2026-2027 Staff Interchange- Staff Assignment File Layout

Purpose:

The purpose of the Staff Interchange – Staff Assignment Association file is to capture and verify the location and role(s) of staff employed at the LEA and or providing services (contracted staff) for the currently selected school year. This data is collected for the Human Resources snapshot (employees as of December 1st); Special Education December Count snapshot (employees as of December 1st).

Dependencies:

Each staff member and contracted staff member has been assigned an Educator Identifier (EDID) and updated through the Educator Identification System (EDIS).

Record Expectation:

In the Staff Interchange-Staff Assignment Association file, the LEA should submit 1 record per staff per LEA per job assignment for staff employed or contracted as of December 1st of the selected school year (for the purpose of the December 1st count snapshots) AND all educators of record/contributing professionals (definitions below) employed during the school year (for the purpose of the Teacher Student Data Link snapshot). The *Educator of Record is an individual assigned primary responsibility for a student's learning in a subject/course with aligned performance measures; a Contributing Professional is an individual assigned responsibility to provide additional services that support and increase a student's learning in a subject/course with corresponding aligned performance measures.* All data fields must be reported and not blank except for 'End Date of Assignment.'

Use Summary:

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

File Notes:

- **Zero fill all non-applicable data fields**

Mandatory
FORM # DMC-111
EDAC REVIEWED
03/20/2026 for 2026-2027

- A header row is required for .csv and .xlsx files
- Changes compared to the prior year are emphasized with yellow shading

Data Field List:

Name of Field	Field Length	Text Start Position	Text End Position	CSV Order	Excel Column	Example(s)	Remarks
Administrative Unit/SOP Code	5	1	5	1	A2	00000	
School District (LEA)/BOCES Code	4	6	9	2	B2	0000	
Special Education Assignment Flag	1	10	10	3	C2	0	yes-1 or no-0
EDID	8	11	18	4	D2	00000000	
Staff's First Name	30	19	48	5	E2	valid name	
Staff's Last Name	30	49	78	6	F2	valid name	
Staff's Gender	2	79	80	7	G2	01	
Staff's Date of Birth	8	81	88	8	H2	01011980	MMDDYYYY
School Code	4	89	92	9	I2	0000	
SPED Staff Program Code	4	93	96	10	J2	0000	
Job Classification Code	3	97	99	11	K2	201	
Start Date of Assignment	8	100	107	12	L2	08012012	MMDDYYYY
End Date of Assignment	8	108	115	13	M2		
Employment Status Code	2	116	117	14	N2	11	
Number of Contract Days	3	118	120	15	O2	180	
Hours Worked per Day	4	121	124	16	P2	0800	
Hourly Rate of Pay	5	125	129	17	Q2	00000	
Base Salary or Wage	6	130	135	18	R2	030000	
Teaching Subject Area	4	136	139	19	S2	0100	
Administrator/Instructional Area	4	140	143	20	T2	0001	
Funding Source	2	144	145	21	U2	01	
Years Principal at this school	2	146	147	22	V2	10	
Grade Level – Infant	1	148	148	23	W2	0	yes-1 or no-0
Grade Level - PreK	1	149	149	24	X2	0	yes-1 or no-0
Grade Level – K	1	150	150	25	Y2	0	yes-1 or no-0
Grade Level - 1st	1	151	151	26	Z2	0	yes-1 or no-0

Name of Field	Field Length	Text Start Position	Text End Position	CSV Order	Excel Column	Example(s)	Remarks
Grade Level - 2nd	1	152	152	27	AA2	0	yes-1 or no-0
Grade Level - 3rd	1	153	153	28	AB2	0	yes-1 or no-0
Grade Level - 4th	1	154	154	29	AC2	0	yes-1 or no-0
Grade Level - 5th	1	155	155	30	AD2	0	yes-1 or no-0
Grade Level - 6th	1	156	156	31	AE2	0	yes-1 or no-0
Grade Level - 7th	1	157	157	32	AF2	0	yes-1 or no-0
Grade Level - 8th	1	158	158	33	AG2	0	yes-1 or no-0
Grade Level - 9th	1	159	159	34	AH2	0	yes-1 or no-0
Grade Level - 10th	1	160	160	35	AI2	0	yes-1 or no-0
Grade Level - 11th	1	161	161	36	AJ2	0	yes-1 or no-0
Grade Level - 12th	1	162	162	37	AK2	0	yes-1 or no-0
Number of Classes Taught in Subject	2	163	164	38	AL2	05	Required for All Teachers
Demonstrates In-Field Status	2	165	166	39	AM2	01	Required for All Teachers

Data Field Descriptions:

Administrative Unit/SOP Code

A unique code assigned to an Administrative Unit/State Operated Program by CDE. Refer to Administrative Unit/State Operated Program Codes. List found on website, under Special Education IEP Interchange, Administrative Unit and District Codes.

School District/BOCES Code

A unique code assigned to a district by CDE. Refer to School District/BOCES Code list on Frequently Requested Codes and Resources.

Special Education Assignment Flag

An indicator if the assignment is a special education assignment.

Code	Description
0	General Education Staff
1	Special Education Staff

EDID

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

Staff or Contracted Staff's First Name

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

Staff or Contracted Staff's Last Name

The name borne in common by members of a family.

Staff or Contracted Staff's Gender

An individual's sex.

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

Staff or Contracted Staff's Date of Birth

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

School Code

A unique code assigned by CDE to a school building. Refer to School Building Code list. *Note: for staff serving the district/LEA, use code '9980' for District/LEA Wide.* Refer to list, All Colorado School Codes list on Frequently Requested Codes and Resources.

Special Education Staff Program Code

A unique code assigned by CDE to a district or AU run Special Education Program. If applicable, program code may be reported and school code may be zero filled. The Special Education Program Code list may be found under the Frequently Requested Codes link in the general section.

Job Classification Code

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

ADMINISTRATOR

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

Job Code	Job Code Name	Job Description	Staff
101	Superintendent	Serves as the chief executive officer and primary advisor to the board of education. Responsibilities include overseeing the development of an educational program and all other activities which impact on that program.	Special Education Assignment Flag = 0
102	Assistant/Deputy/ Associate Superintendent, Senior Executive, Executive Director	Performs high-level executive management functions for a superintendent in the areas of administration and instruction. Such an assignment also includes performing the duties of the superintendent in his or her absence. Includes leadership licensed positions (i.e., Special Education Director and Gifted Education Director) with the appropriate CDE endorsement.	Special Education Assignment Flag = 0 or 1
103	Non-Instructional Administrator	Directs individuals and manages a function, program or supporting service in a senior leadership role. Other management positions include 335, 342 and 357.	Special Education Assignment Flag = 0 or 1
104	Instructional Administrator	Performs professional management, administrative, research, and/or analytical services in a senior leadership role. This may include personnel responsible for services such as evaluation, teacher development, dissemination, curriculum development, and assistant directors of special education.	Special Education Assignment Flag = 0 or 1
105	Principal	(CDE leadership license or authorization). Performs the highest level of executive management functions in an individual school, a group of schools or units of a school system. Responsibilities include the administration of instructional programs, extracurricular programs, community relations, operation of the school plant and the coordination of staff and student activities.	Special Education Assignment Flag = 0

Job Code	Job Code Name	Job Description	Staff
106	Assistant/Deputy/ Associate Principal	(CDE leadership license or authorization). Performs high-level executive management functions in an individual school, group of schools or units of a school system. Primary duties include but are not limited to: (1) supervising student behavior; (2) handling specific assigned duties related to school management; (3) continuing curriculum and staff development; (4) working cooperatively with professional staff; and (5) providing leadership in the instructional program.	Special Education Assignment Flag = 0
120	Board of Cooperative Educational Services (BOCES) Director	Serves as the chief executive director of a BOCES which is established as a regional education service unit designed to provide support, instructional, administrative, facility, community or any other services contracted by participating members.	Special Education Assignment Flag = 0

PROFESSIONAL INSTRUCTIONAL-Classroom Instruction

Perform duties requiring a high degree of knowledge and skills acquired through at least a baccalaureate degree (or its equivalent obtained through special study and/or experience) including skills in the field of education or educational psychology. Generally, individuals hold a CDE license, endorsement, and/or authorization.

