FALL 2024

CERTIFIED STAFF ACCOUNTING  
DATA COLLECTION

HANDBOOK

FOR SCHOOLS AND DISTRICTS



**Last Updated: August 12, 2024**

**Due Date: October 15, 2024**

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## Certified Staff Accounting Dates

**September 17** State Report Manager (SRM) ‘test environment’ will be open for two weeks.

**October 1** SRM ‘production/live environment’ will be open for submitting files to the Department of Education & Early Development (DEED).

**October 15** Staff accounting due date. Certified and classified files must be received and certified via SRM to DEED.

**October 22** An email will be sent to the district contact letting them know that one or both of the staff accounting files have not been received by DEED and notification that an official email will be sent in a week to the Superintendent and the Teacher Certification Administrator.

**October 29** Email will be sent to the district contact, Superintendent and the Teacher Certification Administrator notifying them that one or both of the staff accounting files have not been received by DEED.

**November 5** A second email will be sent to the district contact, Superintendent, Teacher Certification Administrator and the ESEA/Title I Administrator notifying them that staff accounting files have not been received or certified.

**Missing the Certified & Para/Classified data deadlines may result in noncompliance under Title IA and IIA under federal law as well as state law.**

## 2024-2025 Changes

**(Changes are indicated with blue and italicized text.)**

Data Elements (Edited):

Data Element #9: Gender

* NA – Prefer not to disclose

Data Elements (Removed): None

Data Elements (New):

**Data Element #31 -** **National Board Certified and Master Teacher Certificate**

|  |  |  |
| --- | --- | --- |
| Conditional | 31 | **National Board Certified and Master Teacher Certificate**  Is this teacher nationally board certified and holds a Master Teacher certificate?  Is this teacher working towards National Board and Master Teacher certification?  Code    Description    Y       Yes (holds both National Board and a Master Teacher certificate)    W      Working towards National Board and Master Teacher certification    N       No (is not a National Board and Master Teacher-certified)  This data element is **required** for all teacher job positions.  Please leave **blank** if this staff is a non-teaching position. |

Job Descriptions (Edited, Removed or New): None

Teacher Assignment Codes (Edited or Removed): None

Teacher Assignment Codes (New): None

Appendices (Edited, Removed or New): None

## 2024-2025 Changes

**(Changes are indicated with blue and italicized text.)**

Validation Rules (Edited):

|  |  |  |  |
| --- | --- | --- | --- |
| 9201 | Error | Invalid Gender | The gender must be M, F or NA. |
| 9770 | Error | Invalid Date of Hire | Date of Hire is prior to **10/1/2024** |
| 9779 | Warning (Changed in 2023-2024) | SSN and ATI Missing | SSN and ATI are both absent in the Teacher Certification database.  The Alaska Department of Education & Early Development has no record of this teacher based on the SSN or ATI provided. Please contact the Teacher Certification office at (907) 465-2831 or  tcwebmail@alaska.gov for assistance. |

Validation Rules (Removed): None

Validation Rules (New):

|  |  |  |  |
| --- | --- | --- | --- |
| 9214 | Error | Invalid value for NationalBoardCert | NationalBoardCert must be blank or Y, W, or N  Y - Yes (holds both National Board and Master Teacher certificate)  W - Working towards National Board and Master Teacher certification  N - No (is not National Board and Master Teacher-certified) |
| 9510 | Error | Job Code 3 and Job Code 14 cannot be reported at the same school. | A school should only have one of these job codes assigned; Job Code 3 (Principal) or Job Code 14 (Head Teacher). |
| 9753 | Error | NationalBoardCert missing | NationalBoardCert is required for all teacher JobCodes (13, 14, 15, 16, 21, 31, 40, 41, 74, 75) |
| 9754 | Error | NationalBoardCert should be blank | NationalBoardCert should be blank for non-teaching JobCodes |

## Instructions

1. Submit the data elements defined in this data dictionary for certified staff through the [State Report Manager (SRM)](https://srm.eed.state.ak.us/srm/). Certified staff include: teachers, building administrators, nurses, central office staff and specialists who are certified. Report all other staff in the Paraprofessional/Classified Staff Accounting.

A template can be **requested** by emailing [heather.kahklen@alaska.gov](mailto:heather.kahklen@alaska.gov). The template is an Excel spreadsheet pre-populated with the data reported the previous year. Any new fields will have a column heading, but no data. If your personnel records are in a database that you query to gather the requested information, this spreadsheet will act as a template for your final report. If you hand enter the data into the report each year, this spreadsheet is updateable and should be used as a starting place for your final report.

