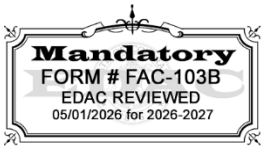
2026-2027 Facility Schools December Staff Data Elements, Definitions, and Instructions



Purpose:

The purpose of the Facility Schools System – December Staff is to provide a secure means for each approved facility school/program to submit education staff for the December Staff collection per federal data reporting requirements.

Dependencies:

Facility schools/programs: Each LEA Approver will log into the Data Pipeline and select Add Record from the left-hand menu. In Facility School Item, select the type of record to enter from the drop-down list: Program Identification or Staff. Enter data into the Program Identification section first, as this section contains data necessary for the system to generate Cognos reports. Once Program Identification data has been entered, you are ready to enter staff data into the Staff section. The current School Year will pre-populate. Select the facility school from the drop-down list. Select the facility school program from the drop-down list. Click the Green box to Add New Record.

Record Expectation:

- All education staff employed as of December 1st.
- Staff employed in Job Code 202-Special Education Teacher who is appropriately licensed and endorsed in an area of special education appropriate for the student disabilities served in the program. A special education teacher who is employed by a one teacher facility school program must be fully licensed and appropriately endorsed in special education. Employment on a temporary status is not allowed at a one teacher facility school program.
- Staff employed in Job Code 102-Special Education Director who is appropriately licensed and endorsed in Director of Special Education; this may be a full or part-time director employed by the facility school/program, or a director employed on a contractual basis.

File Notes:

- All data fields are required. Select value from drop down list or enter data into text fields.

Add Record Screen—School and Program Selection:

All data fields are required. Report field value by selecting from the drop-down list or entering data into the text fields.

Add Record—School and Program Selection:

Name of Field	Example(s)	Field Details	Remarks/Definition
Facility School Item	Program Identification	Select from the drop-down list	Identifies the facility school/program items that require data for December Staff.
School Year	2026-27	Pre-populated for the current school year	The school year for December Staff.
School	1234	Select the 4-digit school code and the associated name of the Facility School from the drop-down list	Displays the list of Facility School(s) associated with the role of LEA Approver.
Program	Facility School Program Name	Select the school program associated with the Facility School from the drop-down list	Displays the list of program(s) in each Facility School associated with the role of the LEA Approver.

Add Record—Program Identification (Collection Contact Information):

Contains necessary data for the system to generate Cognos reports.

Add Record—Program Identification

Name of Field	Example(s)	Field Details	Remarks/Definition
Contact First Name	Valid first name	Cannot be blank	The first name of the person responsible for the December Staff.
Contact Last Name	Valid last name	Cannot be blank	The last name of the person responsible for the December Staff.
Contact Title	Job Title	1-Special Education Director	The title of the December Staff contact.
Contact Phone Number	0000000000	Numeric 10-digit phone number without dashes	The 10-digit numeric phone number of the December Staff contact.
Contact Email Address	Valid email address	Cannot be blank	The email address associated with the December Staff contact. Notifications associated with the December Staff will be sent to the contact at the email address provided.

Name of Field	Example(s)	Field Details	Remarks/Definition
Students to be Served	30	• Estimate per prior years or the current available census • Includes all students served in the program	The total number of all students served in the facility school program. This includes students identified with a disability *and* general education students, if all students receive the same educational services.

Instructions—Program Identification

Program Identification – Add Record

Submit/Add Record - Once data entry is complete in the Program Identification input screen, click the Green box "Submit/Add Record". Only one Program Identification is allowed for each facility school program. The Program Identification is the first section to complete, as this section contains the required data necessary for the system to generate Cognos reports.

Program Identification – Edit Record

Edit Record - If changes to existing Program Identification data are necessary, data is editable in the Edit Record screen. For updates, click on the box to the left to select the record, click on the field to update, make necessary changes, click the Green box "Save" to save December Staff updates.

Program Identification - Create Snapshot (Save Data)

Create a Snapshot - Creating a Snapshot tells the system you are finished entering information and allows the system to "save" data. When a Snapshot is created, the system will check for errors. Errors will either display in the Edit Record screen or in error reports. An email is generated to the LEA Approver at the time a Snapshot is created. There is no limit to the number of times a Snapshot is created. To ensure data is "saved" in the system, create a Snapshot frequently.

Add Record—Staff:

Staff reported in Job Codes requiring a CDE license must hold a valid CDE license in an appropriate area of special education.