Job Code	Job Code Name	Job Description	Staff
201	Teacher, Regular	Provides learning experiences and care to students during a particular time period or in a given discipline.	Special Education Assignment Flag = 0
202	Teacher, Special Education	Provides learning experiences and care to special education students during a particular time period or in a given discipline.	Special Education Assignment Flag = 1
204	Teacher, Permanent Substitute	These are contracted permanent substitutes who are paid whether or not they are fulfilling the substitute role. Provides learning experience and care to students during a particular time period or in a given discipline as a temporary substitute for the regular classroom teacher.	Special Education Assignment Flag = 0
206	Teacher, Title I	Provides enriched learning experiences and care to at risk students during a particular time period or in a given discipline.	Special Education Assignment Flag = 0

PROFESSIONAL INSTRUCTIONAL-Instructional Support

Job Code	Job Code Name	Job Description	Staff
210	Activities Advisor/Coach	Instructs individuals in the fundamentals of a non-athletic activity and/or competitive sport. Do not include individuals employed only for extra-curricular activities outside of the normal school day. These individuals should be coded to 407, Para-professionals - Extra-Curricular Activity/Coach.	Special Education Assignment Flag = 0
211	School Counselor	Guides individuals, families, groups, and communities by assisting them in problem-solving, decision-making, discovering meaning, and articulating goals related to personal, educational, and career development.	Special Education Assignment Flag = 0 or 1
212	Curriculum Specialist/Consultant	Provides information and guidance to other individuals to improve the curriculum. This assignment requires expertise in a specialized field and includes the personnel who consult in the management or direction of instructional programs or areas of instruction.	Special Education Assignment Flag = 0 or 1
213	Dean	Counsels' students and supervises the enforcement of rules.	Special Education Assignment Flag = 0
214	Educational Diagnostician	Licensed special education teacher or school speech-language pathologist who diagnoses students who might need special education.	Special Education Assignment Flag = 1
215	Instructional Program Consultant	Consults in the management or direction of instructional programs or areas of instruction.	Special Education Assignment Flag = 0 or 1
216	Librarian/Media Consultant	Develop plans for and manage the use of teaching and learning resources, including the maintenance of equipment, content material, and services.	Special Education Assignment Flag = 0 or 1
218	Teacher Mentor/Instructional Coach	Provides instruction and coaching, learning experience, professional development and/or mentoring to teaching staff to increase the effectiveness of educational delivery.	Special Education Assignment Flag = 0 or 1
219	Instructional Intern	Performs instructional support activities as part of a formal training program requiring supervision and periodic evaluation.	Special Education Assignment Flag = 0
220	Behavioral Specialist	Provides consultation or direct service in the areas of social, emotional, and behavioral functioning to meet the individual needs of students in order to improve both academic achievement and social competence.	Special Education Assignment Flag = 0 or 1
221	Autism Specialist	Provides assessment, ongoing support, and training around programming to educational teams serving students identified as having autism or being on the autism spectrum.	Special Education Assignment Flag = 1

Job Code	Job Code Name	Job Description	Staff
222	Reading Interventionist	Teachers who conduct assessments and provide consultative or direct services (interventions and instruction) in the area of reading to meet the individual needs of students through the use of evidence-based practices to improve reading achievement.	Special Education Assignment Flag = 0 or 1
223	Math Interventionist	Teachers who conduct assessments and provide consultative or direct services (interventions and instruction) in the area of mathematics to meet the individual needs of students through the use of evidence-based practices to improve mathematics achievement.	Special Education Assignment Flag = 0 or 1
224	Board Certified Behavior Analyst (BCBA)	Delivers consultative or direct behavior analytic services to meet the individual needs of students and provide support to special education and general education staff in order to improve student access to instruction, behavioral skills, and academic achievement.	Special Education Assignment Flag = 0 or 1
225	Career and Technical Education (CTE) Instructor	CTE Instructors instruct students in various technical and career subjects, such as auto repair, aeronautics, healthcare, culinary arts, etc. Some courses take place in the evenings or weekends. CTE instructors typically have industry-based experience and non-traditional certification or licensure. CTE Instructors partner with local university/colleges to help students earn certifications, diplomas, or AA degrees specific to a particular career area.	Special Education Assignment Flag =0

PROFESSIONAL INSTRUCTIONAL-Other Support

Job Code	Job Code Name	Job Description	Staff
231	School Audiologist	Provides services including: (1) identification of individuals with hearing loss; (2) determination of the range, nature and degree of hearing loss, including referral for medical or other professional attention; (3) provision of habilitating activities such as language habilitation, auditory training, speech reading (lip reading), hearing evaluation and speech conservation; (4) creation and administration of programs for prevention of hearing loss; (5) counseling and guidance of students, parent/guardians and teachers regarding hearing loss; and (6) determination of an individual's need for group and individual amplification, selecting and fitting an appropriate aid and evaluation the effectiveness of amplification.	Special Education Assignment Flag = 0 or 1

Job Code	Job Code Name	Job Description	Staff
232	Licensed Practical Nurse (LPN)	Provides direct services such as medication administration and performs delegated medical tasks under the direction and supervision of a physician or a registered/licensed school nurse.	Special Education Assignment Flag = 0 or 1
233	School Nurse, Registered Nurse	Directs school health services and provides nursing services for students who is licensed and properly endorsed in accordance with State Law.	Special Education Assignment Flag = 0 or 1
234	School Occupational	Provides services that address the functional needs of an individual relating to self-help skills, adaptive behavior and play and sensory, motor and postural development. These services are designed to improve the individual's functional ability to perform tasks in the home, school and community settings and include: (1) identification assessment and intervention; (2) adaptation of the environment and selection, design and fabrication of assistive and orthodontic devices to facilitate the development of functional skills; and (3) prevention or minimization of the impact of initial or future impairment, delay in development or loss of functional ability.	Special Education Assignment Flag = 0 or 1
235	School Physical Therapist	Performs activities including physical methods of treatment and rehabilitation without the use of drugs or surgery.	Special Education Assignment Flag = 0 or 1
236	School Psychologist	Evaluates and analyzes students' behavior by measuring and interpreting their intellectual, emotional, and social development, and diagnosing their educational and personal problems.	Special Education Assignment Flag = 0 or 1
237	School Social Worker	Provides social services for clients who may be individuals, families, groups, community organizations or society in general. Social workers help individuals increase their capacities for problem solving and coping and help obtain needed resources, facilitate interactions between individuals and their environments, make organizations responsible to individuals and influence social policies.	Special Education Assignment Flag = 0 or 1
238	School Speech-Language Pathologist	Diagnoses specific speech or language impairments and provides speech and language services for the habilitation or prevention of communicative impairments and provides counseling and guidance to parents, children/students and teachers, regarding speech and language development.	Special Education Assignment Flag = 0 or 1
241	Speech-Language Pathology Assistant	The speech-language pathology assistant (SLPA) serves as a member of an educational team and holds an authorization by CDE to perform tasks prescribed, directed, and supervised by a certified speech-language pathologist (SLP), in implementing services for children/students with speech, language, cognitive, voice, oral-muscular, augmentative/alternative communication disorders, and hearing impairments in accordance with 1CCR 301-37, 4.11.	Special Education Assignment Flag = 1

Job Code	Job Code Name	Job Description	Staff
242	School Orientation and Mobility Specialist	A professional who specializes in teaching travel skills to visually impaired people, including the use of canes, dog guides, or sophisticated electronic travel aids, as well as the sighted guide technique.	Special Education Assignment Flag = 1

PROFESSIONAL-Other Licensed Specialists

Perform duties requiring a high degree of knowledge and skills acquired through at least a baccalaureate degree (or its equivalent obtained through special study and/or experience) including skills in the field of education or educational psychology. Generally, individuals hold a CDE license, endorsement, and/or authorization.