To accommodate the different computer systems in Alaska and to facilitate data reporting, districts have the following preferred file format options for reporting data:

* Tab-delimited (.TXT)
* Comma-separated (.CSV)

[SRM Test Environment](https://srmtest.eed.state.ak.us/srm)

[SRM Production Environment](https://srm.eed.state.ak.us/srm)

*If you have any issues submitting through SRM, please contact Heather Kahklen (*[*heather.kahklen@alaska.gov*](mailto:heather.kahklen@alaska.gov)*).*

1. After a completed data file has been uploaded to SRM, SRM will issue a Violations Summary Report listing the errors that need to be corrected and warnings where verification is needed. Make corrections in file.

For list of validation rules and error message details, please see [Appendix B.](#_Appendix_B:_)

1. Resubmit file until all errors are reconciled through SRM.
2. Certify file once it is accurate through SRM.

**Accurate data is due by** *October 15, 2024*. Districts that have not submitted a complete and certified data file by October 15th may be included in an official notification to the district Superintendent and the Teacher Certification Administrator. District contacts are expected to monitor the completion status of their data submittal and ensure that the department has correct district contact information.

## General Information

**All certified staff employed by your school district on the first workday of October must be included in this report.** This report is updated annually and is due to the Department of Education & Early Development by *October 15, 2024*.

For purposes of this document teachers include: (13) Remedial Specialist, (14) Head Teacher, (15) Teacher, (16) Visiting or Itinerant Teacher, (21) Special Education Teacher, (31) English as a Second Language Teacher, (40) On-site Supervising Teacher, (41) Correspondence Teacher, (74) Online Course Facilitator Teacher and (75) Associate Teacher.

Information collected in this data file will be used in various reports including the Consolidated State Performance Report to the U.S. Department of Education. (AS 14.50.080). The Staff Accounting data is also used in many statistical reports, including the Alaska’s Public School Districts’ Report Card to the Public, the federal Common Core of Data, the federal Special Education Personnel report, cross checks with teacher certification, requests from the legislature (SB241 and SB133) and other special requests from state agencies.

Employees’ identities not matching the Teacher Certification database will require correction in either the data file or in Teacher Certification records. After all errors are corrected, any warnings on the Violations Summary Report will need to be certified that file is accurate by a district representative through SRM.

### Adding, Changing, or Deleting Records on Template

**Addition of new staff members**

If you need to add new staff members, insert rows on the spreadsheet under the appropriate school and enter the information for the new staff. **Please include all data elements on each new staff member.**

**Addition of new job or teaching assignment**

If a listed staff member has a new job or new teaching assignment, insert a new record and remove/delete the old record from the spreadsheet or overwrite the old data in the record making sure all data elements are updated appropriately.

**Changing staff members from one school to another**

If you need to move staff members from one school to another, cut the data from the old school and paste the information under the appropriate school on a new line. Make sure to include all data elements.

**Deleting staff members from district**

If a listed staff member no longer works in your district, is on sabbatical or on leave for the entire year, remove his/her name from the spreadsheet by deleting all his/her information.

**Job Sharing**

If any staff job-share a position, the data you send should reflect the total FTE for that position. You need to list both staff members on your report including the salary and FTE for each. The sum of both FTE’s should reflect the total FTE for the position and should not exceed 100. *See* [*Job Sharing*](#Job_Sharing) *FAQs starting on page 31 for an example.*

**Staff on Sabbatical or Leave of Absence**

Staff on sabbatical or leave of absence for the full school year **should not** be included in the Certified Staff Accounting Data Collection. Staff on long-term but not full year leave (such as a maternity leave) should not be reported in the Certified Staff Accounting Data Collection if not working on the first workday of October.

**Long-Term Substitutes**

Long-term substitutes teaching on the first workday of October will be reported, not the teacher being replaced. In addition, the Long-Term Substitute data element will be coded with a Y or N for all teachers in the October Certified Staff Accounting Data Collection.

**Highly Qualified**

Alaska no longer requires teachers to be ‘Highly Qualified’ per Alaska regulations and the Elementary and Secondary Education Act (ESEA). As Alaska transitions to implement Every Student Succeeds Act (ESSA), teachers are encouraged to continue to demonstrate content knowledge in the subject areas in which they have teaching assignments.

**In-field**

Under Every Student Succeeds Act (ESSA), teachers are determined for each assignment whether they are teaching in-field. To be considered in-field, the teacher must have an endorsement for a teaching assignment. Endorsements can be added by passing a relevant content area exam and having two years of experience in the teaching assignment.

