification and validation reports in order to assist districts/systems research data issues.

Last Name: Staff Demographics (5)

The last name of the staff member.

First Name: Staff Demographics (6)

The first name of the staff member.

Middle Initial: Staff Demographics (7)

The middle initial of the staff member. Note that this is the middle initial only - not the full middle name. If the staff system contains the full middle name, the extract program must pull the initial only.

Name Suffix: Staff Demographics (8)

A suffix for the staff member's surname, if applicable. Examples of suffix include 'Jr.' or 'III'.

Gender Code: Staff Demographics (9)

The gender of the staff member.

Code	Description
F	Female
M	Male

Hispanic Indicator Code: Staff Demographics (10)

The code indicating if this staff person is identified with an ethnicity of Hispanic/Latino - a person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race. A value must be provided for Hispanic Indicator Code: Staff Demographics (10) or the data loading process will reject the record. Refer to the "The Nebraska Guide to Implementing New Federal Race and Ethnicity Categories for Students and Staff" available on the NSSRS Resources web page (http://www.education.ne.gov/NSSRS/Resources.html) for additional information.

Code	Description
1	Yes
2	No

Race Code 1: Staff Demographics (11)

The code indicating this staff person's identified race. This field is required. Refer to the "The Nebraska Guide to Implementing New Federal Race and Ethnicity Categories for Students and Staff" available on the NSSRS Resources web page (http://www.education.ne.gov/NSSRS/Resources.html) for additional information.

Code	Description	Explanation of Use
AM	**American Indian/ Alaska Native**	A person having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community attachment.
AS	**Asian**	A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
BL	**Black or African American**	A person having origins in any of the black racial groups of Africa.
PI	**Native Hawaiian or Other Pacific Islander**	A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
WH	**White**	A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

- A value must be provided for Race Code 1: Staff Demographics (11) or the data loading process will reject the record.

- Race codes of staff with multiple races can be provided in any order but those codes must be provided as described below:
    - If two races are identified:
        Race Code 1: Staff Demographics (11)
        Race Code 2: Staff Demographics (12)
    - If three races are identified:
        Race Code 1: Staff Demographics (11)
        Race Code 2: Staff Demographics (12)
        Race Code 3: Staff Demographics (13)
    - If four races are identified:
        Race Code 1: Staff Demographics (11)
        Race Code 2: Staff Demographics (12)
        Race Code 3: Staff Demographics (13)
        Race Code 4: Staff Demographics (14)
    - If five races are identified:
        Race Code 1: Staff Demographics (11)
        Race Code 2: Staff Demographics (12)
        Race Code 3: Staff Demographics (13)
        Race Code 4: Staff Demographics (14)
        Race Code 5: Staff Demographics (15)
- Records containing the same race code value in more than one race field will be rejected by the data loading process.

Race Code 2: Staff Demographics (12)

The code indicating this staff person's second identified race, otherwise leave blank. Refer to the "The Nebraska Guide to Implementing New Federal Race and Ethnicity Categories for Students and Staff" available on the NSSRS Resources web page (http://www.education.ne.gov/NSSRS/Resources.html) for additional information.

- See table under Race Code 1. Records containing the same race code value in more than one race field will be rejected by the data loading process.

Race Code 3: Staff Demographics (13)

The code indicating this staff person's third identified race, otherwise leave blank. Refer to the "The Nebraska Guide to Implementing New Federal Race and Ethnicity Categories for Students and Staff" available on the NSSRS Resources web page (http://www.education.ne.gov/NSSRS/Resources.html) for additional information.

- See table under Race Code 1. Records containing the same race code value in more than one race field will be rejected by the data loading process.

Race Code 4 Code: Staff Demographics (14)

The code indicating this staff person's fourth identified race, otherwise leave blank. Refer to the "The Nebraska Guide to Implementing New Federal Race and Ethnicity Categories for Students and Staff" available on the NSSRS Resources web page (http://www.education.ne.gov/NSSRS/Resources.html) for additional information.

- See table under Race Code 1. Records containing the same race code value in more than one race field will be rejected by the data loading process.

Race Code 5: Staff Demographics (15)

The code indicating this staff person's fifth identified race, otherwise leave blank. Refer to the "The Nebraska Guide to Implementing New Federal Race and Ethnicity Categories for Students and Staff" available on the NSSRS Resources web page (http://www.education.ne.gov/NSSRS/Resources.html) for additional information.

- See table under Race Code 1. Records containing the same race code value in more than one race field will be rejected by the data loading process.

Education Attained Code: Staff Demographics (16)

The information on the type of degree earned by the staff member. If the staff member has multiple degrees, the highest level degree should be used as the value in this field.

Code	Description
00	No High School Diploma
09	High School Diploma/GED
12	No College Preparation (used mostly for provisional trade certificates or special services coaching certificate)
14	Associate Degree
20	Less Than Bachelors Degree (40 or less semester hours)
21	Less Than Bachelors Degree (41-47 semester hours)
22	Less Than Bachelors Degree (48-59 semester hours)
30	Less Than Bachelors Degree (60 or more semester hours)
40	Bachelors Degree
45	Bachelors Degree plus (< 30 semester hours)
48	Bachelors Degree Plus at Least 30 Graduate-level Hours
50	Masters Degree
55	Masters Degree Plus Hours
60	Education Specialist
70	Doctorate

Paraprofessional Assessment Passed Flag: Staff Demographics (17)

This is for instructional paraprofessionals only (Position Assignment Code: Staff Position Assignments (11) = X-5160, where X=Special Program Indicator 0,2,7,E,F,M, P,S or T).

Enter code 1 through 4 ONLY if a passing score was achieved in the assessment.

See Appendix D in this manual for further instructions related to reporting instructional paraprofessionals.

Enter zero:

- If no assessment was taken
- If a passing score was not achieved
- If this staff person is not an instructional paraprofessional
- When reported by a nonpublic system

Code	Description
0	Not applicable. (no assessment taken or no passing score)
1	Parapro by ETS (passing score of 456)
2	Workkeys by ACT (passing score: Writing – 3, Reading – 4, Math – 4 and Instructional Skills Inventory – a satisfactory rating on each item included on the inventory)
3	Para Educator by Master Teacher (passing score of 70% on the comprehensive test)
4	Project Para by UNL (passing score of 116)

Contract Indicator Code: Staff Demographics (18)

The code indicating if the staff member's contract is held by the organization designated in the County District Number [Staff Demographics: County District Number (1)].

Code	Description
1	Yes
2	No

Data Validation Rules
If Contract = '2' (No), then Contract Days should be zero, Contract Date should be blank.
Instructional Paraprofessionals (Assignment Code X-5160, where X=Special Program Indicator 0,2,7,E,F,M,P,S or T) should report '2' No if that is their only assignment.

Contract Date: Staff Demographics (19)

The date in YYYY-MM-DD format on which the staff member was most recently contracted by the District/System/ESU for the current school year.

This field may be left blank when:

- District/System/ESU does not hold the contract (Contract Indicator Code: Staff Demographics (18)= '2' (No))
- Nonpublic systems
- Rule 18 interim programs
- Instructional paraprofessionals (Staff Position Assignment: Position Assignment Code (11) = X-5160, where X=Special Program Indicator 0,2,7,E,F,M,P,S or T).

Contract Days: Staff Demographics (20)

The whole number of days contracted for each staff member. If an individual's contract is in hours, it must be converted to the day equivalence. Do not include summer school days if it is a separate contract.

Enter zero when:

- District/System/ESU does not hold the contract Contract Indicator Code: Staff Demographics (18)= '2' (No))
- Nonpublic system
- Rule 18 interim programs
- Instructional paraprofessionals (Staff Position Assignment: Position Assignment Code (11) = X-5160. where X= Special Program Indicator 0,2,7,E,F,M,P,S or T).

Basic Salary: Staff Demographics (21)

The gross pay for the District/System/ESU-wide FTE assignment before deductions in whole dollars as described in the table on page 13. Do not include summer school if it is a separate contract.

Enter zero when:

- District/System/ESU does not hold the contract Contract Indicator Code: Staff Demographics (18)= '2' (No))
- Nonpublic system
- Rule 18 interim programs
- Instructional paraprofessionals (Staff Position Assignments: Position Assignment Code (11) = X-5160. where X= Special Program Indicator 0,2,7,E,F,M,P,S or T).

Additional Compensation: Staff Demographics (22)

Additional compensation in whole dollars as described in the table on page 13. Do not include summer school if it is a separate contract.

Enter zero when:

- District/System/ESU does not hold the contract Contract Indicator Code: Staff Demographics (18)= '2' (No))
- Nonpublic system
- Rule 18 interim programs
- Instructional paraprofessionals (Staff Position Assignments: Position Assignment Code (11) = X-5160. where X= Special Program Indicator 0,2,7,E,F,M,P,S or T).