Job Code	Job Code Name	Job Description	Staff
301	Health Specialists	Individuals licensed to provide services in the following specialty areas: Dental Hygienist, Dentist, Ophthalmologist, Optometrist, Physician, Physician Assistant, Psychiatrist, Psychometrics, Rehabilitation Counselor, or Respiratory Therapist.	Special Education Assignment Flag = 0
309	Psychometrist	Measures the intellectual, social, and emotional development of individuals through the administration and interpretation of psychosocial tests. These activities are usually carried out under the direction or supervision of a psychologist or a related professional.	Special Education Assignment Flag = 0 or 1
310	Rehabilitation Counselor	Provides a combination of treatment and education services designed to restore maximum functionality, a sense of well-being, and a personally satisfying level of independence in individuals who have temporary or permanent disabilities.	Special Education Assignment Flag = 0 or 1
312	Audiometric Technician	Conducts hearing screening activities according to recommended CDE guidelines under the supervision of the school audiologist or if a school audiologist is unavailable, can be under the supervision of a school nurse.	Special Education Assignment Flag = 0 or 1
313	School-Based Therapist	School-Based Therapist (licensed outside of CDE). Individuals licensed by various state boards in the Colorado Department of Regulatory Agencies provide supplemental and supportive services in the following areas: Licensed Addiction Counselor, Licensed Professional Counselor, Licensed Marriage and Family Therapist, Licensed Psychologist or Licensed Clinical Social Worker.	Special Education Assignment Flag = 0 or 1

PROFESSIONAL-Professional Support

Job Code	Job Code Name	Job Description	Staff
320	Accountant	Designs and maintains financial, staff, student, program, or property records; summarizes, analyzes, or verifies such records; and/or controls and certifies expenditures and receipts.	Special Education Assignment Flag = 0 or 1
322	Administrative/ Executive Assistant	Performs professional activities assisting an executive officer in directing and managing the functions of a school or system.	Special Education Assignment Flag = 0 or 1
323	Admissions Officer	Examine academic records of students to determine eligibility of graduation or for entrance to school.	Special Education Assignment Flag = 0 or 1
324	Analyst	Examines, evaluates, and makes recommendations in such areas as cost, systems, curriculum, educational sectors, or other areas including management, research and assessment, policy, budget, and personnel.	Special Education Assignment Flag = 0
325	Architect	Performs activities such as designing and preparing plans and specifications for the construction, remodeling, or repair of buildings and facilities and overseeing the construction to ensure compliance with plans and specifications.	Special Education Assignment Flag = 0
326	Athletic Trainer	Coordinates and implements training activities for athletes to improve their athletic performance.	Special Education Assignment Flag = 0
327	Attendance Officer	Monitors compulsory attendance laws. § 22-33-107, C.R.S.	Special Education Assignment Flag = 0
329	Benefits Specialist	Organizes and provides information to employees about organizational fringe benefits.	Special Education Assignment Flag = 0
330	Child Find Coordinator	Individual responsible for the process of locating, identifying, and evaluating all children who may have a disability and be eligible for special education and related services.	Special Education Assignment Flag = 1
331	Dietitian/Nutritionist	Plans and evaluates food service programs including determining the nutritional value of food for meals.	Special Education Assignment Flag = 0
332	Engineer	Applies scientific and mathematical principles to practical ends such as the design, construction, and operation of efficient and economical structures, equipment, and systems.	Special Education Assignment Flag = 0
333	Environmental/Safety/ Energy Specialist	Plans and coordinates activities related to environmental safety and efficient use of energy. Includes compliance with Environmental Protection Agency (EPA) rules and regulations, asbestos abatement, and compliance with Americans with Disabilities Act (ADA) provisions.	Special Education Assignment Flag = 0

Job Code	Job Code Name	Job Description	Staff
334	Evaluator	Determines the value or effect of plans, programs, and activities by appraisal of data and activities in light of specified goals and objectives (e.g., personnel evaluator).	Special Education Assignment Flag = 0
335	Non-Instructional Program Consultant/ Coordinator/Supervisor	Consults in the management or direction of services within a non-instructional program (e.g., Staffing Coordinator, Mental Health Coordinator, licensed School Psychologist or School Social Worker).	Special Education Assignment Flag = 0 or 1
336	Instructional Program Consultant/Coordinator/Supervisor	Coordinates, manages (including supervising other certified individuals), or directs services (e.g., vocational education and special education) within an instructional program or areas of instruction.	Special Education Assignment Flag = 0 or 1
337	Grant Developer	Expands opportunities to obtain funds from outside parties in exchange for completion of a task.	Special Education Assignment Flag = 0
339	Insurance/Risk Management Specialist	Coordinates property, liability, vehicle, and other non-employee benefit insurance coverage for the LEA.	Special Education Assignment Flag = 0
340	Internal Auditor	Verifies account records, including evaluating the adequacy of the internal control system, verifying, and safeguarding assets, reviewing the reliability of the accounting and reporting systems, and ascertaining compliance with established policies and procedures.	Special Education Assignment Flag = 0
341	Lawyer	Practices law and assists an executive legal officer by performing such activities as conducting lawsuits, drawing up legal documents, and advising on legal rights. Includes staff who assist legal executive officers such as lawyers, paralegal, or general counsel.	Special Education Assignment Flag = 0
342	Specialized Professional Manager/Supervisor	Performs professional activities, generally assisting an executive officer, in directing and supervising the functions of professional and support staff. Functions may include budget, finance, human resources, payroll, personnel, purchasing, risk management, etc.	Special Education Assignment Flag = 0 or 1
344	Personnel Specialist	Perform activities concerned with staff recruitment, selection, training, and assignment. This includes maintaining staff records, working with administrators in developing pension and insurance plans and maintaining employer-employee harmony and efficiency through negotiations and internal public relations efforts.	Special Education Assignment Flag = 0 or 1

Job Code	Job Code Name	Job Description	Staff
345	Public/Community Relations/Informational Services Specialist	Attempts to foster good relations between an organization and the public as a whole, by planning and conducting programs to disseminate accurate information through such media as newspapers, radio and television, public forums, and civic activities and by reviewing material for and directing preparation of publications.	Special Education Assignment Flag = 0 or 1
346	Research and Development Specialist	Performs activities concerned with systematic study and investigation using the products of research and judgment to improve programs.	Special Education Assignment Flag = 0 or 1
347	Staff Developer	Plans, coordinates, and implement in-services training activities that help individuals to identify future career options and improve skills necessary to achieve them.	Special Education Assignment Flag = 0 or 1
348	Statistician	Plans surveys and collects, summarizes, and interprets numerical data, applying statistical theory and methods to provide usable information.	Special Education Assignment Flag = 0
350	Transition Coordinator	Provides services that: 1) strengthens and coordinates special programs and related services for individuals with special needs, including students with disabilities, who are currently in school or have recently left school and may benefit from assistance during the transition to postsecondary education, vocational training, competitive employment (including supported employment), continuing education or adult services; 2) stimulate the improvement and development of programs for secondary special education; and/or 3) stimulate the improvement of vocational and life skills to enable students with special needs to be better prepared for transition to adult life and services.	Special Education Assignment Flag = 1
351	Volunteer Coordinator	Oversees and coordinates the activity of individuals who enter into positions without the promise of compensation.	Special Education Assignment Flag = 0
354	School-to-Career Coordinator	Develops a system to coordinate business, community, and educational partnerships for students in the K-16 learning system.	Special Education Assignment Flag = 0
355	School-to-Work Alliance Program (SWAP) Coordinator	Develops and coordinates a program of community-based services. Provides direct services for career planning and placement needs for SWAP eligible youth; works with transition coordinator and special educators to provide for the needs of in-school youth at risk of dropping out; identifies and provides services for out-of-school youth.	Special Education Assignment Flag = 1

Job Code	Job Code Name	Job Description	Staff
356	Library Cataloguer	Provides and maintains access to library collection by describing, indexing, and classifying materials.	Special Education Assignment Flag = 0
357	Crafts/Trades/Food Services Manager	Performs professional activities assisting an executive officer in directing and supervising the functions of maintenance, transportation, food services, etc.	Special Education Assignment Flag = 0
358	Translator	Provides services that allow individuals who cannot comprehend or communicate in a particular language to understand and express themselves.	Special Education Assignment Flag = 0 or 1
364	Drafter	Drafts detailed drawings, such as writing diagrams, layout drawings, mechanical detail drawings, and drawings of intermediate and final assemblies, used to manufacture, assemble, install, and repair electronic components, printed circuit boards, and other equipment.	Special Education Assignment Flag = 0
366	Distributive Media	Individuals engaged in writing, editing, illustration, graphic design, photography or website development activities for internal and external distribution and/or publication purposes. These individuals may be employed in the print shop or in the communications dept, or related department.	Special Education Assignment Flag = 0
370	Medicaid Specialist	Consults in the management or direction of the school Medicaid Program, including observation, training, collection, and processing of data for analysis.	Special Education Assignment Flag = 0 or 1
371	SWAAAC Coordinator	Develops and coordinates a team of related services personnel, regular and special educators, paraprofessionals, and other education personnel as identified to provide a program of Assistive Technology Services, including assistive technology assessment, consultation, intervention, and follow-up services.	Special Education Assignment Flag = 1

PROFESSIONAL Computer Technology

Job Code	Job Code Name	Job Description	Staff
380	System Administration	Provides technical oversight, including personnel supervision, of a particular hardware/software system (e.g., network administrator, database administrator, operating system administrator, technology administrator, specialized software administrator).	Special Education Assignment Flag = 0 or 1

Job Code	Job Code Name	Job Description	Staff
381	System Development	Provides analysis, design, development, and implementation of software solutions (e.g., programmers, system analysts/designers, project coordinators).	Special Education Assignment Flag = 0 or 1
382	System Support	Installs, configures, and maintains hardware and software and provides training and support for users (e.g., desktop support, trainer, computer operator, computer technician, applications support specialist, specialized software support, installer).	Special Education Assignment Flag = 0 or 1
399	Program Support Specialist	An individual who offers expertise in an area which is not defined specifically by the other assigned job classifications but offers a unique skill set which would require some professional training or experience to perform.	Special Education Assignment Flag = 0 or 1

PARAPROFESSIONALS

Performing activities supporting professional - instructional individuals or functions of an organization; may support areas outside the traditional classroom (e.g., bus monitor).