**For further information, contact:**

**Heather Kahklen** - Research Analyst   
Alaska Department of Education & Early Development  
Telephone: (907) 465-8724  
Email: [heather.kahklen@alaska.gov](file:///\\eedjnugb-na2\groups\TLS\SASI\ASSESSMENTS\SQLAssessments\ODM\Staff%20Accounting\Paraprofessionals_Classified\2017-18%20Paraprofessional%20&%20Classified\Forms%20and%20Handbooks\heather.kahklen@alaska.gov%20)

**Colleen Walker** – Administrator, Teacher Education & Certification

Alaska Department of Education & Early Development

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## Data Elements

| **Status** | **Field #** | **Description** |
| --- | --- | --- |
| Required | 1 | **District Number**  Unique district state ID number |
| Required | 2 | **School Number**  Unique school code as assigned by DEED. If a staff member works at more than one school, list them in **each** appropriate school with the **corresponding FTE** (his/her total FTE may not be greater than 100).  **Note:** If you are using the template and your district has your own school number system**, do not change** the school numbers in the template. The department requires the state assigned school numbers. If you have a new school, contact DEED to obtain a new school number for that institution.  A list of school numbers can be found on [DEED’s District and School Information webpage](https://education.alaska.gov/alaskan_schools/public). |
| Required | 3 | **Last Name**  Employee’s last name. This should match the last name submitted on the current certificate. Remove all commas, asterisks and parentheses. Hyphens are permissible. |
| Required | 4 | **First Name**  Employee’s first name. Remove all commas, asterisks and parentheses. |
| Optional | 5 | **Middle Name**  Employee’s middle name or middle initial. Remove all commas, asterisks and parentheses. |
| Required | 6 | **SSN**  Employee’s social security number. This should match the SSN submitted to Teacher Certification. No dashes. |
| Conditional | 7 | **ATI - Alaska Teacher Identifier**  All Alaska certified teachers, administrators, and special service providers have been assigned unique numbers or Alaska Teacher Identifiers (ATI) by the Teacher Certification Office. Newly certified individuals will be assigned unique ATIs at the time of application for Alaska certification. The ATI will remain with the individual throughout their teaching career in the State of Alaska. |
| Required | 8 | **Birth Date**  Employee’s date of birth. This should match the date of birth submitted to Teacher Certification.  Format: MM/DD/YY or MM/DD/YYYY |
| Required | 9 | **Gender**  Employee’s gender.  Code Description  F Female M Male  *NA Prefer not to disclose* |
| Required | 10 | **Race or Ethnicity**  Racial or ethnic background of the employee.  Code Description  1 White (Caucasian) 2 African American 3 Hispanic 4 Asian 5 American Indian 6 Alaska Native 7 Two or more races 8 Native Hawaiian or Pacific Islander  9 Not Provided  See [Appendix A](#_Race_/_Ethnicity) for race/ethnicity definitions. |
| Required | 11 | **Highest Degree**  Employee’s highest degree earned.  Code Description 0 No degree 1 Associate 2 Bachelor 3 Master 4 Education Specialist 5 Doctorate |
| Required | 12 | **Limited Certificate**  For all teachers, job code 13, 14, 15, 16, 21, 31, 40, 41, 74 or 75. Identifies if an individual is teaching under a limited certificate (Type E, I or M) issued by the Teacher Certification Unit at DEED.  Code Description Y Yes, employee is teaching under a limited certificate N No, employee is not teaching under a limited certificate X Is not applicable. |
| Required | 13 | **ESL Teacher Endorsement**  For all teachers with a job code of 31 (English as second language teacher) or a teacher assignment code of 15 (ESL language instruction or support), enter a code of 1-5; all others enter X.  Code Description 1 ESL (English as a Second Language), Teacher of English   to Speakers of Other Languages (TESOL), or Teachers of   English Language Learners (TELL).  2 BE (Bilingual Education)  3 CC (Endorsed in content: has had at least 3 credit hours of   coursework or the equivalent hours of professional   development in ESL or BE)  4 Both (ESL, TESOL, or TELL, and BE)  5 Not endorsed for ESL, TESOL, TELL or BE  X Not English as Second Language Teacher or not a teacher  with assignment code of 15. |
| Required | 14 | **SPED Teacher Endorsement**  Used to identify Special Education (SPED) teachers; teachers with job code 21.  Code Description Y Yes – this SPED teacher has a SPED endorsement   (Job Code 21). N No – this SPED teacher does not have a SPED endorsement X Not a Special Education Teacher |
| Required | 15 | **Salary**  This is the basic contract salary. If the individual has several FTEs, report the same full salary for each entry. Do not include additional pay for extra days, coaching etc. Report whole dollar amounts only. *See* [*Salary*](#Salary) *FAQs and example(s) on page 31.* |
| Required | 16 | **Years of Experience**  The sum of years of experience the staff member has **in his/her current job class**. A teacher’s years of experience should reflect the total years in the teaching field. **Remember to update this field every year.** *See* [*Years of Experience*](#Yrs_of_Exp) *FAQs and example(s) on page 31.* |
