

# Deciding Who to Include in STAFFSNAPSHOT and STAFF ASSIGNMENT

## Who needs a STAFF SNAPSHOT record?

Every teacher, principal, and non-teaching professional member on staff at your school.

## Who needs a STAFF ASSIGNMENT record?

Every professional staff member with a *non-teaching assignment* at your school.

When deciding which non-teaching staff members to include ask yourself:



Yes,  
include

**#1- Would a teacher ever have a Staff Assignment?** Yes, if they teach AND perform other non-teaching duties: i.e. Dean of Students, chair/director of a department, teacher mentor, etc. If an administrator teaches a class, they also need “TEACHER” in Staff Snapshot and a course assignment in SIRS.



Yes,  
include

**#2- Does this position require the person to make educational decisions for the school/students?**

Examples – Superintendents and principals make curriculum, hiring and disciplinary decisions. Chief financial officers collect and manage resources, hire staff, etc. **social workers, counselors, psychologist, nurses<sup>1</sup>**, curriculum coaches, etc. refer students for supports such as special education, decide what classes a student takes, when to call an ambulance or send a student home, review and advise teachers on the best practices for classroom instruction. Also include staff in roles as chief information officer, data protection officer data coordinator for their roles in managing technology, compliance with data privacy/security and data management.



Yes,  
include

**#3- Does this job require someone to have a degree, make educational decisions and does the title match something on SED's list?**

[https://nyccharterdatacentral.esboces.org/Portals/0/Documents/Resources/Training%20Materials/23-24%20L0%20Assignment%20%20Codes.pdf?ver=oZH3DCtXj1olhcDC7Nr\\_Zw%3d%3d](https://nyccharterdatacentral.esboces.org/Portals/0/Documents/Resources/Training%20Materials/23-24%20L0%20Assignment%20%20Codes.pdf?ver=oZH3DCtXj1olhcDC7Nr_Zw%3d%3d)

Probing Question: Do you believe that this person's position is equivalent to a title listed there? If yes, select the SIRS that best codes(s) that match their job(s) at your school.



Yes,  
include

**#4- Does YOUR job require you to make or help others make educational decisions BUT the title DOES NOT exactly match anything on SED's list?**

[https://nyccharterdatacentral.esboces.org/Portals/0/Documents/Resources/Training%20Materials/23-24%20L0%20Assignment%20%20Codes.pdf?ver=oZH3DCtXj1olhcDC7Nr\\_Zw%3d%3d](https://nyccharterdatacentral.esboces.org/Portals/0/Documents/Resources/Training%20Materials/23-24%20L0%20Assignment%20%20Codes.pdf?ver=oZH3DCtXj1olhcDC7Nr_Zw%3d%3d). The perfect assignment for someone reading this document might be 1409, Chief Information Officer (pg 2).



**#5- Is this a clerical position?** If this is a clerical position then they ARE NOT reported. A probing question might be ‘do you require a bachelor’s degree or better for someone to qualify for the job?’ Many people with college degrees are in clerical jobs but if the degree was NOT REQUIRED than this person may not be in a professional non-teaching job assignment.



**#6- Is this position equivalent to a teaching assistant?** If this job serves the school for the enforcement of rules (classroom, hallway activities, etc.) or instruction (helping other decision makers i.e. teachers, principals, managers, etc.) and HAS NO DECISION MAKING POWER about what the rules of the school are or how instruction is designed/delivered, then they are probably a teaching assistant that DOES NOT NEED either a STAFF SNAPSHOT or STAFF ASSIGNMENT reported.



**#7- Is this position similar to a custodian, security guard, hall monitor, lunchroom worker, etc.?** If this job serves the school for the provision of non-instructional services for the personal care and safety of students and HAS NO DECISION MAKING POWER then they DO NOT NEED either a STAFF SNAPSHOT or STAFF ASSIGNMENT record.

<sup>1</sup> NYSED, in order to meet US Education Department (USDE) data reporting requires, counts of staff in these titles and will be included in public reporting on the NYS School Report Card at <https://data.nysed.gov/>