Salary Benefits: Staff Demographics (23)

The annualized amount for benefits in whole dollars as described in the table on page 13. This amount should include benefits and payroll costs paid by the district. Do not include summer school if it is a separate contract.

Enter zero when:

- District/System/ESU does not hold the contract Contract Indicator Code: Staff Demographics (18)= '2' (No))
- Nonpublic system
- Rule 18 interim programs
- Instructional paraprofessionals (Staff Position Assignments: Position Assignment Code (11) = X-5160. where X= Special Program Indicator 0,2,7,E,F,M,P,S or T).

How to Report if Salaries are Under Negotiation

Districts/Systems/ESUs and teachers may still be negotiating at the time the Staff Demographics data are submitted. If this is the case, report the salary that is currently being paid, even if it is temporary or is last year's salary. Please update the compensation data (Basic Salary, Additional Compensation and Salary Benefits) when negotiations have been completed.

How to Report if *Additional Compensation* is Unknown.

It is possible that the *Basic Salary* and *Salary Benefits* are known but *Additional Compensation* may not yet be determined. If this is the case, report only the additional compensation that is known. Do not attempt to estimate what the additional compensation will be. Please update the compensation data (Basic Salary, Additional Compensation and Salary Benefits) when negotiations have been completed.

Keeping Salary Data Updated

Districts/Systems/ESUs are encouraged to continuously update salary information during the school year so that the most accurate salary information is available at the end of the regular school term.

COMPENSATION **Data Validation Rules (Nonpublic systems do not report compensation data)**
If the reporting District/System/ESU does not hold the contract [Contract Indicator Code: Staff Demographics: (18)]= '2' (No), Contract Date is blank ; Basic Salary is zero; Additional Compensation is zero; and Salary Benefits is zero..
Nonpublic Systems and Interim Program Schools do not report Compensation (Basic Salary, Additional Compensation or Salary Benefits are reported as zero.) Contract Days are reported as zero and Contract Date is blank..
If Contract Days > 0 then Basic Salary and Salary Benefits are required. Additional Compensation may be zero.
If Contract Date > null, then Contract Days should be > 0. Contract Indicator Code should be 1 (Yes).

COMPENSATION ITEMS INCLUDED BY SALARY CATEGORY

Groups	Basic Salary: Staff Demographics (21)	Additional Compensation:Staff Demographics (22)	Salary Benefits:Staff Demographics (23)
Gross pay for the Total FTE assignment before deductions	X		
Compensation for activities outside of the regular salary schedule		X	
Pay for extracurricular or extra duty activities such as: Coaching, Department Head, Club Sponsor, etc.		X	
Extended contracts Extended duty Bonus pay		X X X	
Incentive pay		X	
Performance pay		X	
Stipends*		X	
Benefits and Payroll costs **(paid by the District/System/ESU)** Insurance e.g.: Health insurance Dental insurance Disability insurance (short and long term) Life insurance Vision insurance Long term care insurance Other insurance			X
Cash in lieu of insurance **(if paid by the District/System/ESU)**			X
Employee's share of retirement, deferred compensation or Medicaid **(if paid by the District/System/ESU)**			X
Employer's share of retirement, Social Security (FICA) and Medicare			X
IRS value of housing allowances whether purchased or provided			X
IRS value of automobile allowances whether purchased or provided			X
Pay for unused vacation/sick leave			X
Annuities **(if paid by the District/System/ESU)**			X
Stipends*			X
Membership and dues *** (if paid by the District/System/ESU)**			X
Employee's share of any benefits* **(if paid by the District/System/ESU)**			X

***See Staff Salary Reporting Guidance**

Experience This District/System/ESU Staff Demographics (24)

The total number of years of experience (in whole years) in this District/System/ESU including the current school year; therefore the minimum number is 1. This is not required for instructional paraprofessionals (Position Assignment Code: Staff Position Assignments (10) = X-5160, where X= Special Program Indicator 0,2,7,E,F,M,P,S or T). In this case, zero should be entered.

Total Experience: Staff Demographics (25)

The total number of years of experience (in whole years) in education including the current school year; therefore the minimum number is 1. This is not required for instructional paraprofessionals (Position Assignment Code: Staff Position Assignments (10) = X-5160, where X= Special Program Indicator 0,2,7,E,F,M,P,S or T). In this case, zero should be entered.

Data Validation Rules
Total Experience: Staff Demographics Total (25) should be > or = Experience this District/System/ESU: Staff Demographics (24)

School Year: Staff Demographics (26)

The literal “2014-06-30”. A value must be supplied for each record or the data loading process will reject the record.

STAFF POSITION ASSIGNMENTS

STAFF POSITION ASSIGNMENTS

The Staff Position Assignments file contains one record per position assignment and contains the details of each position assignment. Please keep this file updated throughout the year as position assignments are changed. You may use the Enter/Edit option to update the assignments.

The Staff Position Assignments file may contain multiple records in a school for a particular staff member with multiple position assignments (see examples below):

> Example 1: If a staff member is assigned to two schools with only one position assignment code in each school, there will be two Staff Position Assignments records - one for each school.
>
> Example 2: If a staff member is assigned to one school with two different position assignments, there will be two records - one for each position assignment. Each record will have the same school number. An example would be staff with the position of teacher for a portion of time and a position of counselor for a portion of their time at the same location.

Teachers who have multiple subject areas at one school: Staff Position Assignments will contain one record with the total FTE for that school.

A Staff Demographics file must first be submitted for each staff appearing in a Staff Position Assignments file or the data loading process will reject the record.

Record Number: Staff Position Assignments (1)

Report a sequential number, starting with 1 for every record in the file.

County District Number: Staff Position Assignments (2)

This is the 6-digit number assigned to the school District/System/ESU by NDE and should include a hyphen ("-") between county number and district number (example: XX-XXXX). This number is based on the county in which the District/System/ESU headquarters is located and a district number that is assigned by NDE. A value must be supplied for each record or the data loading process will reject the record. The County District Number can be obtained from the Education Directory Search located at http://educdirsrc.education.ne.gov

Educational Service Unit Staff providing center-based preschool programs for districts. ESUs will continue to report the staff providing center-based preschool programs for districts. They will report the preschool staff with assignments at the schools they provide programs for under Position Assignment Information. They will prorate the FTE of the staff as best they can on the position assignments. These preschool staff will have multiple assignment records with different County District School numbers if providing preschool for multiple districts.

School Number: Staff Position Assignments (3)

The school number(s) the staff member is assigned to. This number is the last 3 digits of the county district school number (example XX-XXXX-**XXX**). The County District Number can be obtained from the Education Directory Search located at http://educdirsrc.education.ne.gov. A value must be supplied for each record or the data loading process will reject the record.

If the staff member is not assigned to a specific school, use 000 for the school number indicating they are assigned to a district level assignment. For example, position assignment codes ending in 2320 (Superintendent) and 2321 (Assistant Superintendent) must have 000 in school number. See next paragraph for position assignments that should only be reported at the school level.

Position assignment codes ending in 2410 (Principal), 2415 (Assistant Principal), 2120 (Secondary Counselor), 2121 (Elementary Counselor), 1150 (Head Teacher), 1160 (Teacher), 1161 (SPED Teacher), 1162 (SPED Teacher), 1163 (SPED Teacher), 1164 (SPED Teacher - Facilitator), 1170 (Teacher Facilitator), and 1180 (Teacher - Collaborator) cannot have 000 in their school number.

NDE Staff ID: Staff Position Assignments (4)

The 10-digit number assigned by the NDE Staff ID system. This number will be used to uniquely identify the staff person. A value must be supplied for each record or the data loading process will reject the record.

Local Staff ID: Staff Position Assignments (5)

A unique number used to designate a staff member at the local level. The Local Staff ID can be left blank. This field will be included in staff verification and validation reports in order to assist districts/systems research data issues.

Last Name: Staff Position Assignments (6)

The last name of the staff member. This field will be included in staff verification and validation reports in order to assist Districts/Systems/ESUs to research data issues. The official Last Name will be taken from the Staff Demographics.

First Name: Staff Position Assignments (7)

The first name of the staff member. This field will be included in staff verification and validation reports in order to assist Districts/Systems/ESUs to research data issues. The official First Name will be taken from the Staff Demographics.

Middle Initial: Staff Position Assignments (8)

The middle initial of the staff member. Note that this is the middle initial only - not the full middle name. If the staff system contains the full middle name, the extract program must pull the initial only. This field will be included in staff verification and validation reports in order to assist Districts/Systems/ESUs to research data issues. The official Middle Initial will be taken from the Staff Demographics.

Name Suffix: Staff Position Assignments (9)

A suffix for the staff member's surname, if applicable. Examples of suffix include 'Jr.' or 'III'. This field will be included in staff verification and validation reports in order to assist Districts/Systems/ESUs to research data issues. The official Name Suffix will be taken from the Staff Demographics.