| Required | 17 | **Job Code**  Appropriate job from the [Job Description Codes](#Job_codes) listed on pages 17-23. If a staff member has more than one job responsibility, include all appropriate job codes and the corresponding FTE. If you are a Curriculum Specialist (10) or any teacher job code (see page 6, paragraph 2), you must include a teacher assignment code from the [Teacher Assignment Codes](#All_Assignment_Codes) starting on page 24. *Please remember,* ***certified*** *nurses should be included on this report using Job Code 20.* ***Classified*** *nurses should be included in the Paraprofessional and Classified Staff Report.*  **Notes:**   * All personnel who teach academic subjects must be coded with a teacher job code and corresponding FTE. * Due to CSPR reporting requirements, all teacher job codes with a core assignment must be reported associated with a school, not a district office. |
| Required | 18 | **Same Job**  Did this person work in the **same job code,** at the **same school site** last year? If he/she was a teacher last year and a principal this year, answer N(o). If s/he was a teacher both years, but changed school, answer N(o). If s/he was a teacher at the same site both years, but changed teacher assignment code, answer Y(es). If he/she was any teacher job code last year and changed teacher job codes this year, answer Y(es); See [Same Job](#Same_Job) FAQs for example on page 31.  **Note:** If an employee is coded as “Y” for Same Job, then that employee should have an “N” in all the ‘New To’ fields.  Code Description Y Yes N No |
| *Required* | 19 | *Date of Hire*  First date of hire by district for employee. **Note:** If a teacher had been on a leave of absence and has returned to their position, use the date the teacher was employed by district prior to the leave of absence as the date of hire. *See* [*Date of Hire*](#Date_of_Hire) *FAQs and Example(s) on page 31.*  Format: MM/DD/YY or MM/DD/YYYY |
| Required | 20 | **New to District**  Is this person a new employee to this district? If employee had a break in service, answer Y(es). Example: If teacher taught in the district years ago and came back this year, then answer Y(es).  Code Description Y Yes N No |
| Required | 21 | **New to State**  Is this person a new employee to the state? If employee had a break in service, answer Y(es). Example: If teacher has worked in another field besides education, the answer N(o).  Code Description Y Yes N No |
| Required | 22 | **New to Profession**  Is this person new to his/her profession as defined by his/her job code? (This does not mean new to assignment code.) If s/he is a teacher and last year was a teacher in another school or district or state, answer N(o). If a teacher last year had any type of teacher job code and still has any one of the teacher job codes this year, new to profession answer is still N(o). If s/he is a principal this year and last year was a teacher in any school or district or state, then answer Y(es).  Code Description Y Yes N No |
| Required | 23 | **Long-Term Substitute**  Is this teacher a long-term substitute for more than 19 consecutive days? Y(es) or N(o) required for all teachers. See page 8.  Code Description Y Yes N No X Not a teacher |
| Required | 24 | **Assignment Code**  This is the appropriate assignment from the [Teacher Assignment Codes](#All_Assignment_Codes) listed on pages 26-29. If the individual is not a curriculum specialist or is not a teacher use assignment code 0.  **Notes:**   * If an employee has more than one teaching assignment, include all of his/her teacher assignment codes and the corresponding FTEs. * **For purposes of reporting, grades PK-6 are considered elementary unless a grade 6 course is taught in a designated middle school in which case it is considered secondary. Grades 7-12 are considered secondary.** See FAQs starting on page 31 under [Number of Classes](#Number_of_Classes)*.* * A teacher who teaches both elementary and secondary students must be reported with teacher assignment codes at BOTH levels. See examples [Tables 6 & 7](#Teacher_Assign_Code) Teacher Assignment Codes under FAQs starting on page 31 under*.* * Code 113 should be used **only** for teachers with a multi-grade classroom **at the elementary level** (grades PK– 6) such as a single classroom with a first/second grade combined program. * Teacher Assignment Code 59 (Special education consultative services) may only be used for special education teaching assignments **if the teacher** **provides consultative services.** See [Job Code 21](#_Job_Description_Codes) on page 19. * Teacher Assignment Code 15 (English as a second language - English language instruction or support) may only be used for ESL teaching assignments **if the teacher** **provides English language support or instruction to EL students.** ESL teachers providing instruction in academic areas must report all his/her teaching assignment codes. See [Job Code 31](#HQ_Method) on page 20. * If the teacher is a Head Teacher, use Job Code 14 and Teacher Assignment Code 200 for administrative duties and Job Code 14 with the appropriate teacher assignment code for all classes taught. |
| Required | 25 | **Number of Classes**  This is the number of classes taught. **If individual is not a teacher (including curriculum specialists) report 0 for number of classes.** Fractions of a class taught will not be accepted. See FAQs starting on page 31; [Number of Classes](#Number_of_Classes) for definition of “class” and for further examples.  **Notes:**   * Report the number of classes taught based on what is being taught for this school year. If a class is taught to different cohorts of students during different semesters, count that as 2 classes. * Elementary specialist classes and elementary resource classes (i.e. foreign language, writing, consultative SPED) should be counted as 1 class per course area. |