Job Code	Job Code Name	Job Description	Staff
401	Bilingual Assistant	Assists in the instruction of students using more than one language for teaching content.	Special Education Assignment Flag = 0 or 1
402	Career Assistant/Job Coach	Assists students in developing and utilizing skills which can be applied to career choices.	Special Education Assignment Flag = 0 or 1
403	Childcare Provider /Group Leader	Implements childcare activities in before or after school programs, including custodial functions and other services. Assists in organizing and leading children in educational activities such as reading, drawing and games.	Special Education Assignment Flag = 0 or 1
405	Community Liaison	Works with the family, school, and community to determine the cause of and provide solutions for students who are experiencing serious attendance, academic and/or discipline problems in order to promote positive educational development.	Special Education Assignment Flag = 0 or 1

Job Code	Job Code Name	Job Description	Staff
406	Counselor Assistant	Assists students, parents, teachers, or other staff, under the supervision or direction of a counselor, by helping individuals make plans and decisions in relation to education, career, or personal development.	Special Education Assignment Flag = 0
407	Extra-Curricular Activity/Coach	Supervises school-sponsored activities that are not related to the curriculum (e.g., sports), including all direct and personal services that are planned for student enjoyment. Includes individuals employed only for extracurricular activities outside of the normal school day. (See also position 210.)	Special Education Assignment Flag = 0
408	Financial Aid Specialist	Interviews students applying for financial aid, including loans, grants-in-aid, or scholarships, to determine eligibility for assistance.	Special Education Assignment Flag = 0
409	Health Care Technician	Assists with health needs of students, including maintenance of health records.	Special Education Assignment Flag = 0 or 1
410	Educational Interpreter	Provides a variety of interpreting services (American Sign Language, Cued Speech, English Sign Systems, and Oral) in an educational setting. Services include interpreting all school-related functions, tutoring, or clarifying instructional information, participating on the educational team related to student progress and achievement, and providing expertise to the educational team.	Special Education Assignment Flag = 1
411	Library/Media Assistant	Assists in the maintenance and operation of a library/media center by aiding in the selection, ordering cataloging, processing, and circulation of all media, and/or serving as specialist, etc.	Special Education Assignment Flag = 0 or 1
414	Student Monitor	Monitors the conduct of students in the halls, cafeteria, playground, study hall, and places where alternatives to classroom instruction are provided (e.g., detention hall) to maintain discipline and safety. Helps keep order on buses or in other school or system facilities. Includes traffic guards for loading buses, crossing guards for monitoring pedestrian traffic, as well as individuals who administer and monitor tests.	Special Education Assignment Flag = 0 or 1
415	Teaching Assistant, Regular Education	Performs the day-to-day activities of teaching students while under the supervision of a teacher. The teaching assistant does not make diagnostic or long-term evaluative decisions regarding students. This includes individuals who may or may not be certified and may include associate degree level preschool classroom instructors.	Special Education Assignment Flag = 0

Job Code	Job Code Name	Job Description	Staff
416	Teaching Assistant, Special Education	Performs the day-to-day activities of teaching special education students while under the supervision of a teacher. The teaching assistant does not make diagnostic or long-term evaluative decisions regarding special education students. This includes individuals who may or may not be certified and may include associate degree level preschool classroom instructors.	Special Education Assignment Flag = 1
417	Teaching/Classroom Technician	Assists a teacher with routine non-instructional activities associated with teaching (i.e., those activities requiring minor decisions regarding students, such as conducting rote exercises, operating equipment, and clerking). These individuals do not instruct students.	Special Education Assignment Flag = 0 or 1
418	Tutor	Provides academic instruction (e.g., in English, mathematics, and foreign language) to students requiring additional assistance outside of the classroom.	Special Education Assignment Flag = 0
419	Teaching Assistant, Title I	Performs the day-to-day activities of teaching at-risk students while under the supervision of a teacher. The teaching assistant does not make diagnostic or long-term evaluative decisions regarding at-risk students. This includes individuals who may or may not be certified but must have completed at least two years of formal education preparation for teaching or the equivalent in experience or training.	Special Education Assignment Flag = 0
420	Braillist	Responsible for competently transcribing and preparing Braille materials using the braillewriter, computer software, and other means of technology. In addition, responsible for preparing other adapted materials for the student with visual impairments (e.g., enlargement of material, use of tactile graphics).	Special Education Assignment Flag = 1
421	Occupational Therapist Assistant	An individual who holds a Certified Occupational Therapist Assistant (COTA) registration who provides services that address the functional needs of an individual relating to self-help skills, adaptive behavior and play, and sensory, motor, and postural development under the supervision of a licensed occupational therapist.	Special Education Assignment Flag = 0 or 1
422	Physical Therapist Assistant	An individual who holds a Physical Therapist Assistant license who provides facilitative or rehabilitative services to individuals with disabilities under the supervision of a licensed physical therapist.	Special Education Assignment Flag = 0 or 1

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

BUSINESS/OFFICE/ADMINISTRATIVE SUPPORT

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

Job Code	Job Code Name	Job Description	Staff
501	Financial Services Staff	Individuals are involved in record-keeping and financial tasks essential for the smooth operation of businesses. Staff in these roles are responsible for maintaining accurate and organized records of financial transactions. ~~Keeps a systematic record of accounts or transactions and prepares statements reflecting those activities. *See also* 320, etc.~~	Special Education Assignment Flag = 0 or 1
502	Human Resources/Personnel	Performs activities supporting personnel functions for an organization. *See also* 329, 344, etc.	Special Education Assignment Flag = 0 or 1
504	Dispatcher	May be, but is not limited to, a safety services or transportation dispatcher. Responds and/or performs specific services and/or records such information as necessary as a school or system may require (e.g., assigns vehicles and drivers, etc.)	Special Education Assignment Flag = 0

Job Code	Job Code Name	Job Description	Staff
506	General Office Staff	Individuals who provide comprehensive support within an office environment, undertaking a variety of tasks including document preparation, telephone handling, visitor reception, file management, and offering secretarial and administrative assistance across different departments and roles. Specific responsibilities are tailored to meet the unique requirements of each position within an organization (reception/switchboard, clerk other office support roles). ~~Perform such activities as preparing, transcribing, systematizing, or preserving written communication and reports or operating mechanical equipment (e.g., computers, facsimile machines, typewriters, calculators, and word processing equipment); receiving, storing, and dispensing supplies, materials, and equipment.~~	Special Education Assignment Flag = 0 or 1
507	Mail Handler/Messenger	Routes mail prepares outgoing materials for mailing and maintains internal written communication systems. Delivers messages, documents, packages and other items to offices or departments within or outside of an organization.	Special Education Assignment Flag = 0 or 1
509	Office Manager	Oversee the daily administrative operations of the office, coordinates the work of other office staff, and serves as a primary point of contact for internal and external stakeholders. Maintains office tasks such as personnel, budget preparation and control, records control and special management activities	Special Education Assignment Flag = 0 or 1
510	Purchasing Agent	Buys supplies, equipment, and materials used in the operation of an organization.	Special Education Assignment Flag = 0
514	Temporary/Part-time Worker (As Needed)	An hourly employee who works on an "as needed" or "on call" basis. This employee is not required to be reported to CDE as part of the human resources data collection.	Special Education Assignment Flag = 0
515	Records Clerk/Data Entry	Establishes and maintains an adequate and efficient system for controlling records (e.g., registration, admission, attendance, IEP's) for an organization. May include data entry into an established database.	Special Education Assignment Flag = 0 or 1
516	Registrar	Coordinates and directs registration activities, including the compilation and analysis of registration data for administrative use. Collects information from participants in specified grant programs (e.g., Even Start, GED, etc.)	Special Education Assignment Flag = 0