Controlling District Code: Staff Position Assignments (10)

This field is used to report staff assigned to serve Districts/Systems/ESUs other than the District/System/ESU that holds the contract. This field will also be used for Educational Service Units to report staff assigned to Districts/Systems/ESUs.

Note: if the staff are serving the District/System/ESU that holds the contract this field will be the same as the County District Number: Staff Position Assignments (2).

Note: if the staff are serving the District/System/ESU that does NOT hold the contract, the Controlling District Code field will be different than the County District Number: Staff Position Assignment (2). See page 2: Scope: Reportable Staff and the following two examples:

Example 1: Contracted staff serving NonPublic Systems: A Title I teacher employed by Exampleville Public District (County District Number 99-9999) serves in a nonpublic system (County District Number 98-0700) at school number 001.

- County District Number = 98-0700 (nonpublic system)
- School Number = 001 (nonpublic system)
- Controlling District/System/ESU = 99-9999 (for Exampleville)
- Exampleville will report all other fields with the appropriate value.
- The Nonpublic system will not report this staff.

Example 2: ESU #22 staff are serving in a District/System/ESU: ESU 22 staff (County District Number 00-0022) serving Exampleville Public District(County District Number 99-9999) at school number 001.

- County District Number = 99-9999 (Exampleville)
- School Number = 001 (for Exampleville)
- Controlling District/System/ESU = 00-0022 (ESU 22)
- The ESU will report all other fields with the appropriate value
- Exampleville will not report this staff

Position Assignment Code: Staff Position Assignments (11)

The 5 digit staff position code (include the dash X-YYYY) for the staff member's position assignment, where X is the one-position Special Program Indicator (see table below) and YYYY represents the four digit-position assignment code corresponding to the staff member's assignment (see Appendix C – Position Assignment Code Descriptions). A value must be supplied for each record or the data loading process will reject the record.

See Appendix B – Staff Position Assignment Codes for the appropriate Position Assignment Code: Staff Position Assignments (10) codes and Appendix C – Position Assignment Code Descriptions for position descriptions and regulatory and statutory requirements.

Special Program Indicator	
Code	**Description**
0	No Special Program Assignment.
2	Title I Targeted Assistance – Personnel funded with Title I funds in Targeted Assistance Schools ONLY grades K-12. These schools are approved under No Child Left Behind (Title I, Part A). PK staff should be reported with SPI = "T". *School-wide projects should NOT report personnel funded by Title I in this category.*
7	Early Childhood Special Education – Personnel providing special education or related services to children with verified disabilities birth to age five in home, school or community settings.
9	Title I Migrant Education – School Age - certified personnel performing activities ONLY as approved by the No Child Left Behind (Title I, Part C). Services performed MUST be supplemental to school district effort for children ages five (not enrolled in Kindergarten) through twenty-one and may include support services.
E	ESL/LEP Federally Funded – Personnel funded under No Child Left Behind, Title III.
F	Paid With Other Federal Funds – This would include any other federally funded programs. Exceptions would be those included in SPI codes 2, 9, and E.
H	High Ability Education includes staff funded through the High Ability Learners Grants.
M	Title I Migrant Education – Early Childhood – certified personnel performing activities ONLY as approved by the No Child Left Behind (Title I – Part C). Services performed MUST be supplemental to school district effort for children ages three through five (not enrolled in Kindergarten) and may include support services.
P	Early Childhood (Non-Sped) –Personnel funded by the district or other source of funds in a program that serves children birth to age five.
R	Class Size Reduction for teachers funded through NCLB Title II, Part A for class size reduction.
S	Special Education – Personnel providing special education services to school-age students. Special Education services shall include all administrative, diagnostic, consultative, facilitation, collaborative and vocational adjustment counselor services.
T	Early Childhood (Title I Targeted Assistance or Schoolwide Early Childhood). Early Childhood staff that are funded with Title I funds and serve children birth to age 5, targeted or schoolwide.

Notes:

1. For **public districts and special purpose schools,** staff with position assignment codes ending in 1150 (Head Teacher), 1160 (Teacher), 1161 (SPED Teacher Teaching Core Academic Subjects/Grading) and 1162 (SPED Teacher Teaching Core Academic Subjects/Alternate Standards/Assessment) should be reported on the Student Grades template for the courses they teach. Positions Assignment Codes 1164 (SPED teacher – Facilitator) and 1170 (Teacher-Facilitator) may be included on the Student Grades template if appropriate.

2. For **nonpublic systems,** staff with assignment code ending in 1150 (Head Teacher), 1160 (Teacher), 1161 (SPED Teacher Teaching Core Academic Subjects/Grading) and 1162 (SPED Teacher Teaching Core Academic Subjects/Alternate Standards/Assessment) 1164 (SPED Teacher-Facilitator) and 1170 (Teacher-Facilitator) require curriculum reports.

3. For **nonpublic systems and interim programs**, the Special Program Indicator will most often be 0 (No Special Program Assignment).

Data Validation Rules
Use Position Assignment Code (11) - values of _-1150, _-1160, 7-1160, S-1161, S-1162, 7-1163, S-1163, S-1164, _-1170 and _-1180 (where _ is substituted by Special Program Indicator) for all individuals working in the school/location who are employed to teach students.
Position Assignment Code (11) - values of 0-2410 and 0-2415 must have a School Number (3) other than "000".
Position Assignment Code (11) - values of 0-2320 and 0-2321 must have a School Number (3) of "000".
Position Assignment Code (11) - values of 0-2322 (Chief Administrator), S-2322 (Chief Administrator - Special Education, and 0-1122 (Assistive Technology Specialist) are for use only by Educational Service Unit.
Position Assignment Code (11) - values of 0-2120, 9-2120, E-2120, F-2120 and S-2120 must have a School Number (3) corresponding to a secondary school.
Position Assignment Code (11) - values of 0-2121, 7-2121, 9-2121, E-2121, F-2121 and S-2121 must have a School Number (3) corresponding to an elementary school.

Full-Time Equivalency (FTE): Staff Position Assignments (12)

The value between 1 and 100 that indicates the percentage of the staff member's time that is allocated to the assignment (no decimal). This is an indication of the time a staff member spends in their assignment as it relates to the total time in the workweek defined for that assignment. Full-time FTE is reported as 100.

Data Validation Rules
FTE should never exceed 100 in a District/System/ESU.

NOTE: Refer to page 42 for Para Professional example.

Assignment Date: Staff Position Assignments (13)

The date in YYYY-MM-DD format when the staff member starts the assignment during the current school year. A value must be supplied for each record or the data loading process will reject the record. This may be the same as the Contract Date on the Staff Demographics file if they only have one assignment during the school year.

Completion Date: Staff Position Assignments (14)

The date in YYYY-MM-DD format when the staff member completes the assignment during this school year. This may be the actual last day of the contract, or the logical end-of-year value of YYYY-06-30, if the staff had only one assignment during the school year.

If a staff member is separated before the end of the year, this date should reflect the date of separation.

School Year: Staff Position Assignments (15)

The literal “2014-06-30”. A value must be supplied for each record or the data loading process will reject the record.

Appendix A – Change Summary

Version 3.1.0

June 16, 2013

1. Added references to new SPI Code "M" – Title I Migrant Education – Early Childhood on pages 9, 10, 11, 13 and 41.
2. Updated instructions for Postsecondary Staff Reporting – page 2.
3. Updated instructions for Distance Learning Staff Reporting – page 2.

Version 3.0.0

April 10, 2013

4. Add Rule 84 to the Rules on the inside cover page.
5. Changed all references of District/System to District/System/ESU.
6. Updated Scope and Reportable staff (added items "New 2013-2014"). (page 2)
7. Updated guidance on SPI (Special Program Indicator). (page 19):
    a. Code "2" - updated
    b. Code "9" – updated
    c. Code "M" - new – Title I Migrant Education – Early Childhood
8. Removed position assignments 2-1150 and 2-1160. (page 24)
9. Removed "Does Not Assign Grades" from 1170 and S-1164 (Page 35)
10. Position 2112 –Mental Health Practitioner now can be reported at all District/Systems/ESUs. (page 36)
11. Updated Para Instructions in Appendix D.
12. Updated Rules and Statutes in Appendix C.
13. Updated school year dates throughout document.