| Required | 26 | **Hired for SPED**  Use for following job codes: **Counselors** (11), **Nurses** (20), **Psychologists** (24), **Speech Therapists** (26), **Physical Therapists** (27), **Occupational Therapists** (28), **Audiologists** (29), **Recreational Therapists** (30), **Orientation and Mobility Specialists** (33) and **Social Worker** (73) to determine if this person was **employed or contracted to provide special education and related services.** Report an ‘X’ if the employee does not work in any of the job codes listed above. If the employee just happens to provide some services to special education students, report N(o). If the employee was **specifically employed or contracted** to provide special education and related services and just happens to have non-special education students in his/her class, report Y(es).  Code Description Y Yes, person working in the jobs listed above was employed   or contracted to provide SPED or related services.  N No, person working in the jobs listed above was not  employed or contracted to provide SPED or related services.  X This employee does not work in the jobs listed above. |
| Conditional | 27 | **Lowest Grade**  This is the lowest grade taught (or responsible for) for the following job codes:  **Principal** (3), **Assistant Principal** (4), **Curriculum Specialist** (10), **Counselor** (11), **Remedial Specialist** (13), **Head Teacher** (14), **Classroom Teacher** (15), and **Visiting or Itinerant Teacher** (16), **Special Education Teacher** (21), **ESL Teacher** (31), **On-site Supervising Teacher** (40), **Correspondence Teacher** (41), **Online Course Facilitating Teacher** (74) and **Associate Teacher** (75).  **Notes:**   * For multi-grade teachers who teach at both elementary and secondary levels, ensure that teaching assignments are reported separately as 113-Multi-grade elementary (PK-6) in addition to specific secondary (7-12) teaching assignments. Science, math, language arts, social studies, music, art, and reading teacher assignments reported with an elementary level will be questioned. These content area teaching assignments at an elementary level should be reported with one of the elementary specialist teacher assignment codes. See [Multi-Grade Example](#Multi_grade) in FAQs starting on page 30. * For purposes of reporting, grades PK-6 are considered elementary unless a 6th grade course is taught in a designated middle school in which case it is considered secondary. Grades 7-12 are considered secondary.   Code Description PK Pre-Kindergarten KG Kindergarten 1 First grade 2 Second grade 3 Third grade 4 Fourth grade 5 Fifth grade 6 Sixth grade 7 Seventh grade 8 Eighth grade 9 Ninth grade 10 Tenth grade 11 Eleventh grade 12 Twelfth grade |
| Conditional | 28 | **Highest Grade**  This is the highest grade taught (or responsible for). Use the same codes in Lowest Grade field. See [Lowest/Highest Grade](#Lowest_Highest_Grade) examples in FAQs starting on page 30. |
| Required | 29 | **Full-Time Equivalent (FTE)**  This is the FTE for each job code and teacher assignment reported in whole numbers. The total FTE for each individual cannot exceed 100. An FTE of 100 is a full time staff member and an FTE of 50 is a half-time staff. **The total FTE for this Certified Staff Accounting plus the Classified/Paraprofessional Staff Accounting should equal your total payroll FTE**.  See [Full Time Equivalent](#FTE) FAQs starting on page 30. |
| Required | 30 | **Federally Funded FTE**  This is the Federal funding source, if applicable, for the FTE for this position:  **Note**:   * If part of the FTE for the position is funded through one of these programs and part is not, report each FTE funded portion separately. * Number of Classes should be reported once if record is split out due to Federally Funded FTE (if class is the same).   See [Federally Funded FTE](#_Federally_Funded_FTE:) in the FAQs starting on page 31.  1 Title I-A, Targeted and Schoolwide Program  2 Title II-A, Teacher & Principal Training & Class-Size Reduction  3 Title III-A, Language Instruction for Limited English Proficient Students  4 Title I-C, Services to Migrant Education Students or Program  5 Title IV-A, Student Support and Academic Enrichment  6 Consolidated Administration  7 Position retained using ARP ESSER funds  8 Position created using ARP ESSER funds  X Not funded by one of the above federal sources |
| Conditional | 31 | **National Board Certified and Master Teacher Certificate**  Is this teacher nationally board certified and holds a Master Teacher certificate?  Is this teacher working towards National Board and Master Teacher certification?  Code    Description    Y       Yes (holds both National Board and a Master Teacher certificate)    W      Working towards National Board and Master Teacher certification    N       No (is not a National Board and Master Teacher-certified)  This data element is **required** for all teacher job positions.  Please leave **blank** if this staff is a non-teaching position.  *Required data element per HB 230;* [*Alaska State Legislature (akleg.gov)*](https://www.akleg.gov/basis/Bill/Detail/33?Root=HB230) |
| Conditional | 32 | **Notes**  A note is required if **Job Code 53** has been reported. Job Code 53 is used for any professional employee whose duties are not described by any other job code. A description of the type of job is necessary for reporting purposes. The Notes column can also be used for adding additional information on any record. |