Name of Field	Example(s)	Field Details	Remarks/Definition
Type of Staff/ Personnel	1-Instructional Salary	Select from the drop-down list.	Unique staff reporting category for salaried or purchased services staff in alignment with the unique Job Code/Staff Title.
Job Code/Staff Title	202-Special Education Teacher	Select from the drop-down list.	Unique Job Code/Staff Title assigned per the specific duties and responsibilities of an assignment. See list below.
First Name	Valid First Name	Cannot be blank.	The first name of the staff person reported in the Job Code/Staff Title.
Last Name	Valid Last Name	Cannot be blank.	The last name of the staff person reported in the Job Code/Staff Title.

Name of Field	Example(s)	Field Details	Remarks/Definition
SSN	000000000	Numeric 9-digit SSN without dashes	A nine (9) digit number, unique for each individual, used to verify appropriate license/endorsement for the selected Job Code/Staff Title.
Start/Hire Date	00000000	MMDDYYYY format	The month, day, and year in which an individual started the specific assignment related to the reported Job Code.
End Date	00000000	• Pre-populated as zero fill • MMDDYYYY format	The month, day, and year in which an individual ended the specific assignment related to the reported Job Code.
FTE	1.00 0.75	• Four-digit format (X.XX) of 2 decimal places • Cannot be greater than 1.00 for individual staff	The number of total hours worked divided by the maximum number of compensable hours in a full-time schedule. An FTE of 1.00 is equivalent to a full-time position. FTE must be prorated based on the actual hire date. If staff's Hire/Start date is greater than 14 days after the Program Begin Date, the FTE cannot equal 1.00. If staff has multiple assignments, separate records are entered for each specific assignment. Each Job Code/Staff Title record must contain the FTE attributed to that assignment
Salary	48000	No comma or cents.	The December Staff collection contains the annual contract salary an individual is paid excluding the amount of employee benefits. Salary must be prorated in accordance with the submitted FTE. The system will not prorate the salary for you. If staff has multiple assignments, separate records are entered for each specific assignment. Each Job Code/Staff Title record must contain the portion of salary attributed to that assignment.

Name of Field	Example(s)	Field Details	Remarks/Definition
Benefits	6000	• No comma or cents • Zero fill is allowed if benefits are not paid • Cannot be greater than 50% of the salary	The annual compensation provided to employees includes social security, group insurance (health, dental, and life), unemployment/workers' compensation, pension plan, etc. Benefits must be prorated in accordance with the submitted FTE. The system will not prorate the benefits for you.

Job Code/Staff Title Descriptions

The following tables contain the duties and responsibilities of each Job Code/Staff Title contained in the system, necessary to create individual staff records in the Staff input screen.

Administrator:

An administrator is an individual who performs responsibilities associated with executive management, administrative leadership, and organizational direction and is responsible for developing, directing, and interpreting policies or regulations. Including executing those policies or regulations through the direction of individuals at all levels.

Job Code	Staff Title	Description	Reporting Area
102	Assistant Superintendent	Formerly Special Education Director Performs high-level executive management functions in the areas of administration and instruction.	Support or Support Purchased Services
104	Instructional Director	Formerly Education Coordinator Performs professional management, administrative, research, and/or analytical services in a senior leadership role. This may include personnel responsible for services such as evaluation, teacher development, dissemination, and curriculum development.	Support or Support Purchased Services
105	Principal	Performs the highest level of executive management functions in an individual school, a group of schools, or units of a school system. Responsibilities include the administration of instructional programs, extracurricular programs, community relations, operation of the school plant, and the coordination of staff and student activities.	Administration

Professional—Instructional

Classroom Instruction

Performs duties requiring a high degree of knowledge and skills acquired through at least a baccalaureate degree (or its equivalent obtained through special study and/or experience), including skills in the field of education or educational psychology.

Job Code	Staff Title	Description	Reporting Area
201	Regular Ed Teacher	Provides learning experiences and care to students during a particular time period in general education.	General Education
202	Special Education Teacher	Provides learning experiences and care to special education students during a particular time period or in a given discipline.	Instructional or Instructional Purchased Services
204	Teacher, Permanent Substitute	Provides learning experience and care to students during a particular time period or in a given discipline as a temporary substitute for the regular classroom teacher.	General Education
206	Teacher, Title I	Provides enriched learning experiences and care to at-risk students during a particular time period or in a given discipline.	General Education
225	CTE Instructor	New CTE Instructors instruct students in various technical and career subjects, such as auto repair, aeronautics, healthcare, culinary arts, etc. CTE instructors typically have industry-based experience and non-traditional certification or licensure. CTE Instructors partner with local university/colleges to help students earn certifications, diplomas or AA degrees specific to a particular career area	General Education

Instructional Support

Performs duties in support of student instruction to include counseling, behavioral support, educational diagnostician, autism specialist, and other supports listed in the table.