Version 2.1.1

November 7, 2012

Appendix B – Staff Position Assignment codes (updates)

1. F-2111 – add
2. F-2138 - add

Version 2.1.0

July 13, 2012

Appendix B – Staff Position Assignment Code (updates)

1. 0-2112 – add (ESU Only)
2. 7-2112 – add (ESU Only)
3. 7-5160 – add Instructional
4. E-5160 – add Instructional
5. S-2112 – add (ESU Only)

Version 2.0.0

February 24, 2012

1. Report Instructional Paraprofessionals for all schools not just Title I.
2. Changes on Staff Positions
    a. Added Position Assignment –
        i. 0-1122 – Assistive Technology Specialist
        ii. 2-5160 – Instructional Paraprofessional – Title I Targeted Assistance
        iii. 7-5160 – Instructional Paraprofessional – Early Childhood Special Education

iv. E-5160 – Instructional Paraprofessional – ESL/LEP Federally Funded
v. F-5160 – Instructional Paraprofessional – Paid With Other Federal Funds
vi. P-5160 – Instructional Paraprofessional – Early Childhood Non Sped
vii. S-5160 – Instructional Paraprofessional – Special Education
viii. T-5160 – Instructional Paraprofessional – Early Childhood Title I Targeted Assistance
ix. T-1150 – Head Teacher – Early Childhood Title I Targeted Assistance
x. T-1160 – Teacher – Early Childhood Title I Targeted Assistance

b. Changed Special Program Indicator Title from Other Federal Programs to Paid With Other Federal Funds

September 9, 2011

1. Made clarifications to the compensation grid to make it consistent with the salary guidance, the following items should be included only if they are paid by the district:
   a. Cash in lieu of insurance
   b. Employee's share of retirement; deferred compensation or Medicaid
   c. Annuities
   d. Membership and dues
   e. Employee's share of any benefits
2. Made clarification to the Instructional Paraprofessional General Instructions. Title I funded para professionals in targeted assistance schools should report only the FTE funded by Title I funds, not their total FTE. Report the total FTE of all Paraprofessionals (instructional and noninstructional) regardless the funding on the Non-Certificated Staff data collection in the CDC.

Version 1.2.0

August 19, 2011

1. Contract Indicator Code:Staff Demographics (18)
   a. Clarified data reporting options for districts when they do not hold the staff contract
   b. Noted that Instructional Paras (Position Assignment Code 0-5160) should report '2' (No" on the Contract Indicator Code if this is their only assignment.
   c. These changes above were also noted in the Appendix D – Instructional Paraprofessional Information

Version 1.1.0

April 11, 2011

1. Changed File Naming Convention from
   ##-####_StaffDemographics_YYYYMMDDHHMM.xxx to ##-####_Staff_Demographics.zzz
   ##-####_StaffPositions_YYYYMMDDHHMM.xxx to ##-####_Staff_Position_Assignments.zzz
2. Removed file type .txt from type of files that can be submitted.

Version 1.0.0

April 4, 2011

1. Changes from NSSRS Staff Template Submissions:
   a. Social Security Number is replaced by NDE Staff ID
   b. Social Security Number with dashes [Staff Snapshot:Social Security Number (3)] will not be collected
   c. School Number [Staff Snapshot Primary Location Code (14) will not be collected on the new Staff Demographics template
   d. Contracting Organization [Staff Snapshot Contracting Organization (64) will not be collected
   e. Subject Area [Staff Assignment:Subject Code (17)] will not be collected.

f. Grade Taught Code [Staff Assignment:Assignment Grade Level (20)] will not be collected
g. Added new Staff Position Assignments:
    i. 0-2112 Mental Health Practitioner
    ii. 7-2112 Mental Health Practitioner – Early Childhood Special Education
    iii. S-2112 Mental Health Practitioner – Special Education
h. Updated the Compensation Items in the Table on page 12
    i. Insurance added the line "(if paid by the district)"
    ii. Added Annuities
    iii. Added Membership and dues

Appendix B – Staff Position Assignment Codes

NDE Staff Position Assignment Codes
Field: STAFF POSITION ASSIGNMENTS (#11)

Code	Description
0-1110	Program Supervisor/Director
0-1120	Program Consultant/Coordinator
0-1121	Technology Coordinator
0-1122	Assistive Technology Specialist (ESU only)
0-1125	Staff Development Coordinator
0-1130	Department Head
0-1140	Curriculum Specialist
0-1150	Head Teacher
0-1160	Teacher
0-1170	Teacher - Facilitator
0-1180	Teacher - Collaborator
0-2111	Social Worker
0-2112	Mental Health Practitioner
0-2120	Secondary Counselor
0-2121	Elementary Counselor
0-2130	School Nurse
0-2132	Physical Therapist
0-2133	Audiologist
0-2134	Speech Language Technician
0-2135	Sign Language Interpreter
0-2137	Occupational Therapist
0-2138	Psychologist
0-2139	Psychologist Assistant
0-2150	Home School Liaison
0-2152	School Transition Specialist
0-2222	Librarian
0-2223	Media Specialist
0-2320	Superintendent
0-2321	Assistant Superintendent
0-2322	Chief Administrator
0-2324	Staff Development Director
0-2325	Supervisor/Director
0-2326	Business Manager
0-2327	Coordinator
0-2329	Administrative Assistant
0-2330	Activities/Athletic Director
0-2410	Principal
0-2415	Assistant Principal
0-5160	Instructional Paraprofessional
2-1110	Program Supervisor/Director - Title I Targeted Assistance
2-1120	Program Consultant/Coordinator - Title I Targeted Assistance
2-1121	Technology Coordinator - Title I Targeted Assistance
2-1125	Staff Development Coordinator - Title I Targeted Assistance

2-1130 Department Head - Title I Targeted Assistance
2-1140 Curriculum Specialist - Title I Targeted Assistance
2-1180 Teacher – Collaborator - Title I Targeted Assistance
2-2134 Speech Language Technician - Title I Targeted Assistance
2-2135 Sign Language Interpreter - Title I Targeted Assistance
2-2152 School Transition Specialist - Title I Targeted Assistance
2-2325 Supervisor/Director - Title I Targeted Assistance
2-2326 Business Manager - Title I Targeted Assistance
2-2327 Coordinator - Title I Targeted Assistance
2-2329 Administrative Assistant - Title I Targeted Assistance
2-5160 Instructional Paraprofessional (Title I Targeted Assistance)
7-1110 Program Supervisor/Director - Early Childhood Special Education
7-1120 Program Consultant/Coordinator - Early Childhood Special Education
7-1125 Staff Development Coordinator - Early Childhood Special Education
7-1140 Curriculum Specialist - Early Childhood Special Education
7-1160 Teacher - Early Childhood Special Education
7-1163 Collaborating/Co-Teaching – Early Childhood Special Education
7-2111 Social Worker - Early Childhood Special Education
7-2112 Mental Health Practitioner – Early Childhood Special Education
7-2121 Elementary Counselor - Early Childhood Special Education
7-2130 School Nurse - Early Childhood Special Education
7-2131 Speech Pathologist - Early Childhood Special Education
7-2132 Physical Therapist - Early Childhood Special Education
7-2133 Audiologist - Early Childhood Special Education
7-2134 Speech Language Technician - Early Childhood Special Education
7-2135 Sign Language Interpreter - Early Childhood Special Education
7-2137 Occupational Therapist - Early Childhood Special Education
7-2138 Psychologist - Early Childhood Special Education
7-2139 Psychologist Assistant - Early Childhood Special Education
7-2150 Home School Liaison - Early Childhood Special Education
7-2323 Special Education Administrator/Director - Early Childhood Special Education
7-2325 Supervisor/Director - Early Childhood Special Education
7-2327 Coordinator - Early Childhood Special Education
7-2329 Administrative Assistant - Early Childhood Special Education
7-5160 Instructional Paraprofessional - Early Childhood Special Education
9-1110 Program Supervisor/Director - Title I Migrant Education – School Age
9-1120 Program Consultant/Coordinator - Title I Migrant Education – School Age
9-1125 Staff Development Coordinator - Title I Migrant Education – School Age
9-1130 Department Head - Title I Migrant Education – School Age
9-1140 Curriculum Specialist - Title I Migrant Education – School Age
9-1150 Head Teacher - Title I Migrant Education – School Age
9-1160 Teacher - Title I Migrant Education – School Age
9-1170 Teacher – Facilitator - Title I Migrant Education – School Age
9-1180 Teacher – Collaborator - Title I Migrant Education – School Age
9-2111 Social Worker - Title I Migrant Education – School Age
9-2120 Secondary Counselor – Title I Migrant Education – School Age
9-2121 Elementary Counselor – Title I Migrant Education – School Age
9-2325 Supervisor/Director - Title I Migrant Education – School Age
9-2326 Business Manager - Title I Migrant Education – School Age
9-2327 Coordinator - Title I Migrant Education– School Age
9-2329 Administrative Assistant - Title I Migrant Education – School Age
E-1110 Program Supervisor/Director - ESL/LEP Federally Funded
E-1120 Program Consultant/Coordinator - ESL/LEP Federally Funded