CRAFTS/TRADES/SERVICES

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

Job Code	Job Code Name	Job Description	Staff
601	Construction Laborer	Works with various materials and equipment in the construction, erection and reparation of structures and fixtures.	Special Education Assignment Flag = 0
602	Bus Driver	Drives a bus used in the service of a school or system.	Special Education Assignment Flag = 0 or 1
607	Cook/Food Preparer/Caterer/Server	Prepares and cooks foodstuffs in quantities according to menu and number of persons to be served. Serves sandwiches, salads, beverages, desserts, and other foodstuffs. May order items to replace stocks and collect money for purchases.	Special Education Assignment Flag = 0
608	Custodian	Performs plant housekeeping and servicing activities consisting of the cleaning; operation of the heating, ventilating, and air conditioning systems; and the servicing of building equipment.	Special Education Assignment Flag = 0
610	Skilled Trades Worker	Perform skilled and semi-skilled tasks that require a particular skill set, knowledge, or ability in basic areas such as carpentry, painting, electrical, plumbing and heating & air conditions, often requiring a license or certification. May operate and maintain a variety of specialized tools and machines utilized in such trades.	Special Education Assignment Flag = 0
612	Building/Maintenance Technician	Responsible for completing routine maintenance tasks such as inspecting and repairing various machines to ensure proper functioning within a building or facility. Their duties include conducting routine maintenance checks, recommending upgrades or improvements to equipment and systems to enhance efficiency and performance and preserve the quality of a facility. Conducting periodic inspections to identify and address potential hazards or safety concerns.	Special Education Assignment Flag = 0
613	Foreman/Group Leader/Lead Worker/ Food Service Head Cook	Supervises the day-to-day operations of a group of workers (e.g., cafeteria, warehouse workers). See also job class 357.	Special Education Assignment Flag = 0
616	Freight, Stock, and Materials Handler	Loads, unloads, and moves stock, and other materials.	Special Education Assignment Flag = 0

Job Code	Job Code Name	Job Description	Staff
617	Garage Worker	Performs a variety of duties assisting mechanics in a garage. Includes individuals responsible for washing vehicles and/or cleaning equipment.	Special Education Assignment Flag = 0
619	Grounds keeper	Maintains grounds that are owned, rented, or leased and used by a school or system.	Special Education Assignment Flag = 0
622	Locksmith	Installs, repairs, rebuilds, and services mechanical or electrical locking devices using hand tools and specialized equipment.	Special Education Assignment Flag = 0
625	Parking Lot Attendant	Patrols and monitors parking areas to prevent thefts of and from parked automobiles and collects parking fees from drivers.	Special Education Assignment Flag = 0
627	Print Shop Staff	Coordinates, schedules, facilitates, performs and/or monitors printing and productions services.	Special Education Assignment Flag = 0
629	Service Technician (Vehicle Mechanic)	Inspects, repairs, and maintains functional parts of mechanical equipment and machinery.	Special Education Assignment Flag = 0
630	Vehicle Operator	Drives a vehicle such as a truck or automobile used in the service of a school or system.	Special Education Assignment Flag = 0
632	Temporary/Part-time Worker (As Needed)	An hourly employee who works on an "as needed" or "on call" basis. These employees are not required to be reported to CDE as part of the human resource data collection.	Special Education Assignment Flag = 0
633	Temporary/Part-time Worker (Regularly Scheduled)	An hourly employee who is regularly scheduled for the school year. This employee is required to be reported to CDE as part of the human resources data collection.	Special Education Assignment Flag = 0
634	Student Worker	Students hired for temporary assignments. These employees are not required to be reported to CDE and therefore do not need to be included in the interchange.	Special Education Assignment Flag = 0
635	Armed Security Guard	Maintains safety and security of property, facilities, and personnel.	Special Education Assignment Flag = 0 or 1
636	Unarmed Security Guard	Maintains safety and security of property, facilities, and personnel.	Special Education Assignment Flag = 0 or 1

Start Date

The month, day, and year in which an individual started the specific assignment related to the reported Job Classification code.
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End Date

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

Employment Status Code

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

Records with Special Education Code = 0 (general education) and Employment Status Codes of 11, 12, 13, 23, 25, 26, and 30 will be included in the Human Resources Snapshot.

Records with Special Education Code =1 (special education) and Employment Status Codes of 11, 12, 13, 23, 25, 26, and 30 will be included in the Special

Code	Description
11	Active employment -- Individual employed by the LEA in the reported school and position.
12	Active employment in different position at the school -- Individual continues to be employed by the LEA in the same school, but in a different position.
13	Active employment within the LEA -- Individual continues to be employed by the LEA, either in a different school or LEA office.
14	Active employment in education but outside of the LEA -- Individual continues to be employed in the field of education but has left the LEA.
15	Voluntary exit for unknown reason -- Separation resulting from the teacher leaving for unknown reasons.
17	Retirement -- Separation resulting from an individual leaving an employer in accordance with the provision of a specific program allowing or requiring an individual to leave upon reaching a certain age, a certain number of years of service, or upon sustaining a disability.
18	Dismissed -- Separation resulting from the release of the employee before the end of the contract.
19	Non-renewed -- Separation resulting from the release of an employee.
20	LEA-based layoff -- Separation resulting from reduction in force.
21	Formal study or research -- Separation resulting from an individual leaving an employer to study or undertake research activities.
22	Deceased -- Separation resulting from the death of an individual.
23	Contracted Services -- An individual who is employed on the basis of a contract that is not a regular school LEA or BOCES contract.
25	Intern--An individual who is employed for less than a year and/or is earning less than the standard salary for the position.
26	On Leave and Not Replaced--An individual who is on short term leave (e.g., 89 days or less). This individual is reported, and information will be used to compute statistical information, e.g., pupil/teacher ratios.

Code	Description
27	On Leave and Replaced--An individual who is on long term leave (e.g., 90 days/semester or greater). This individual has been replaced by a long-term substitute. A separate record must be submitted for the long-term substitute with active employment status.
30	PERA Retiree-previously retired from a Colorado public school and has an active employment this year. Educators reported with this code will be considered as hired via a shortage mechanism.

Number of Contract Days

The total number of days an individual is employed to perform an assignment for an employer (for contract employees, excluding holidays/vacation days). The number of contract days should never be split among multiple assignments. (Note: Use the total contract days for each assignment.)

Hours Worked per Day

The number of hours scheduled to work in the workday. If an individual's hours vary from day to day, report the average number of hours per day based on a 5-day work week. If an individual has multiple assignments, e.g., part-time teacher and part-time assistant principal, two separate assignment records must be submitted. Each assignment record is to contain the portion of the hours per day attributed to that assignment.

Hourly Rate of Pay

For hourly paid employees. Never split the total hourly rate of pay among multiple assignments. However, the amount per hour could vary given different assignments.

Base Salary or Wage

The annual contract salary or wage an individual is paid before deductions. Do not include additional pay for additional duties. If an individual has multiple assignments, e.g., part-time teacher and part-time assistant principal, two separate assignment records must be submitted. Each assignment record is to contain the portion of the salary attributed to that assignment.

Teaching Subject Area

A description of an area course for which an individual has the responsibility to teach. Required for all teachers and interventionists; job class codes 201, 202, 204, 206, 222, and 223.