Job Code	Staff Title	Description	Reporting Area
211	Counselor	Guides individuals, families, groups, and communities by assisting them in problem solving, decision-making, discovering meaning, and articulating goals related to personal, educational, and career development.	Support or Support Purchased Services
214	Educational Diagnostician	Licensed special education teacher or speech/language pathologist who diagnoses students who might need special education.	Support or Support Purchased Services

Job Code	Staff Title	Description	Reporting Area
215	Instructional Program Consultant	Consults in the management or direction of instructional programs or areas of instruction.	Support or Support Purchased Services
220	Behavioral Specialist	Provides consultation or direct service in the areas of social, emotional, and behavioral functioning to meet the individual needs of students in order to improve both academic achievement and social competence.	Support or Support Purchased Services
221	Autism Specialist	Provides assessment, ongoing support, and training around programming to educational teams serving students identified as having autism or being on the autism spectrum.	Support or Support Purchased Services
222	Reading Interventionist	Teachers who conduct assessments and provide consultative or direct services (interventions and instruction) in the area of reading to meet the individual needs of students through the use of evidence-based practices to improve reading achievement.	Support or Support Purchased Services
224	Board Certified Behavior Analyst (BCBA)	Delivers consultative or direct behavior analytic services to meet the individual needs of students and provides support to special education and general education staff in order to improve student access to instruction, behavioral skills, and academic achievement.	Support or Support Purchased Services

Other Support

Performs duties in support of student education and general well-being.

Job Code	Staff Title	Description	Reporting Area
233	Registered Nurse	Directs school health services and provides nursing services for students, and who is licensed and properly endorsed in accordance with state law.	Support or Support Purchased Services
234	Occupational Therapist	Provides services that address the functional needs of an individual relating to self-help skills, adaptive behavior and play, and sensory, motor, and postural development. These services are designed to improve the individual's functional ability to perform tasks in the home, school, and community settings and include: 1) identification assessment and intervention; 2) adaptation of the environment, and selection, design, and fabrication of assistive and orthodontic devices to facilitate the development of functional skills, and 3) prevention or minimization of the impact of initial or future impairment, delay in development, or loss of functional ability.	Support or Support Purchased Services
235	Physical Therapist	Performs activities including physical methods of treatment and rehabilitation without the use of drugs or surgery.	Support or Support Purchased Services

Job Code	Staff Title	Description	Reporting Area
236	Psychologist	Evaluates and analyzes students' behavior by measuring and interpreting their intellectual, emotional, and social development, and diagnosing their educational and personal problems.	Support or Support Purchased Services
237	Social Worker	Provides social services for clients who may be individuals, families, groups, communities, organizations, or society in general. Social workers help individuals increase their capacities for problem solving and coping, and help obtain needed resources, facilitate interactions between individuals and their environments, make organizations responsible to individuals, and influence social policies.	Support or Support Purchased Services
238	Speech-Language Pathologist	Diagnoses specific speech or language impairments, and provides speech language services for the habilitation or prevention of communicative impairments and provides counseling and guidance to parents, children/students, and teachers, regarding speech and language development.	Support or Support Purchased Services
241	Speech-Language Pathology Assistant	The speech-language pathology assistant (SLPA) serves as a member of an educational team, and holds an authorization by CDE to perform tasks prescribed, directed, and supervised by a certified speech-language pathologist (SLP), in implementing services for children/students with speech, language, cognitive, voice, oral-muscular, augmentative/alternative communication disorders, and hearing impairments in accordance with 1CCR 301-37, 4.11.	Support or Support Purchased Services

Professional—Other:

Individuals who perform managerial or supervisory activities or perform assignments requiring a high degree of knowledge and skills that have been obtained through advanced education, training, or experience, but not requiring skills in the field of instructional education.