E-1125 Staff Development Coordinator - ESL/LEP Federally Funded
E-1130 Department Head - ESL/LEP Federally Funded
E-1140 Curriculum Specialist - ESL/LEP Federally Funded
E-1150 Head Teacher - ESL/LEP Federally Funded
E-1160 Teacher - ESL/LEP Federally Funded
E-1170 Teacher - Facilitator - ESL/LEP Federally Funded
E-1180 Teacher - Collaborator - ESL/LEP Federally Funded
E-2120 Secondary Counselor – ESL/LEP Federally Funded
E-2121 Elementary Counselor – ESL/LEP Federally Funded
E-2325 Supervisor/Director - ESL/LEP Federally Funded
E-2327 Coordinator - ESL/LEP Federally Funded
E-2329 Administrative Assistant - ESL/LEP Federally Funded
E-5160 Instructional Paraprofessional - ESL/LEP Federally Funded
F-1110 Program Supervisor/Director - Paid With Other Federal Funds
F-1120 Program Consultant/Coordinator - Paid With Other Federal Funds
F-1121 Technology Coordinator - Paid With Other Federal Funds
F-1125 Staff Development Coordinator - Paid With Other Federal Funds
F-1130 Department Head - Paid With Other Federal Funds
F-1140 Curriculum Specialist - Paid With Other Federal Funds
F-1150 Head Teacher - Paid With Other Federal Funds
F-1160 Teacher - Paid With Other Federal Funds
F-1170 Teacher - Facilitator - Paid With Other Federal Funds
F-1180 Teacher - Collaborator - Paid With Other Federal Funds
F-2111 Social Worker – Paid With Other Federal Funds
F-2120 Secondary Counselor - Paid With Other Federal Funds
F-2121 Elementary Counselor - Paid With Other Federal Funds
F-2138 Psychologist – Paid With Other Federal Funds
F-2325 Supervisor/Director - Paid With Other Federal Funds
F-2327 Coordinator - Paid With Other Federal Funds
F-2329 Administrative Assistant - Paid With Other Federal Funds
F-5160 Instructional Paraprofessional – Paid With Other Federal Funds
H-1110 Program Supervisor/Director - High Ability Education
H-1120 Program Consultant/Coordinator - High Ability Education
H-1125 Staff Development Coordinator - High Ability Education
H-1130 Department Head - High Ability Education
H-1140 Curriculum Specialist - High Ability Education
H-1150 Head Teacher - High Ability Education
H-1160 Teacher - High Ability Education
H-1170 Teacher - Facilitator - High Ability Education
H-1180 Teacher - Collaborator - High Ability Education
H-2325 Supervisor/Director - High Ability Education
H-2327 Coordinator - High Ability Education
H-2329 Administrative Assistant - High Ability Education
M-1160 Teacher – Title I Migrant Education – Early Childhood
M-5160 Instructional Paraprofessional – Title I Migrant Education – Early Childhood
P-1160 Teacher – Early Childhood (Non-SPED)
P-5160 Instructional Paraprofessional – Early Childhood (Non-SPED)
R-1110 Program Supervisor/Director - Class Size Reduction
R-1120 Program Consultant/Coordinator - Class Size Reduction
R-1125 Staff Development Coordinator - Class Size Reduction
R-1130 Department Head - Class Size Reduction
R-1140 Curriculum Specialist - Class Size Reduction
R-1150 Head Teacher - Class Size Reduction

R-1160 Teacher - Class Size Reduction
R-1170 Teacher - Facilitator - Class Size Reduction
R-1180 Teacher - Collaborator - Class Size Reduction
R-2325 Supervisor/Director - Class Size Reduction
R-2327 Coordinator - Class Size Reduction
R-2329 Administrative Assistant - Class Size Reduction
S-1110 Program Supervisor/Director - Special Education
S-1120 Program Consultant/Coordinator - Special Education
S-1125 Staff Development Coordinator - Special Education
S-1130 Department Head - Special Education
S-1140 Curriculum Specialist - Special Education
S-1161 SPED Teacher Teaching Core Academic Subjects/Grading - Special Education
S-1162 SPED Teacher Teaching Core Academic Subjects/Alternate Standards/Assessment – Special Education
S-1163 SPED Teacher Collaborating/Co-teaching - Special Education
S-1164 SPED Teacher - Facilitator - Special Education
S-2111 Social Worker - Special Education
S-2112 Mental Health Practitioner – Special Education
S-2120 Secondary Counselor - Special Education
S-2121 Elementary Counselor - Special Education
S-2130 School Nurse - Special Education
S-2131 Speech Pathologist - Special Education
S-2132 Physical Therapist - Special Education
S-2133 Audiologist - Special Education
S-2134 Speech Language Technician - Special Education
S-2135 Sign Language Interpreter - Special Education
S-2137 Occupational Therapist - Special Education
S-2138 Psychologist - Special Education
S-2139 Psychologist Assistant - Special Education
S-2150 Home School Liaison - Special Education
S-2152 School Transition Specialist - Special Education
S-2322 Chief Administrator - Special Education
S-2323 Special Education Administrator/Director - Special Education
S-2324 Staff Development Director - Special Education
S-2325 Supervisor/Director - Special Education
S-2327 Coordinator - Special Education
S-2329 Administrative Assistant - Special Education
S-5160 Instructional Paraprofessional – Special Education
T-1150 Head Teacher – Early Childhood (Title I Targeted Assistance and Schoolwide Early Childhood)
T-1160 Teacher - Early Childhood (Title I Targeted Assistance and Schoolwide Early Childhood)
T-5160 Instructional Paraprofessional – Early Childhood (Title I Targeted Assistance and Schoolwide Early Childhood)

Appendix C – Position Assignment Code Descriptions

The following is a list of position assignments with their definitions, statutory requirements, and regulatory requirements. The references to Rule 10 are based upon the version effective September 15, 2012 and Rule 84 is based upon the version effective June 23, 2012.

ALPHABETICAL LISTING BY POSITION

	Page
Administrative Assistant	30
Assistant Principal	31
Assistant Superintendent	29
Assistive Technology Specialist	32
Activities/Athletic Director	30
Audiologist	37
Business Manager	30
Chief Administrator (ESU)	29
Coordinator	30
Curriculum Specialist	33
Department Head	33
Elementary Counselor	36
Head Teacher	33
Home School Liaison	39
Instructional Paraprofessional	39
Librarian	35
Media Specialist	35
Mental Health Practitioner	36
Occupational Therapist	38
Physical Therapist	37
Principal	31
Program Supervisor/Director	32
Program Coordinator/Consultant	32
Psychologist	38
Psychologist Assistant	39
School Nurse	37
School Transition Specialist	39
Secondary Counselor	36
Sign Language Interpreter	38
Social Worker	39
Special Education Administrator/Director	29
SPED Teacher-Collaborating/CoTeaching	34
SPED Teacher-Core Academic Subjects/ Alternative Standards/Assessment	34
SPED Teacher-Core Academic Subjects Grading	33
SPED Teacher – Facilitator	35
Speech Pathologist	7
Speech Language Technician	38
Staff Development Coordinator	32
Staff Development Director	29
Superintendent	29
Supervisor/Director	30
Teacher	33
Teacher – Collaborator	35
Teacher – Facilitator	35
Technology Coordinator	32

GENERAL ADMINISTRATION

NOTE: If the duties of these positions include supervision or evaluation of certificated staff, a valid administrative certificate is required. 79-801 R.R.S

Superintendent (2320)

An assignment to perform the highest level, system-wide executive management functions of a school system.

Statutory Requirement	A valid administrative certificate. Section 79-801 R.R.S.
Regulatory Requirement	A valid administrative certificate with a superintendent endorsement (92 NAC 10-008.05A.)

Assistant Superintendent (2321)

An assignment (e.g., assistant, deputy, or associate superintendent) to perform high level, system-wide, executive management functions in a school system.

Statutory Requirement	A valid administrative certificate. Section 79-801 R.R.S.
Regulatory Requirement	A valid administrative certificate with a superintendent endorsement (92 NAC 10-008.05A.)

Chief Administrator (2322)

An assignment to perform the highest level, agency-wide executive management functions of an Intermediate Education Agency, in Nebraska Educational Service Unit or ESU.

Statutory Requirement	A valid administrative certificate. Section 79-801 R.R.S.
Regulatory Requirement	A valid administrative certificate with a superintendent endorsement (92 NAC 10-008.05A.)

Special Education Administrator/Director (2323)

An assignment within a District/System/ESU to administer or direct special education programs or functions and supervise other staff members.

Statutory Requirement	A valid administrative certificate. Section 79-801 R.R.S.
Regulatory Requirement	A valid administrative certificate with any Special Education endorsement (except provisional special education endorsements) appropriate for the position. (92 NAC 10-008.05B, 92 NAC 24 and 92 NAC 51-10.02)

Staff Development Director (2324)

An assignment within a District/System/ESU to direct the design and implementation of staff training, in-service, and staff development programs **and supervises other staff members**.