Code	Description	Special Education Codes
0000	**N/A (for all other job class codes not required)**	0 or 1
0010	**General Elementary Education**	0 or 1

Code	Description	Special Education Codes
0015	**General 7th / 8th Grade (3 or more core content areas in a 7th and or 8th grade classroom)**	0 or 1
0040	**General Pre-School Education**	0 only
0070	**Co-Alt Exclusively (for special education teachers, job class code 202, only)**	1 only
0100	**Agriculture**	0 only
0110	Agriculture Cluster	0 only
0120	Agriculture Production	0 only
0130	Agriculture Supplies/Services	0 only
0140	Agriculture Mechanics	0 only
0150	Agriculture Products	0 only
0160	Ornamental Horticulture	0 only
0170	Agriculture Resources	0 only
0180	Forestry	0 only
0190	Other Agriculture	0 only
0200	**Art**	0 or 1
0210	Art History and Theory	0 or 1
0220	Design	0 or 1
0230	Crafts	0 or 1
0240	Drawing	0 or 1
0250	Painting	0 or 1
0260	Photography and Related Media	0 or 1
0270	Printing	0 or 1
0280	Sculpture	0 or 1
0290	Other Art	0 or 1
0300	**Business**	0 only
0310	Accounting	0 only
0320	Bookkeeping	0 only
0330	Fundamentals of Business (1)	0 only
0340	Fundamentals of Business (2)	0 only
0350	Shorthand	0 only
0360	Typing/Keyboarding	0 only
0390	Other Business Courses	0 only
0400	**Distributive/Marketing Education**	0 only
0500	**English Language Arts**	0 or 1
0510	Language Skills	0 or 1

Code	Description	Special Education Codes
0520	Linguistics	0 or 1
0530	Literature	0 or 1
0540	Composition	0 or 1
0550	Speech	0 or 1
0560	Dramatic Arts	0 or 1
0570	Reading	0 or 1
0590	Other English Language Arts	0 or 1
0600	**Foreign Languages**	0 or 1
0610	Classical Languages	0 or 1
0620	Modern Foreign Languages	0 or 1
0630	Humanities	0 or 1
0690	Other Foreign Languages	0 or 1
0700	**Health Occupations Education**	0 only
0710	Health Occupations Cluster	0 only
0720	Dental	0 only
0730	Medical Laboratory Technology	0 only
0740	Nursing	0 only
0750	Rehabilitation	0 only
0760	Miscellaneous Health Occupations	0 only
0790	Other Health Occupations	0 only
0800	**Physical Curriculum**	0 or 1
0810	Health Education	0 or 1
0820	Safety	0 or 1
0830	Physical Education	0 or 1
0840	Recreation	0 or 1
0850	Driver Education	0 or 1
0860	Safety Education	0 or 1
0890	Other Physical Curriculum	0 or 1
0900	**Family and Consumer Education**	0 or 1
0910	Home Economics Cluster	0 or 1
0920	Home Economics, Family Focus	0 or 1
0930	Occupational Preparation	0 or 1
0990	Other Family & Consumer Education	0 or 1
1000	**Industrial Arts/Technology Education**	0 or 1
1010	Construction	0 or 1

Code	Description	Special Education Codes
1020	Industrial Arts/Crafts	0 or 1
1030	Drafting	0 or 1
1040	Electricity/Electronics	0 or 1
1050	Manufacturing	0 or 1
1060	Metals, Plastics, and Woods	0 or 1
1070	Power/Automotive Mechanics	0 or 1
1080	Trade and Industry Occupations	0 or 1
1090	Other Industrial Arts/Technology Education	0 or 1
1100	**Mathematics**	0 or 1
1110	Algebra	0 or 1
1120	Applied Mathematics	0 or 1
1130	Calculus	0 or 1
1140	Computer Mathematics	0 or 1
1150	General Mathematics	0 or 1
1160	Geometry	0 or 1
1170	Probability and Statistics	0 or 1
1180	Trigonometry	0 or 1
1190	Other Mathematics	0 or 1
1200	**Music**	
1210	General Music	0 or 1
1220	Music Literature and History	0 or 1
1230	Music Theory	0 or 1
1240	Vocal Music	0 or 1
1250	Instrumental Music	0 or 1
1260	Rhythm and Body Movement	0 or 1
1270	Humanities	0 or 1
1290	Other Music	0 or 1
1300	**Natural Science**	0 or 1
1310	General Science	0 or 1
1320	Biological Science	0 or 1
1330	Physical Science	0 or 1
1340	Earth/Space Science	0 or 1
1390	Other Sciences	0 or 1
1400	**Office Occupations**	0 only
1500	**Social Sciences**	0 or 1

Code	Description	Special Education Codes
1510	Anthropology/Sociology	0 or 1
1520	Area Studies	0 or 1
1530	Economics	0 or 1
1540	Geography	0 or 1
1550	History	0 or 1
1560	Philosophy	0 or 1
1570	Political Science	0 or 1
1580	Psychology	0 or 1
1590	Other Social Sciences	0 or 1
1600	**Technical Education/Computer Technology**	0 only
1610	Computer Applications	0 only
1620	Computer Systems	0 only
1630	Computer Programming	0 only
1640	Computer Servicing/Repairs	0 only
1690	Other Technical Education/Computer Technology	0 only
1700	**Special Education**	1 only
1720	Vision Disability	1 only
1730	Hearing Disability	1 only
1740	Intellectual Disability	1 only
1750	Serious Emotional Disability	1 only
1760	Specific Learning Disability	1 only
1770	Speech or Language Impairment	1 only
1771	Speech Pathology Services	1 only
1780	Multiple Disabilities	1 only
1791	Developmental Delay	1 only
1792	Infant/Toddler with a Disability	1 only
1799	Other Disabilities	1 only
1800	**Co-Curricular Activities I - Athletic/Sport**	0 only
1810	For Females	0 only
1840	For Males	0 only
1870	Coeducational Sports	0 only
1900	**Co-Curricular Activities- Nonathletic**	0 only
2000	**Study Hall**	0 only

Code	Description	Special Education Codes
2800	**JROTC/ROTC *(A program that introduces students to professional education and training of military officers in leadership, military science and operational studies, security policy and strategy, military economics and management, and pre-officer training.)***	0 only

Administrator/Instructional Area

A description of the system outlining instructional or non-instructional activities and procedures designed to accomplish a predetermined educational objective or set of objectives or to provide support services to individuals and or the community. (Report only for administrative and instructional staff; Job Classification Codes 100 through 299, 401, 411, or 415 through 420).

Admin Instructional Area	Area Name	Administrator/Instructional Area	Special Education Flag Code
0000	**N/A**	Not Applicable for the Job Classification Assignment	Special Education Assignment Flag = 0 or 1
0001	**Regular education**	A program that provides students from the prekindergarten level to grade 12 with learning experiences that focus primarily on knowledge and skills for the appropriate age or grade level of students.	Special Education Assignment Flag = 0
0002	**Special Education**	A service, specially designed and at no cost to the parent/guardian, that adapts the curriculum, materials, or instruction for students identified as needing special education. This may include instruction for students with any of the following disabilities: Intellectual Disability or Significant Limited Intellectual Capacity, Serious Emotional Disability or Emotional Disability, Specific Learning Disability, Hearing Impairment, including Deafness or Hearing Disability, Visual Impairment, including Blindness or Visual Disability, Physical Disability, Speech or Language Impairment, Deaf-Blindness or Deaf-Blind, Multiple Disabilities, Preschooler with a Disability, Infant with a Disability, Autism Spectrum Disorders or Autism, Traumatic Brain Injury, Orthopedic Impairment, or Other Health Impairment.	Special Education Assignment Flag = 1

Admin Instructional Area	Area Name	Administrator/Instructional Area	Special Education Flag Code
0003	**Vocational education**	Organized educational programs offering a sequence of courses that are directly related to the preparation of individuals for paid or unpaid employment in current or emerging occupations requiring other than a baccalaureate or advanced degree.	Special Education Assignment Flag = 0
0004	**Technical preparatory**	A program that offers a four-year planned sequence of vocational-technical instruction beginning in the eleventh year of high school. The sequence extends through two years of postsecondary occupational education or an apprenticeship program of at least two years following secondary instruction and culminates in a certificate or associate degree.	Special Education Assignment Flag = 0
0005	**Head Start**	A federally funded child development program that provides health, educational, nutritional, social, and other services primarily to economically disadvantaged preschool children, including Indian children on federally recognized reservations, and children of migratory workers and their families; and involves parents in activities with their children so that the children will attain overall social competence. Examples of Head Start demonstration projects include Comprehensive Child Development Program, Family Service Centers, and Head Start/Public School Early Childhood Transition Projects.	Special Education Assignment Flag = 0
0006	**Even Start**	A program that provides family-centered education projects which help parents become full partners in the education of their children, assists children in reaching their full potential as learners, and provides literacy training for their parents. The purpose of this program is to integrate early childhood education and adult education for parents into a program that builds on existing community resources.	Special Education Assignment Flag = 0
0007	**Migrant education**	A program of instruction and services for those children who move periodically with their families from one school to another in a different geographical area in order that a parent or other member of the immediate family may secure seasonal employment.	Special Education Assignment Flag = 0

