

Staff Assignment - Changes

Principal: Select an Assignment Code that best represents the students they are responsible for at your school.

One principal: use the Grade Level “ALL”

Two or more principals:

- Use the code for each person that matches the grade levels they work with and use ALL grades.
 - i.e. a K-8 school: 1102, Elementary Principal – ALL and 1104 Middle School- ALL
- When two principals work within the grade range, a record must be reported each specific grade level.
i.e. A HS with two principals are assigned new 9th graders in alternate years and follow the students until graduation:
- ONLY Principals sharing a title need their assignments broken out by grade level:
 - Principal 1 needs three records: 1108 Senior HS, grade 9, 1108 grade 11, 1108 grade 14 (CSE students exempt from Regents exams)
 - Principal 2 needs three records: 1108 Senior HS, grade 10, 1108 grade 12, 1108 grade 14 (CSE students exempt from Regents exams)

Non-Principal Staff Assignments: All other assignments, regardless of the number of people in the same position/title/Assignment code need a single record for each assignment, use Grade level ALL. i.e. A K-12 school has 2.5 assistant principals; two fulltime AP positions and one person who is half-time AP and serves 50% of their time as the data coordinator. In this scenario four (4) records are needed:

- AP 1: 1207, ALL grades
- AP 2: 1207, ALL grades
- AP 3: 1207, ALL grades
- “AP3”: 1411 Data Coordinator, ALL grades

Six Assignments require two new fields:

All School Counselors, Social Workers, Psychologist and Nurses (RN, LPN & RN teacher) require additional data to show whether or not the people in these positions are shared with another school. These fields are highlighted in the below image.

Report one record per title and ALWAYS use the grade level of ALL



Principal Assignment Codes	
1102	PRINCIPAL ELEMENTARY SCHOOL
1104	PRINCIPAL MIDDLE SCHOOL
1106	PRINCIPAL JUNIOR HIGH SCHOOL
1107	PRINCIPAL K - 12 SCHOOL
1108	PRINCIPAL SENIOR HIGH SCHOOL
1109	PRINCIPAL JUNIOR/SENIOR H S
1110	PRINCIPAL SPECIAL SCHOOL



Code	Staff Assignment Description
2210	SCHOOL NURSE-TEACHER
2211	SCHOOL NURSE (RN)
2212	LICENSED PRACTICAL NURSE (LPN)
2022	SCHOOL SOCIAL WORKER
2017	SCHOOL PSYCHOLOGIST
2117	SCHOOL COUNSELOR

ONLY School Counselors, Social Workers, Psychologist and Nurses (RN, LPN & RN teacher) need these data reported.

Staff Assignment - Changes

Staff Assignment Manual Entry:

*denotes a required field

*Staff Name :: Staff ID | Teach ID (Alt. Staff ID): *Location Code: *Grade Level:

*Assign. Category: *Assign. Code: *Assign.Date: Completion Date: Assign. Title: Programs Code:

Percent Time: Assign. Field:

Import Validation

Contracted in private :: Contracted in private
Contracted in public :: Contracted in public
Contracted out private :: Contracted out private
Contracted out public :: Contracted out public
In district :: In district

L0 Errors will occur

- An error will occur if there is more than one entry for the same staff member in these titles/codes and the TOTAL percent is over 100.
- when this data is missing for these titles/codes **AND**
- if this data is reported for ANY other title/code.

PERCENT TIME: 0 – 100 (with up to 3 decimals)

- use this field to report the percent of that person's time in this exact title/code
- grade level = ALL
- If a person has multiple assignments as School Counselors, Social Workers, Psychologist and Nurses (RN, LPN & RN teacher) each record needs a percent time. The total CANNOT exceed 100%. (Note: If 1 is entered, it is assumed to be reported at 1%)

ASSIGN. FIELD: denotes if the person is employed by the school or another entity, report ONE of the following options.

In district	charter school employee
Contracted in public	employee of another school (charter or DOE)
Contracted in private	contracted from a private entity (non-educational)
Contracted out public	employed and contracted to provide direct services to another
Contracted out private	employed at charter and contracted to provide direct services to a non-public school