Statutory Requirement	A valid administrative certificate. Section 79-801 R.R.S.
Regulatory Requirement	A valid administrative certificate (92 NAC 10-008.05B.)

Supervisor/Director (2325)

An assignment to direct or manage a program or a function **and supervise other staff members**. Example: curriculum assessment, school improvement and technology.

Statutory Requirement	A valid administrative certificate. Section 79-801 R.R.S.
Regulatory Requirement	A valid administrative certificate (92 NAC 10-008.05B.)

Business Manager (2326)

An assignment to perform the fiscal management activities of the education agency. These duties may include financial planning, budgeting, accounting, and purchasing of materials and operational supplies of the education agency.

Statutory Requirement	None.
Regulatory Requirement	None.

**NOTE: If the duties of the Business Manager include supervision of certificated staff, a valid administrative certificate is required (79-801 R.R.S and 92 NAC 10-008.05B).*

Coordinator (2327)

An assignment to coordinate and articulate an educational program **and supervise other staff members**.

Statutory Requirement	A valid administrative certificate. Section 79-801 R.R.S.
Regulatory Requirement	A valid administrative certificate (92 NAC 10-008.05B.)

Administrative Assistant (2329)

An assignment to perform activities assisting a school supervisor or administrator in performing his/her assigned activities. (An example might be Dean of Students.)
See also code 2415 (Assistant Principal)

Statutory Requirement	A valid administrative certificate. Section 79-801 R.R.S.
Regulatory Requirement	A valid administrative certificate (92 NAC 10-008.05B.)

Activities/Athletic Director (2330)

An assignment to perform management of activities in an education agency. These duties may include scheduling activities, hiring officials, issuing contracts, coordinating the use of school facilities, and assuring compliance with Nebraska School Activities Association rules and regulations.

Statutory Requirement	None.
Regulatory Requirement	None.

**NOTE: If the duties of the Activities/Athletic Director include the supervision, hiring, termination or evaluation of coaches and sponsors, a valid administrative certificate is required (79-801 R.R.S and 92 NAC 10-008.05B).*

SCHOOL ADMINISTRATION

NOTE: Administrative certificate required.

Principal (2410)

An assignment to perform the highest level executive management functions in an individual school. This code may only be used at a School level.

Statutory Requirement	A valid administrative certificate. Section 79-801 R.R.S.
Regulatory Requirement	A valid administrative certificate with an endorsement for principal at the level of the assignment or a superintendent endorsement. (92 NAC 10-008.02A, 008.03A, 008.03A1, 008.03A2, 008.04A)

Assistant Principal (2415)

An assignment to perform high-level executive management functions in an individual school. This code may only be used on at a School level. (This position could also be used for Dean of Students.) See also Code 2327 (Administrative Assistant).

Statutory Requirement	A valid administrative certificate. Section 79-801 R.R.S.
Regulatory Requirement	A valid administrative certificate (92 NAC 10-008.05B.)

REGULAR INSTRUCTIONAL PROGRAMS

NOTE: If the duties of these positions include supervision or evaluation of certificated staff, a valid administrative certificate is required. 79-801 R.R.S.

Program Supervisor/Director (1110)

An assignment within a District/System/ESU to manage or direct an instructional program(s). Example: curriculum, assessment, school improvement, and technology.

Statutory Requirement	A valid teaching or administrative certificate. Section 79-802, 79-101(9), 79-101(12), 79-1234(2) R.R.S.
Regulatory Requirement	A valid teaching or administrative certificate (92 NAC 10-003.01) (92 NAC 84-002.12)

Program Coordinator/Consultant (1120)

An assignment within a District/System/ESU to provide coordinative services and articulation within an instructional program or area of instruction.

Statutory Requirement	A valid teaching or administrative certificate. Section 79-802, 79-101(9), 79-101(12), 79-1234(2) R.R.S.
Regulatory Requirement	A valid teaching or administrative certificate (92 NAC 10-003.01) (92 NAC 84-002.12)

Technology Coordinator (1121)

A staff person assigned within a District/System/ESU to provide guidance and assistance to other staff members in planning for and using technology to support classroom instruction. If this position in the District/System/ESU requires certification, use position assignment code 1120 Program Coordinator/Consultant or 2327 Coordinator if an administrator certificate is required.

Statutory Requirement	None
Regulatory Requirement	None

Assistive Technology Specialist (1122)

An assignment to perform assistive technology functions of an Intermediate Education Agency, in Nebraska Educational Service Unit (ESU). These duties may include, but are not limited to, providing guidance and assistance to other staff members in planning for and using assistive technology to support classroom instruction.

Statutory Requirement	None
Regulatory Requirement	None

Staff Development Coordinator (1125)

An assignment within a District/System/ESU to assist in the implementation of staff training, in-service, and staff development programs.

Statutory Requirement	A valid teaching or administrative certificate. Section 79-801, 79-802), 79-

	1234(2) R.R.S.
Regulatory Requirement	A valid teaching or administrative certificate (92 NAC 10-003.01)) (92 NAC 84-002.12)

Department Head (1130)

An assignment to coordinate and improve the instructional program in a specific area (usually at the school level). May also include the job title: Department Chairperson.

Statutory Requirement	A valid teaching or administrative certificate. Section 79-802, 79-101(9), 79-101(12) R.R.S.
Regulatory Requirement	A valid teaching or administrative certificate (92 NAC 10-003.01)

Curriculum Specialist (1140)

An assignment within a District/System/ESU to provide information and guidance to other staff members in a specialized field. An example would be reading coach.

Statutory Requirement	A valid teaching or administrative certificate. Section 79-802, 79-101(9), 79-101(12), 79-1234(2) R.R.S.
Regulatory Requirement	A valid teaching or administrative certificate (92 NAC 10-003.01)) (92 NAC 84-002.12)

Head Teacher (1150)

An assignment to instruct students and perform professional duties. This code may only be used on School forms.

Statutory Requirement	A valid teaching or administrative certificate. Section 79-802, 79-101(9), 79-101(12) R.R.S.
Regulatory Requirement	A valid teaching or administrative certificate (92 NAC 10-003.01)

**NOTE: If the duties of the Head Teacher include the supervision of certificated staff, a valid administrative certificate is required (79-1229 R.R.S and 92 NAC 10-004.03A2).*

Teacher (1160)

An assignment to instruct students. This code may only be used on School forms.

Statutory Requirement	A valid teaching or administrative certificate. Section 79-802, 79-101(9), 79-101(12) R.R.S.
Regulatory Requirement	A valid teaching or administrative certificate with an endorsement appropriate for the position (92 NAC 10-003.01,002.21, 007.01A, 007.02A, 007.03A)

SPED Teacher – Core Academic Subjects/Grading (1161)

Responsible for instruction of elementary and secondary students and serve as the teacher solely responsible for delivering academic content and assigning grade(s).

(*Students participate in a modification of general curriculum at an instructional level below their general education peers).*

Statutory Requirement	A valid teaching or administrative certificate. Section 79-802, 79-101(9), 79-101(12) R.R.S.
Regulatory Requirement	A valid teaching or administrative certificate with an endorsement appropriate for the position (92 NAC 10-003.01,002.21, 007.01A, 007.02A, 007.03A, 92 NAC 51-010.01)

SPED Teacher - Core Academic Subjects/Alternate Standards/Assessment (1162)

Responsible for teaching students with the most significant disabilities; those students who participate in a functional, life-skills curriculum. Does evaluate progress.

(*Students participate in the special education alternate assessment based on special education alternate standards).*

Statutory Requirement	A valid teaching or administrative certificate. Section 79-802, 79-101(9), 79-101(12) R.R.S.
Regulatory Requirement	A valid teaching or administrative certificate with an endorsement appropriate for the position (92 NAC 10-003.01,002.21, 007.01A, 007.02A, 007.03A, 92 NAC 51-010.01)

SPED Teacher - Collaborating/Co-Teaching (1163)

Early Childhood (7-1163): Responsible for providing consultative services to endorsed early childhood teachers; or responsible for collaborating/co-teaching with an endorsed early childhood teacher for children birth to age five.

K-12 (S-1163): Responsible for providing consultative services to content endorsed general education teachers; or responsible for collaborating/co-teaching with a content endorsed general education teacher for students enrolled in the academic content area. Responsibilities may include assisting with adjustments to the learning environment, modifications of instructional strategies, adaptation of curricula, use of positive behavioral supports and interventions, or design, use, or implementation of appropriate accommodations to meet individual needs of children and youth birth to age 21 with disabilities. **Does <u>not</u> assign grades.**

(Student participates in the general curriculum).