Admin Instructional Area	Area Name	Administrator/Instructional Area	Special Education Flag Code
0008	**Indian education**	A program of instruction and services for those children who are American Indian or Alaskan natives.	Special Education Assignment Flag = 0
0009	**Compensatory services for disadvantaged students (Title I)**	A program of instruction and/or services which is designed for economically disadvantaged and/or academically challenged children. Services primarily consist of educational support services, counseling, and other supplemental non-instructional support.	Special Education Assignment Flag = 0
0012	**Gifted and talented**	Programs that provide special educational opportunities including accelerated promotion through grades and classes and an enriched curriculum for students who are endowed with a high degree of mental ability or who demonstrate unusual physical coordination, creativity, interest, or talent (often in the visual or performing arts).	Special Education Assignment Flag = 0
0013	**Co-Curricular programs**	A program of activities that are related to the current curriculum in which a student is enrolled. This may be any type of school-sponsored activity designed to provide opportunities to participate in experiences on an individual or group basis (at school or public events) for the improvement of skills. The following characteristics apply to co-curricular activities: 1) participation is necessary for meeting class requirements, for credit, or for graduation; 2) sessions are conducted at regular and uniform times during school hours, or may be conducted during authorized non-school hours; 3) programs are directed or supervised by instructional staff in a learning environment similar to that found in classes offered for credit; and 4) services are primarily or totally funded by school-operating funds for general instructional purposes under the direction and control of local education authorities.	Special Education Assignment Flag = 0
0014	**Athletics**	School-sponsored activities, under the guidance and supervision of school staff, provide opportunities for students to pursue various aspects of physical education.	Special Education Assignment Flag = 0

Admin Instructional Area	Area Name	Administrator/Instructional Area	Special Education Flag Code
0015	**Adult/continuing education (Programs for students under age 21)**	A program of instruction provided for youth under the age of 21, including a HSED program.	Special Education Assignment Flag = 0
0016	**Community/Junior college education program (Students under age 21)**	Postsecondary instructional programs for youth under age 21.	Special Education Assignment Flag = 0
0017	**Community services program**	A program of activities which are not directly related to the provision of educational services in a school system. These include services provided to the community as a whole or some segment of the community.	Special Education Assignment Flag = 0
0018	**Substance abuse education/prevention**	A program that provides a variety of services including: 1) individual, group, and/or family counseling; 2) knowledge and skill-enhancing activities; and 3) structured groups that focus on family dynamics, problem solving, self-esteem, and/or similar issues. These programs care for students who are at risk of drug abuse. For example, those who are currently in an experimental stage (light use), who have family members or peer groups who use alcohol or drugs, or who have behavioral, emotional, or other problems at home, in school, in the community, or with the criminal justice system. Substance abuse education programs also offer presentations about the risks of substance use to students at their schools as well as in various other community settings.	Special Education Assignment Flag = 0
0019	**Student attendance/retention**	A program that develops and implements education strategies and practices including special instructional methods and materials to encourage students to remain in school and complete their elementary and secondary education.	Special Education Assignment Flag = 0
0020	**Extended day/childcare services**	A program that provides custodial care of students enrolled in a school or system before school day starts and/or after a school day ends.	Special Education Assignment Flag = 0

Admin Instructional Area	Area Name	Administrator/Instructional Area	Special Education Flag Code
0021	**Counseling services**	A program that helps a student to better identify his or her perceived educational, personal, or occupational potential; relate his or her abilities, emotions, and aptitudes to educational and career opportunities; use his or her abilities in formulating realistic plans; and achieve satisfying personal and social development.	Special Education Assignment Flag = 0 or 1
0022	**Immigrant education**	A program of instruction and services designed and implemented especially for those children who have immigrated to the United States.	Special Education Assignment Flag = 0
0023	**College preparatory**	A program that provides learning experiences that focus primarily on knowledge and skills considered to be needed by students desiring further education in postsecondary education. These experiences are usually achieved in secondary education.	Special Education Assignment Flag = 0
0024	**International Baccalaureate**	A program established to provide an internationally recognized, interdisciplinary, pre-collegiate course of study. Its curriculum is designed to qualify students, especially those who are internationally mobile, for college admission.	Special Education Assignment Flag = 0
0025	**Magnet/Special Program Emphasis**	A school within the public education system that has been designed: 1) to attract students of different racial/ethnic backgrounds for the purpose of reducing, preventing, or eliminating racial isolation; and/or 2) to provide an academic or social focus on a particular theme (e.g., science/math, performing arts, gifted/talented, or foreign language).	Special Education Assignment Flag = 0
0026	**Alternative education**	An instructional program that: 1) addresses needs of students which cannot typically be met in a regular school/program; 2) provides nontraditional education; 3) serves as an adjunct to a regular school; and 4) falls outside of the categories of regular, magnet/special program emphasis, special, or vocational/technical education.	Special Education Assignment Flag = 0
0027	**Library/media services**	A program that provides library and media services to students and school staff. Services include selecting, acquiring, cataloging, classifying, circulating, and maintaining library materials; furnishing reference and bibliographical services; selecting music, films, or other audio-visual materials for programs.	Special Education Assignment Flag = 0

Admin Instructional Area	Area Name	Administrator/Instructional Area	Special Education Flag Code
0028	**Health services**	A program that provides physical and mental health services which are not direct instruction, including medical, dental, and nursing services provided for students.	Special Education Assignment Flag = 0 or 1
0029	**Remedial education**	A program that is designed to develop specific cognitive skills, usually in language arts or mathematics, from a deficient level to one that is appropriate to the educational abilities and aspirations of the student.	Special Education Assignment Flag = 0
0030	**School-To-Career Program**	A program that meets the system components which: 1) integrates work-based and school-based learning; 2) integrates occupational and academic learning; 3) provides linkages between secondary education and postsecondary education/job opportunity; and 4) is partnership involving participation of educators, employers, governments, local communities, and other public or private organizations. The purpose of this program is to assist youths in making effective transitions from school to career-oriented work. Program examples include tech-prep education, career academies, youth apprenticeships, cooperative education, school-to-apprenticeship, business-education compacts, and school-sponsored enterprises.	Special Education Assignment Flag = 0
0031	**Service Learning**	A program that is designed to help students develop a deeper understanding of academic subjects through participation in meaningful service to their school or community.	Special Education Assignment Flag = 0
0032	**Home/Hospital Instruction**	Programs that provide itinerant instructional services for students who are unable to leave their homes or medical treatment facilities to attend regular or special day classes because of non-contagious medical conditions, physical disabilities, or emotional problems.	Special Education Assignment Flag = 0 or 1
0033	**Special Education and Transitional Services for Youth with Disabilities**	Programs that 1) Strengthen and coordinate education, training, and related services for disabled youth; 2) assist in the transitional process to postsecondary education, vocational training, competitive employment, continuing education, and adult services; and 3) stimulate the improvement and development of programs for secondary level special education.	Special Education Assignment Flag = 1

Admin Instructional Area	Area Name	Administrator/Instructional Area	Special Education Flag Code
0034	**Infant Services (Birth to age 3)**	Programs for individuals from birth through age two who need early intervention services.	Special Education Assignment Flag = 1
0035	**Early Childhood/Prekindergarten**	A schooling level that provides care and education for children in a preschool setting which is intended to foster social, emotional, and intellectual growth and prepare them for further formal learning.	Special Education Assignment Flag = 0 or 1
0036	**Kindergarten**	A schooling level that provides educational experiences for children in the year immediately preceding the first grade.	Special Education Assignment Flag = 0 or 1
0037	**Specialty Teacher**	A service in Music, Art, Physical Education, Family and Consumer Education and Industrial Arts. The provider must possess a Colorado educator license in the area of instruction. *For special education teachers only.*	Special Education Assignment Flag = 1
0038	**Online Program**	An On-line Education Program or School that delivers a sequential program of synchronous or asynchronous instruction from a teacher to a student primarily through the use of technology via the internet or video conferencing in a virtual or remote setting.	Special Education Assignment Flag = 0 or 1
0039	**Coordinated Early Intervening Services (CEIS)**	A service provided to K-12 students (emphasis on students in K-3) who are not currently identified as needing special education or related services, but who need additional academic and behavioral support to succeed in a general education environment. The activities that may be included are: (1) professional development to deliver scientifically based academic and behavioral interventions, including literacy instruction and instruction on the use of adaptive and instructional software; and (2) providing educational and behavioral evaluations, services, and supports, including scientifically based literacy instruction.	Special Education Assignment Flag = 0
0041	**Early Childhood/ Elementary**	A schooling level that provides care and education for children in an elementary classroom setting for children who are ages 5 thru 8.	Special Education Assignment Flag = 0 or 1