## Job Description Codes

**Please Remember:** If an employee performs more than one job, indicate all job description codes on the Staff Accounting Report with the corresponding Full Time Equivalent (FTE).

| **Code** | **Job** | **Description** |
| --- | --- | --- |
| **1** | **Superintendent** | Directs and coordinates activities concerned with administration of the school system in accordance with Board of Education standards. Also includes Chief administrators of REAAs. |
| **2** | **Assistant Superintendent** | Assists a superintendent in district-wide administrative duties; Acts as chief administrator of district in superintendent’s absence. |
| **3** | **Principal** | Directs and coordinates educational, administrative, and counseling activities of primary or secondary school; Chief administrator of a school. |
| **4** | **Assistant Principal** | Assists principal in school-wide administrative duties; Acts as chief administrator in principal’s absence. |
| **5** | **Director/Coordinator** | General term for any person who is the lead administrator of a program; Use for directors who are not described elsewhere in the job list. |
| **6** | **Coordinator** | General term for any person who facilitates activities between at least two groups, such as administrators and instructors, or community and school; Use this code for coordinators who are not described elsewhere in job list. |
| **7** | **Consultant** | Plans and coordinates educational policies for specific subject area or grade level; Develops programs for in-service education of teaching personnel. Confers with federal, state, and local school officials to develop curricula, and establish guidelines for educational programs. |
| **8** | **Director, Personnel** | Supervises and/or coordinates activities of compiling and maintaining personnel records. |
| **9** | **Director, Maintenance/Facilities** | Supervises and/or coordinates activities in keeping buildings and grounds in clean and orderly condition and in maintaining and repairing utility systems and physical structures of building. |
| **10** | **Curriculum Specialist** | Develops program curriculum and directs teaching personnel of school system in curriculum presentation. Confers with teaching and administrative staff to plan and develop curriculum to meet needs of students. YOU MUST INCLUDE A TEACHER ASSIGNMENT CODE IN CONJUNCTION WITH THIS JOB DESCRIPTION CODE. |
| **11** | **Counselor** | Counsels students and may provide group educational and vocational guidance services; Assists students to understand and overcome social and emotional problems; Assists in educational and vocational planning. |
| **12** | **Librarian/Media Specialist** | Administers library and performs related library services; includes selecting, acquiring, classifying, circulating, and maintaining library materials; also furnishing reference bibliographical, and reader’s advisory services. |
| **13** | **Remedial Specialist** | A certified teacher who acts as a resource consultant to classroom teachers in meeting the needs of students who are remedial in any educational area; May instruct students directly in the area of special needs apart from the general classroom. Do not report non-certified aides here.  YOU MUST INCLUDE A TEACHER ASSIGNMENT CODE IN CONJUNCTION WITH THIS JOB DESCRIPTION CODE*.* |
| **14** | **Head Teacher** | Performs duties described under job class of teacher in addition to duties described under job class of principal, head administrator or educational director in a small or rural school where full-time administrative position is not supported.  Use the teacher assignment code of 200 to denote the FTE spent performing administrative duties. You must include a teacher assignment code in conjunction with this job description code. |
| **15** | **Teacher** | Use for general education teachers only. Use Job Code 21 for Special Education teachers and Job Code 31 for ESL (English as a Second Language) teachers. This job description instructs students in activities designed to promote intellectual, social and physical growth. Prepares outline for course of study, assigns and corrects assignments and tests; Records learning process; Maintains order in classroom; Discusses students’ progress with parents; May sponsor extracurricular activities. Use this general job description to cover all subjects and grade levels.  YOU MUST INCLUDE A TEACHER ASSIGNMENT CODE IN CONJUNCTION WITH THIS JOB DESCRIPTION CODE. |
| **16** | **Visiting or Itinerant Teacher** | An instructor who works directly with students but travels between different schools within a district.  YOU MUST INCLUDE A TEACHER ASSIGNMENT CODE IN CONJUNCTION WITH THIS JOB DESCRIPTION CODE. |
| **17** | **Director Federal Programs** | Develops, implements, and administers special and transitional programs; Prepares project applications, budgets, and reports; Directs program activities, orders materials, trains staff in program goals; Works with advisory committees and principals in program development and monitors program through on-site visits. Example programs include: Title I, Title II, etc.  You must include the federal funded FTE for each federal program or consolidated admin, if appropriate. |