Statutory Requirement	A valid teaching or administrative certificate. Section 79-802, 79-101(9), 79-101(12) R.R.S.
Regulatory Requirement	A valid teaching or administrative certificate with an endorsement appropriate for the position (92 NAC 10-003.01,002.21, 007.01A, 007.01B, 007.02A, 007.03A, 92 NAC 51-010.01 (92NAC 11-002.12, 002.13, 004.08A)

SPED Teacher – Facilitator (1164)

A teacher who facilitates special education instruction provided through alternative delivery systems such as web based courses, alternative programs and other similar circumstances. **Student grade(s) determined through web based course cut score(s).**

(S*tudent participates in a modification of the general curriculum at or below the instructional level of general education peers).*

Statutory Requirement	A valid teaching or administrative certificate. Section 79-802, 79-101(9), 79-101(12) R.R.S.
Regulatory Requirement	A valid teaching or administrative certificate with any approvable special education endorsement under (92 NAC 51-010.01).

Teacher – Facilitator (1170)

A teacher who facilitates non-special education instruction provided through alternative delivery systems such as web based courses, alternative programs and other similar circumstances. **Student grade(s) determined through web based course cut score(s).**

Statutory Requirement	A valid teaching or administrative certificate. Section 79-802, 79-101(9), 79-101(12) R.R.S.
Regulatory Requirement	A valid teaching or administrative certificate. Sections (92 NAC 10-003.01 or 10-004.04D2b)

Teacher – Collaborator (1180)

A non-special education teacher who is assigned to work collaboratively or co-teach with other general education classroom teachers holding the appropriate endorsement(s). This includes integrated courses as provided in 92 NAC 10.002.09 or 10.004.0C1 that should be reported on the Integrated Courses Report (NDE 02-015.2). **Does <u>not</u> assign grades.**

Statutory Requirement	A valid teaching or administrative certificate. Section 79-802, 79-101(9), 79-101(12) R.R.S.
Regulatory Requirement	A valid teaching or administrative certificate. Sections (92 NAC 10-003.01 or 10-004.04D2b)

Librarian (2222)

An assignment to develop plans for and manage the use of teaching and learning resources.

Statutory Requirement	A valid teaching or administrative certificate. Section 79-802, 79-101(9), 79-101(12) R.R.S.
Regulatory Requirement	A valid teaching or administrative certificate with an endorsement appropriate for library science or educational media specialist (92 NAC 10-007.04A, 10-007.04A1,10-007.04A2and 10-007.04B) (or a valid teaching or administrative certificate and acquiring 6 credit hours per year toward the endorsement).

Media Specialist (2223)

An assignment to develop plans for and manage the use of teaching and learning resources.

Statutory Requirement	A valid teaching or administrative certificate. Section 79-802, 79-101(9), 79-

	101(12) R.R.S.
Regulatory Requirement	A valid teaching or administrative certificate with an endorsement appropriate for library science or educational media specialist (92 NAC 10-007.04A, 10-007.04A1, 10-007.04A2, 10-007.04B) (or a valid teaching or administrative certificate and acquiring 6 credit hours per year toward the endorsement).

Mental Health Practitioner (2112)

An assignment to provide treatment, assessment, counseling or equivalent activities to students for behavioral, cognitive, social, mental or emotional disorders, including interpersonal or personal situations.

Statutory Requirement	See Neb. Rev. Statute 38-2102 through 38-2138
Regulatory Requirement	State of Nebraska licensure by the appropriate board of examiners. (92NAC 51-010.04.

Secondary Counselor (2120)

An assignment to perform the activities of advising students and assisting parents and teachers to aid students in making personal plans and decisions in relation to education, career, or personal development. This code may only be used on School forms.

Statutory Requirement	A valid teaching or administrative certificate. Section 79-802, 79-101(9), 79-101(12) R.R.S.
Regulatory Requirement	A valid teaching or administrative certificate with an endorsement appropriate for guidance and counseling and at the level of assignment. (92 NAC 10-007.05A, 10-007.05B, 10-007.05D) (or a valid teaching or administrative certificate and acquiring 6 credit hours per year toward the counseling endorsement).

Elementary Counselor (2121)

An assignment to provide guidance in the development of positive attitudes and behaviors in elementary children primarily through work with school staff, other professionals, and families.

Statutory Requirement	A valid teaching or administrative certificate. Section 79-802, 79-101(9), 79-101(12) R.R.S.
Regulatory Requirement	A valid teaching or administrative certificate with an elementary endorsement or a K-6, K-8 or K-12 guidance and counseling endorsement. (92 NAC 10-003.01, 007.05C, 007.05D, 007.05E, 006.17C)

School Nurse (2130)

An assignment to perform activities requiring substantial specialized judgment and skill in the observation, care, and counsel of ill and injured persons, and in illness prevention. The person filling this position can be a Registered Nurse (RN) or a Licensed Practical Nurse (LPN).

Statutory Requirement	Chapter 71, Article 17 R.R.S.
Regulatory Requirement	Nebraska Department of Education Certification and appropriate endorsement or State of Nebraska licensure by the appropriate board of examiners or a multi-state compact license. (92 NAC 24-007.02D, 92 NAC 21, 92 NAC 51-010.03)

Speech Pathologist (2131)

An assignment to assess communicative disorders; to plan, direct, and participate in many habilitative and instructional programs for children and youth who have communicative disorders; and to seek to prevent language, speech, and hearing disorders whenever possible. May also include the job title: Language Pathologist, Speech Therapist.

Statutory Requirement	Section 38-501 through 38-527 R.R.S.
Regulatory Requirement	Nebraska Department of Education Certification and appropriate endorsement, or State of Nebraska licensure by the appropriate board of examiners. (92 NAC 24-006.69, 92 NAC 21-005, 92 NAC 51- 010.01, NAC 51- 010.04)

Physical Therapist (2132)

An assignment to perform activities involving physical methods of treatment and rehabilitation without the use of drugs or surgery.

Statutory Requirement	Section 38-2901 through 28-2929 R.R.S.
Regulatory Requirement	State of Nebraska licensure by the appropriate board of examiners. (92 NAC 51-010.04)

Audiologist (2133)

An assignment to identify and remediate hearing disorders. Involved in programming for hearing conservation by assisting with the development and implementation of aural rehabilitation programs.

Statutory Requirement	Section 38-501 through 38-527 R.R.S.
Regulatory Requirement	Nebraska Department of Education Certification and appropriate endorsement, or State of Nebraska licensure by the appropriate board of examiners. (92 NAC 24-007.01 and 92 NAC 51- 010.01, NAC 51-010.04)

Speech Language Technician (Non-teaching) (2134)

An assignment to assist with the provision of speech and language services in collaboration with a Speech Pathologist.

Statutory Requirement	Section 38-501 through 38-507 R.R.S.
Regulatory Requirement	Nebraska Department of Education Certification and appropriate endorsement, or State of Nebraska licensure by the appropriate board of examiners. (92 NAC 24-007.04, 92 NAC 51-010.03)

Sign Language Interpreter (2135)

A person who provides interpreter services for educators and for deaf and hard of hearing individuals for special education evaluations or services pursuant to IEPs and IFSPs; and who is qualified to facilitate communication between people who do not share a common language or mode of communication.

Statutory Requirement	Section 20-150 through 20-159 R.R.S.
Regulatory Requirement	92 NAC 51-010.06A-H

Occupational Therapist (2137)

An assignment to perform activities involving occupational methods of treatment and rehabilitation without the use of drugs or surgery.

Statutory Requirement	Section 38-2501 through 38-2531 R.R.S.
Regulatory Requirement	State of Nebraska licensure by the appropriate board of examiners. (92 NAC 51-010.04)

Psychologist (2138)

An assignment to a staff member who is licensed as a psychologist to evaluate and analyze a student's behavior by measuring and interpreting their intellectual, emotional, and social development, and diagnosing their educational and personal disabilities.

Statutory Requirement	Section 38-3101 through 38-3132 R.R.S.
Regulatory Requirement	Nebraska Department of Education Certification and appropriate endorsement, or State of Nebraska licensure by the appropriate board of examiners. (92 NAC 21-007, 92 NAC 24-006.55, 92 NAC 51-010.01)

Psychologist Assistant (2139)

An assignment to perform activities assisting a Psychologist.

Statutory Requirement	Section 38-3101 through 38-3132 R.R.S.
Regulatory Requirement	State of Nebraska licensure by the appropriate board of examiners. (92 NAC 21-007, 92 NAC 51-010.03 and 010.04)

Home School Liaison (2150)

An assignment to coordinate services with home and school for children with verified disabilities.

Statutory Requirement	None.
Regulatory Requirement	Nebraska Department of Education Certification (92 NAC 51-010.01)

School Transition Specialist (2152)

An assignment to coordinate plans and activities for students with verified disabilities as they transition from school to adult life. **Includes** development and coordination assessment and work experience programs.