Job Code	Staff Title	Description	Reporting Area
320	Accountant	Designs and maintains financial, staff, student, program, or property records; summarizes, analyzes, or verifies such records; and/or controls and certifies expenditures and receipts.	Business
322	Administrative/Executive Assistant	Performs professional activities assisting an executive officer in directing and managing the functions of a school or system.	Administration
323	Admissions Officer	Examines and coordinates records of students to determine eligibility of placement.	Administration

Job Code	Staff Title	Description	Reporting Area
329	Benefits Specialist	Organizes and provides information to employees about organizational fringe benefits.	Administration
337	Grant Developer	Expands opportunities to obtain funds from outside parties in exchange for the completion of a task.	Administration
340	Internal Auditor	Verifies account records, including evaluating the adequacy of the internal control system, verifying and safeguarding assets, reviewing the reliability of the accounting and reporting systems, and ascertaining compliance with established policies and procedures.	Business
342	Specialized Professional Manager/Supervisor	Formerly Finance Director Performs professional activities, generally assisting an executive officer, in directing and supervising the functions of professional and support staff. Functions may include budget, finance, human resources, payroll, personnel, purchasing, risk management, etc.	Administration
344	Personnel Officer	Formerly Human Resources Director Performs activities concerned with staff recruitment, selection, training, and assignment. This includes maintaining staff records, working with administrators in developing pension and insurance plans, and maintaining employer-employee harmony and efficiency through negotiations and internal public relations efforts.	Administration
347	Staff Developer	Formerly Staff Trainer Plans, coordinates, and implements in service or training activities to individuals, including CPR, first aid and physical management.	General Education

Job Code	Staff Title	Description	Reporting Area
350	Transition Coordinator	Provides services that: 1) strengthens and coordinates special programs and related services for individuals with special needs, including students with disabilities, who are currently in school or have recently left school and may benefit from assistance during the transition to postsecondary education, vocational training, competitive employment (including supported employment), continuing education or adult services; 2) stimulate the improvement and development of programs for secondary special education; and/or 3) stimulate the improvement of vocational and life skills to enable students with special needs to be better prepared for transition to adult life and services.	Support or Support Purchased Services
357	Crafts/Trades/Food Services Manager	Formerly Maintenance Manager or Food Services Manager Performs professional activities assisting an executive officer in directing and supervising the functions of maintenance, transportation, food services, etc.	Operations
358	Translator	New Provides services that allow individuals who cannot comprehend or communicate in a particular language to understand and express themselves.	Support or Support Purchased Services
380	Systems Administration	Formerly Technology Coordinator Personnel whose primary function is the technical oversight of a particular hardware/software system. This might also involve personnel supervision. (e.g. Network Administrator, Data Base Administrator, Operating System Administrator, Technology Administrator (small district), Specialized Software Administrator (transportation, library, student information, etc.)	Administration

Paraprofessionals:

Performs activities supporting professional-instructional individuals or functions of an organization.

Job Code	Staff Title	Description	Reporting Area
401	Bilingual Assistant	New	Support or Support Purchased Services

Job Code	Staff Title	Description	Reporting Area
		Assists in the instruction of students using more than one language for teaching content.	
402	Career Assistant	Formerly Career Assistant/Job Coach Assists students in developing and utilizing skills that can be applied to career choices.	Instructional or Instructional Purchased Services
405	Community Liaison	New Works with the family, school and community to determine the cause of and provide solutions for students who are experiencing serious attendance, academic and/or discipline problems in order to promote positive educational development.	Instructional or Instructional Purchased Services
410	Educational Interpreter	New Provides a variety of interpreting services (American Sign Language, Cued Speech, English Sign Systems and Oral) in an educational setting. Services include interpreting all school-related functions, tutoring or clarifying instructional information, participating on the educational team related to student progress and achievement and providing expertise to the educational team.)	Instructional or Instructional Purchased Services
416	Teaching Assistant, Special Education	Performs the day-to-day activities of teaching special education students while under the supervision of a teacher. The teaching assistant does not make diagnostic or long-term evaluative decisions regarding special education students. This includes individuals who may or may not be certified and may include associate degree level preschool classroom instructors (new expanded definition).	Instructional or Instructional Purchased Services
421	Occupational Therapist Assistant	An individual who holds a Certified Occupational Therapist Assistant (COTA) registration who provides services that address the functional needs of an individual relating to self-help skills, adaptive behavior and play, and sensory, motor, and postural development under the supervision of a licensed occupational therapist.	Support or Support Purchased Services
422	Physical Therapist Assistant	New An individual who holds a Physical Therapist Assistant license who provides habilitation or rehabilitative	Support or Support Purchased Services

Job Code	Staff Title	Description	Reporting Area
		services to individuals with disabilities under the supervision of licensed/certified physical therapist.	