Admin Instructional Area	Area Name	Administrator/Instructional Area	Special Education Flag Code
0050	**Language Instruction Education Program (LIEP)**	A program of instruction and services that is used to educate a student who is an English learner, including the following types of programs: English as a Second Language (ESL) or English Language Development (ELD); Dual Language or Two-way Immersion; Transitional Bilingual Education or Early-Exit Bilingual Education; Content Classes with integrated ESL Support; Newcomer programs; Other as reported for students in the Student Demographics Interchange file.	Special Education Assignment Flag = 0
1007	**Supplement for Migrant Education**	Supplemental for Migrant Education (A program of instruction and services for those children who move periodically with their families from one school to another in a different geographical area in order that a parent or other member of the immediate family may secure seasonal employment.)	Special Education Assignment Flag = 0
1008	**Supplement for Indian Education**	Supplemental for Indian Education (A program of instruction and services for those children who are American Indian or Alaskan natives.)	Special Education Assignment Flag = 0
1012	**Supplement for Gifted and Talented**	Supplemental for Gifted and Talented (Programs that provide special educational opportunities including accelerated promotion through grades and classes and an enriched curriculum for students who are endowed with a high degree of mental ability or who demonstrate unusual physical coordination, creativity, interest, or talent (often in the visual or performing arts.)	Special Education Assignment Flag = 0
1022	**Supplement for Immigrant Education**	Supplemental for Immigrant Education (A program of instruction and services designed and implemented especially for those children who have immigrated to the United States.)	Special Education Assignment Flag = 0
1029	**Supplement for Remedial Education**	Supplemental for Remedial Education (A program that is designed to develop specific cognitive skills, usually in language arts or mathematics, from a deficient level to one that is appropriate to the educational abilities and aspirations of the student.)	Special Education Assignment Flag = 0

Admin Instructional Area	Area Name	Administrator/Instructional Area	Special Education Flag Code
1050	**Supplement for Language Education Instruction Program (LIEP)**	Supplemental for Language Instruction Education Program (LIEP); A program of instruction and services that is used to educate a student who is an English learner, including the following types of programs: English as a Second Language (ESL) or English Language Development (ELD); Dual Language or Two-way Immersion; Transitional Bilingual Education or Early-Exit Bilingual Education; Content Classes with integrated ESL Support; Newcomer programs; Other as reported for students in the Student Demographics Interchange file.	Special Education Assignment Flag = 0
2100	**Support Services – Students**	Activities designed to assess and improve the well-being of students and to supplement the teaching process. These services pertain to interaction between students and teachers by designing the educational program for the needs of individual students.	Special Education Assignment Flag = 0, 1
2200	**Support Services – Instructional Staff**	Activities associated with assisting the instructional staff with the content and process of providing learning experiences for students. These services pertain to the interaction between students and teachers, focusing on designing the curriculum training staff on training methods, assessing the student's learning and retention of the subject matter, and delivering and coordinating such activities.	Special Education Assignment Flag = 0, 1
2300	**Support Services - General Administration**	Activities concerned with establishing and administering policy for operating the school LEA.	Special Education Assignment Flag = 0
2400	**Support Services - School Administration**	Activities concerned with overall administrative responsibility for a school, or a combination of schools.	Special Education Assignment Flag = 0
2410	**Superintendent Serves as Principal**	Superintendent/Principal activities concerned with overall administrative responsibility for a school, or a combination of schools.	Special Education Assignment Flag = 0

Admin Instructional Area	Area Name	Administrator/Instructional Area	Special Education Flag Code
2500	**Business support services**	Activities concerned with paying, transporting, exchanging, and maintaining goods and services for the school LEA. Included are the fiscal and internal services necessary for operating the school LEA.	Special Education Assignment Flag = 0
2600	**Operation and maintenance of plant services**	Activities concerned with keeping the physical plant open, comfortable, and safe for use, and keeping the grounds, buildings, and equipment in effective working condition and state of repair. These include the activities of maintaining safety in buildings, on the grounds, and in the vicinity of schools.	Special Education Assignment Flag = 0
2700	**Student transportation services**	Activities concerned with the transportation of students to and from their places of residence and the public schools in which enrolled, including any site attended for vocational education, and to and from one school of attendance and another in vehicles owned or rented and operated by the school LEA or under contract with school LEA.	Special Education Assignment Flag = 0
2800	**Central support services**	Activities, other than general administration, which support each of the other instructional and supporting services programs. These activities include planning, research, development, evaluation, information, staff, data processing, and risk management services.	Special Education Assignment Flag = 0
3100	**Food Services operations**	Activities concerned with providing food to students and staff in a school or school LEA. This service area includes preparing and serving regular and incidental meals, lunches, or snacks in connection with school activities and food delivery.	Special Education Assignment Flag = 0
3410	**Adult Basic Education**	Instructional programs for adult students over age 21.	Special Education Assignment Flag = 0
3420	**Vocational Education**	Instructional programs for adult students over age 21.	Special Education Assignment Flag = 0

Funding Source

Indicate whether this staff member is funded from a state/local or federal funding source. Only required for job codes 201 (general education teacher), 202 (special education teacher), 206 (Title I teacher), 222 (reading interventionist), 223(math interventionist), 415 (general education teaching assistant), 416 (special education teaching assistant) and 419 (Title I teaching assistant).

Code	Code Description	Special Education Flag Code
00	Not Applicable (to use for staff that are not required to report on the funding source. Use when grant code is 0000	Special Education Assignment Flag = 0 or 1
01	State/Local funding source (includes all state or local funds) Use when grant code is 0001-3999	Special Education Assignment Flag = 0 or 1
02	Federal funding source (Federal funds other than Title 1) Use when grant code is 4000-4009 and 4011-9999	Special Education Assignment Flag = 0 or 1
03	Federal funding source (Title 1, Part A) Use when grant code is 4010	Special Education Assignment Flag = 0 or 1

Years Principal at this School

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

Grade Level-Infant

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

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

Grade Level-Pre-Kindergarten

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

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

Grade Level-Kindergarten

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

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

Grade Level 1st Grade

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

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

Grade Level 2nd Grade

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

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

Grade Level 3rd Grade

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

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

Grade Level 4th Grade

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

Code	Code Description
0	No

Code	Code Description
1	Yes, assignment for this grade

Grade Level 5th Grade

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

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

Grade Level 6th Grade

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

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

Grade Level 7th Grade

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

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

Grade Level 8th Grade

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

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

Grade Level 9th Grade

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

Code	Code Description
0	No

Code	Code Description
1	Yes, assignment for this grade

Grade Level 10th Grade

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

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

Grade Level 11th Grade

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

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

Grade Level 12th Grade

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

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

Number of Classes Taught in Subject

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

Demonstrates In-Field Status

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

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

Document Changes:

Collection Year	Type of Change	Description of Change	Reason for Change	Element(s) Affected
3-20-26	Approved	Added EDAC stamp	EDAC stamp added	EDAC stamp added
3-20-26	Code	Added employment status retired	HB17-1176 (PERA Rural Educator Bill)	Employment status added
3-21-2024	Approved	Added EDAC stamp	EDAC approved 3-21-25	EDAC approved 3-21-25
3-1-2024	Field	Grant code collection change	Simplify the collection of funding source	Funding Source
7-1-2024	Code	Updated job class codes and descriptions	Updates in Chart of Accounts	Job Class Codes
3-22-2024	Approved	Added EDAC stamp	EDAC approved 3-22-2024	EDAC approved 3-22-2024
11-20-2023	Code	Added job class code 313 and description	Update in Chart of Accounts	Job Class Codes

Collection Year	Type of Change	Description of Change	Reason for Change	Element(s) Affected
3-29-2023	Approved	Added EDAC stamp	EDAC approved 3-24-2023	EDAC approved 3-24-2023
3-15-2023	Code	Added Gender choice	Approved by EDAC in January 2023 for all 2023-2024 collections	Gender 03 Nonbinary added and updated description of genders
8-2-2022	Code	Updated job class codes and descriptions	Updates in Chart of Accounts	Job Class Codes
2-9-2021	Code	Replaced Administrative Instructional Area codes 1010 and 1011 with 1050	Additional language programs are provided	Administrative Instructional Area Code
2-9-2021	Code	Replaced Administrative Instructional Area codes 1010 and 1011 with 1050	Additional language programs are provided	Administrative Instructional Area Code