| **18** | **Manager** | A general term for any person who is responsible for directing and coordinating the activities of a program, usually having budget development responsibilities; May be responsible for the hiring and firing, performance evaluations, etc. of his/her employees. Use for managers who are not are described elsewhere in this job list. |
| **19** | **Finance Manager** | Administers financial business affairs of school district, including payroll, deposits, investments, etc.; Keeps financial records and prepares annual financial report. This person would not have budget responsibilities and may report to a business manager. |
| **20** | **Nurse** | Certified registered nurse: Plan policies, standards, and objectives of school health program, in cooperation with medical authority and administrative school personnel. Participates in medical examinations, and reviews findings to evaluate health status of pupils and progress of program; Cooperates with school personnel in identifying and meeting social, emotional, and physical needs of school children. Administers immunizations and maintains health records of students. |
| **21** | **Special Education Teacher** | Use for teachers employed as special education teachers. Teacher who provides instruction directly to special education students or who provides consultation services to teachers of special education students. Special education teachers providing instruction in core academic areas, even to alternate achievement standards must indicate the appropriate content/staff assignment code. Consultation may include adapting curricula, using behavioral supports and interventions, or selecting appropriate accommodations. Special educators providing consultation could also assist students with study skills or organizational skills and reinforce instruction that the child has already received in that core academic subject. For special education teachers providing only consultative services, use assignment code 59.  YOU MUST INCLUDE A TEACHER ASSIGNMENT CODE IN CONJUNCTION WITH THIS JOB DESCRIPTION CODE. |
| **22** | **Special Assistant to Superintendent** | Responsible for the assessment and evaluation of all programs, including student testing, in a large school district; Develops survey procedures, forms etc. to conduct assessment studies for any area or program of the school district. Evaluates survey data, writes reports, and makes recommendations of action to pursue based upon the evaluation. |
| **23** | **Supervisor** | A general term for any person who is responsible for directing the work, hiring, firing, writing performance evaluations, etc. of other employees; May also have responsibility for budget development, program coordination, etc. Use for supervisors who are not described elsewhere in this job list. |
| **24** | **Psychologist** | Investigates processes of learning and teaching and develops psychological principles and techniques applicable to educational problems to foster intellectual, social and emotional development of students. |
| **25** | **Psychometrist** | Administers, scores, and interprets intelligence, aptitude, achievement, and other psychological tests. |
| **26** | **Speech Therapist** | Specializes in the diagnosis and treatment of speech and language problems and engages in scientific study of human communication. |
| **27** | **Physical Therapist** | Plans and administers medically prescribed physical therapy treatment programs for patients to restore function, relieve pain and prevent disability following disease, injury, or loss of body part. |
| **28** | **Occupational Therapist** | Plans, organizes and conducts occupational therapy program to facilitate rehabilitation of mentally, physically or emotionally handicapped students. |
| **29** | **Audiologist** | Specializing in diagnostic evaluation of hearing, prevention, rehabilitation and rehabilitative services of auditory problems, and research related to hearing and attendant disorders. |
| **30** | **Recreational Therapist** | Assesses students, develops and carry out therapeutic interventions consistent with students’ needs and interests to maintain the physical, mental, and emotional well-being of the student. Additionally, therapists observe and document student’s participation, reactions, and progress. |
| **31** | **English as a Second Language Teacher** | Use for teachers employed as ESL teachers. Teacher who provides content instruction to students who are identified as limited English proficient (LEP) students or who provides support or instruction in acquiring the English language. ESL teachers teaching core academic content must provide the appropriate content assignment code. For ESL teachers providing only English language support or instruction, use assignment code 15 (ESL).  YOU MUST INCLUDE A TEACHER ASSIGNMENT CODE IN CONJUNCTION WITH THIS JOB DESCRIPTION CODE. |
| **32** | **Bilingual/Bicultural Coordinator** | Supervises bilingual/bicultural center staff. Supervises use of program funds; Provides direction for principal in developing bilingual/bicultural programs. Express goals of program to parents of students and coordinates parent and community involvement in program. Assists in workshops for staff development and coordinates the introduction of culturally relevant materials into the general curriculum. |