Office/Administrative Support:

Performs activities associated with data collection, recording and retrieval, preparing transferring, systematizing, or preserving communications, records, and transactions.

Job Code	Staff Title	Description	Reporting Area
506	General Office/Secretary	Perform such activities as preparing, transcribing, systematizing or preserving written communication and reports or operating mechanical equipment (e.g., computers, facsimile machines, typewriters, calculators, and word processing equipment); receiving, storing, and dispensing supplies, materials, and equipment.	Support or Support Purchased Services
515	Records Clerk/Data Entry	Establishes and maintains an adequate and efficient system for controlling records (e.g., registration, admission, attendance, IEP's) for an organization. May include data entry into an established database.	Administration

Crafts/Trades/Services:

Performs tasks that require skill levels that can be acquired through on-the-job training and experience or through apprenticeships or other formal training programs. This includes assignments in crafts and trades, operative, laborer, and service work.

Job Code	Staff Title	Description	Reporting Area
608	Custodian	Performs plant housekeeping and servicing activities consisting of the cleaning; operation of the heating, ventilating, and air conditioning systems; and the servicing of building equipment.	Operations
612	Facilities Maintenance Worker	Inspects buildings and office areas to evaluate suitability for occupancy considering such factors as air circulation, lighting, location, and size.	Operations
630	Vehicle Operator	Drives a vehicle such as a truck or automobile used in the service of a school or system.	Operations

Instructions—Staff

Staff - Add Record

Submit/Add Record - Once data entry is complete in the Staff input screen, click the Green box "Submit/Add Record". A new Staff input screen will display. Continue to enter December Staff records until all additional December Staff you wish to report in each Staff category have been entered.

Staff - Edit Record

Edit Record - If changes to existing staff data are necessary, such as the job code, the base salary or employee benefits amounts, etc., data is editable in Edit Record screen. For updates, click on the box to the left to select the record, click on the field to update, make necessary changes, click the Green box "Save" to save December updates.

Only staff employed at the facility school/program on December 1st are to be retained in the system. If staff is not employed at the facility school/program on December 1st, the staff record must be deleted from the system. For deletes, click on the box to the left to select the record, click the Green box "Delete" to delete the staff.

Staff - Create Snapshot (Save Data)

Create a Snapshot - Creating a Snapshot tells the system you are finished entering information and allows the system to "save" data. When a Snapshot is created, the system will check for errors. Errors will either display in the input screen or in error reports. An email is generated to the LEA Approver at the time a Snapshot is created. There is no limit to the number of times a Snapshot is created. To ensure Staff data is "saved" in the system, create a Snapshot frequently.

December Staff Snapshot Components

Facility Schools Menu

Displays the features in the system. Select Snapshot.

Facility School Item

Identifies the Snapshot selections. Select December Staff Snapshot.

School Year

The school year for December Staff Snapshot. The current school year will pre-populate.

School

Displays the list of Facility School(s) associated with the role of LEA Approver.

Program

Displays the list of Programs associated with the Facility School.

Cognos Reports

Review Cognos reports for errors and data accuracy.

- Facility Schools December Staff Snapshot Error Report
- Facility Schools December Staff Report

Resolve all errors.

December Staff is ready to be submitted to CDE.

Instructions—Submit December Staff

Facility Schools Menu

Displays the features in the system. Select Snapshot.

Facility School Item

Identifies the Snapshot selections. Select December Staff Snapshot.

School Year

The school year for December Staff Snapshot. The current school year will pre-populate.

School

Displays the list of Facility School(s) associated with the role of LEA Approver.

Program

Displays the list of Programs associated with the Facility School.

Steps

1. Click the **"Search"** button.
2. Once the Facility School Item, School Year, Facility School and Program display, click the **"Search"** button and the Snapshot created will display.
3. Click on the name of the program in the Program Code column to view details.
4. Click on the **"Submit to CDE"** button.
5. Click on the **"Download Sign Off Form"**. The Sign Off Form must be signed by both the Executive/Agency Director and the Special Education Director and emailed to the CDE Facility Schools December Staff System Administrator at kochevar_l@cde.state.co.us.

Note: CDE System Administrator will finalize and accept December Staff data for ALL Facility Schools / Programs