Statutory Requirement	A valid special services certificate. Sections 79-801, 79-802, 79-101(9), 79-101(12) R.R.S.
Regulatory Requirement	A valid teaching, special services, or administrative certificate with an endorsement appropriate for the position (92 NAC 24-007.03D, 92 NAC 51-010.01).

Social Worker (2111)

An assignment to assist in the prevention of, or solution to, those personal, social, and emotional problems of individuals and their relationship with the family, school, and community.

Statutory Requirement	Section 38-2101 through 38-2139 R.R.S.
Regulatory Requirement	State of Nebraska licensure by the appropriate board of examiners. (92 NAC 51-010.04)

Instructional Paraprofessional (5160)

An assignment to assist a teacher with routine activities associated with teacher, ie: activities requiring minor decisions regarding students, such as conducting rote exercises, operating equipment and clerking. Include only paid staff, exclude volunteer aides.

Statutory Requirement	79-802 R.R.S.
Regulatory Requirement	None.

Appendix D – Instructional Paraprofessional Information

GENERAL INSTRUCTIONS

Report instructional paraprofessionals for all schools. Report the appropriate FTE related to being an instructional paraprofessional based on the Special Program Indicator (see the Special Program Indicator table in this manual and Appendix B). Report only paraprofessionals performing **instructional activities,** even if assisting with the instruction of students is only part of their responsibilities. Do not include paraprofessionals whose only responsibilities include assisting with lunch-room, transportation, nurses, computer technicians, family service coordination or serving as a translator.

Please note: the Full-Time-Equivalency for ALL paraprofessionals (instructional and non instructional) will be recorded in the "NonCertificated Staff" collection in the "Consolidated Data Collection (CDC)"; Due Date January 8th.

NCLB requires all Instructional Paraprofessionals (Position Assignment Code) in Title I programs meet one of the following before working with students, in addition to having a High School Diploma or General Equivalency Diploma (GED):

- 48 semester hours of college or
- Associates Degree (if an accredited institution) or
- Achieving a passing score on one of the approved assessments listed in section (17) below.

Education Attained Code: Staff Demographics (16)

Information on the type of degree earned by the staff member. If the staff member has multiple degrees, the highest level degree should be used as the value in this field.

Code	Description
00	No High School Diploma
09	High School Diploma/GED
12	No college preparation (used mostly for provisional trade certificates, or special services certificates, i.e. coaching)
14	Associate's Degree
20	Less Than Baccalaureate (40 or less semester hours)
21	Less Than Bachelors Degree (41-47 semester hours)
22	Less Than Baccalaureate (48 or more semester hours)
30	Less Than Baccalaureate (60 Hours or more semester hours)
40	Baccalaureate
45	Bachelors Degree plus hours
48	Bachelors Degree plus at least 30 graduate-level hours
50	Masters
55	Master Degree plus hours
60	Education Specialist
70	Doctorate

Paraprofessional Assessment Passed Flag: Staff Demographics (17)

This is for instructional paraprofessionals only (Position Assignment Code: Staff Position Assignments (11) = X-5160, where X= Special Program Indicator 0,2,7,E,F,M,P,S or T).
Enter code 1 through 4 ONLY if a passing score was achieved in the assessment.

Enter zero:

- If no assessment was taken due to meeting qualifications by education attained.
- If a passing score was not achieved
- If this staff person is not an instructional paraprofessional
- When reported by a nonpublic system.

One of the options for meeting the NCLB requirements is achieving a passing score on an approved assessment of the competency of the instruction paraprofessionals to assist in providing instruction in Reading, Math or pre-Reading and pre-Mathematics. The following assessments have been approved. The passing score for each is provided. Additional information regarding these requirements can be found at:
http://www.education.ne.gov/federalprograms/Title%20I%20Part%20A.html#Paraprofessional If any instructional paraprofessional used this option to meet NCLB requirements, enter the code for the assessment taken **ONLY if a passing score was achieved**.

Code	Description
0	Not applicable (no assessment taken or no passing score)
1	Parapro by ETS (passing score of 456)
2	Workkeys by ACT (passing score: Writing – 3, Reading – 4, Math – 4 and Instructional Skills Inventory – a satisfactory rating on each item included on the inventory)
3	Para Educator by Master Teacher (passing score of 70% on the comprehensive test)
4	Project Para by UNL (passing score of 116)

Contract Indicator Code: Staff Demographics (18)

Enter a “2” (No) if instructional paraprofessional is the only assignment.

Code	Description
1	Yes
2	No

Data Validation Rules
If Contract Indicator Code = ‘2’ (No) then Contract Days should be zero, Contract Date should be blank.
Instructional Paraprofessionals (Assignment Code X-5160, where X= Special Program Indicator 0,2,7,E,F,M,P,S or T) should report ‘2’ No if that is their only assignment.

Contract Date: Staff Demographics (19)

Leave blank.

Contract Days: Staff Demographics (20)

Enter zero.

Basic Salary: Staff Demographics (21)

Enter zero.

Additional Compensation: Staff Demographics (22)
Enter zero.

Salary Benefits: Staff Demographics (23)
Enter zero.

Experience This District/System/ESU: Staff Demographics (24)
Enter zero.

Total Experience: Staff Demographics (25)
Enter zero.

Full Time Equivalency (FTE): Staff Position Assignment (12)
It is important that the FTE of the paraprofessional is divided into different percentages to correspond with how their position is funded.

Example: Paraprofessional is funded 10% Title I funds and 90% District funds. There would be two position assignments reported:

2-5160 for 10%
0-5016 for 90%

Appendix E - File Layouts

STAFF Demographics

Field Number	Field Name	Field Type	Abbreviated field description. **See Staff Reporting Instructions for more information.**
1	Record Number	Numeric(5)	Sequential and unique number starting with 1 for the first record.
2	County District Number	Char(7)	6 digit NDE assigned number to identify the District/System/ESU, includes leading zeros and hyphen (xx-xxxx)
3	NDE Staff ID	Char(10)	10 digit NDE Staff ID
4	Local Staff ID	VarChar(20)	
5	Last Name	VarChar(30)	Alphanumeric 1-30 characters
6	First Name	VarChar(30)	Alphanumeric 1-30 characters
7	Middle Initial	Char(1)	
8	Name Suffix	VarChar(10)	Alphanumeric 1-10 characters
9	Gender	Char(1)	See Manual for values
10	Hispanic Indicator Code	Char(1)	See Manual for values
11	Race Code 1	Char(2)	See Manual for values
12	Race Code 2	Char(2)	See Manual for values
13	Race Code 3	Char(2)	See Manual for values
14	Race Code 4	Char(2)	See Manual for values
15	Race Code 5	Char(2)	See Manual for values
16	Education Attained Code	Char(2)	See Manual for values
17	Paraprofessional Assessment Passed Flag	Char(1)	See Manual for values
18	Contract Indicator Code	Char (1)	See Manual for values
19	Contract Date	Char(10)	YYYY-MM-DD, Must include leading zeros in month and day.
20	Contract Days	Numeric(3)	0-366
21	Basic Salary	Numeric(6)	0-999999
22	Additional Compensation	Numeric(6)	0-999999
23	Salary Benefits	Numeric(6)	0-999999
24	Experience this District	Numeric(2)	01-99 00 is allowable for Instructional Para's Only
25	Total Experience	Numeric(2)	01-99 00 is allowable for Instructional Para's Only
26	School Year	Char(10)	YYYY-MM-DD; Year, Month and Day (2014-06-30)

STAFF POSITION ASSIGNMENTS

Field Number	Field Name	Field Type	Abbreviated field description. **See Staff Reporting Instructions for more information.**
1	Record Number	Numeric(5)	Sequential and unique number starting with 1 for the first record.
2	County District Number	Char(7)	6 digit NDE assigned number to identify the District/System/ESU, must include leading zeros and hyphen (xx-xxxx)
3	School Number	Char(3)	3 digit NDE assignment number to identify the school location, must include leading zeros
4	NDE Staff ID	Char(10)	10 digit NDE Staff ID
5	Local Staff ID	VarChar(20)	
6	Last Name	VarChar(30)	Alphanumeric 1-30 characters
7	First Name	VarChar(30)	Alphanumeric 1-30 characters
8	Middle Initial	Char(1)	
9	Name Suffix	VarChar(10)	Alphanumeric 1-10 characters
10	Controlling District Code	Char(7)	6 digit NDE assigned number that identifies the entity that holds the contract for the staff reported (xx-xxxx).
11	Position Assignment Code	Char(6)	5 digit code to identify the staff person's position (x-xxxx). See manual for codes.
12	Full-Time Equivalency (FTE)	Numeric(3)	Enter as a whole number, no decimals
13	Assignment Date YYYY-MM-DD	Char(10)	YYYY-MM-DD
14	Completion Date YYYY-MM-DD	Char(10)	YYYY-MM-DD
15	School Year	Char(10)	YYYY-MM-DD, Year, Month and Day (2014-06-30)