| **33** | **Orientation and Mobility Specialist** | Provides services to blind or visually impaired students to enable them to attain systematic orientation to and safe movement within their environments in school, home and community. These services include teaching students the following as appropriate: spatial and environmental concepts, use of the long cane, to understand and use remaining vision and distance low vision aides, and other concepts, techniques, and tools. |
| **34** | **Correspondence Program Coordinator** | Selects correspondence curriculum materials to meet the educational needs of remote students; Develops curriculum materials, visits students as needed to assist in completing course, corrects and evaluates progress, supervises other correspondence instructors and is responsible for the reporting requirements of the program. |
| **36** | **Student Affairs Coordinator** | Plans and arranges social, cultural, and recreational activities of various student groups. |
| **37** | **Director of Community Education** | Promotes volunteerism and involves community experts in offering a wide variety of programs and classes. Coordinates between districts and other community agencies and organizes and maintains community involvement procedures. Develops annual plan of service for grant application, oversees Community Education program budget. |
| **38** | **Director of Special Education** | Formulates special education programs and policies for school or district relating to education and training of mentally and physically handicapped students. |
| **40** | On-site Supervising Teacher *(not to be used for correspondence teachers)* | Use for teachers whose primary responsibility involves supervision of a class of students receiving a distance delivered instruction or computer-based instruction (such as PLATO). Use Job Code 21 for Special Education teachers and Job Code 31 for ESL (English as a Second Language) teachers. Use job code 41 for Correspondence teachers. And a general job description to cover all subjects and grade levels.  YOU MUST INCLUDE A TEACHER ASSIGNMENT CODE IN CONJUNCTION WITH THIS JOB DESCRIPTION CODE. |
| **41** | **Correspondence Teacher** | Use for teachers who work with distance delivery students. Responsibilities include selecting materials to meet the educational needs of students, monitoring learning progress, and evaluating progress to make determination of grades.  YOU MUST INCLUDE A TEACHER ASSIGNMENT CODE IN CONJUNCTION WITH THIS JOB DESCRIPTION CODE. |
| **42** | **Director of Education, Elementary or Secondary** | Plans, develops and administers programs to provide educational opportunities for students. Develops and analyzes curriculum. |
| **45** | **Child Study Coordinator** | Coordinates placement of students in special education programs, administers programs and evaluates students’ needs; Conducts conference with instructors, parents, and students to develop individualized study plans; Coordinates placement in proper program for students entering school or moving to another school. |
| **46** | **Computer Operator/Programmer** | Analyzes business procedures and problems to refine data and convert it to a programmable form for electronic data processing; Prepares programs for computer to process business, or other data, according to operating instructions. |
| **47** | **Public Information Coordinator** | Plans and conducts public relations programs designed to disseminate facts and information about district’s activities or programs to the general public; May coordinate exchange of information between remote sites within the district. |
| **50** | **Administrative Assistant** | Working under the supervision of a Manager, Director or Superintendent, oversees all aspects of general office coordination. |
| **51** | **Business Manager** | Administers business affairs of school district; Prepares operating budget, keeps financial records and prepares annual financial report. |
| **53** | **Other Professional** | Use for any professional employee whose duties are not described elsewhere in the job list.  **Please include a description of job in the Notes field.** |
| **70** | **Staff Developer/Mentor Teacher/Instructional Coach** | Evaluates teaching techniques and recommends changes for improvements; Conducts workshops and conferences for teachers to study new classroom procedures, new instructional materials and other aids to teaching; Assists in recruitment and in-service training of teachers. Works with teachers to improve classroom-teaching skills but does not directly teach in classroom. |
| **71** | **Director of Career & Technical Education** | Oversees the development, updating and renovating of courses which provide students with instruction in vocational areas and skills; Coordinates advisory committee and community involvement in program, oversees purchase of materials, works with principals and vocational education instructors in meeting program goals, acts as liaison with counseling and special service workers to provide services to career & technical program students with special needs, prepares state and federal reports, program budget, etc. |
| **72** | **Director of Curriculum** | Develops program curriculum and directs teaching personnel of school system in curriculum presentation. Confers with teaching and administrative staff to plan and develop curriculum to meet needs of students. |
| **73** | **Social Worker** | Assist students with academic learning by providing strategic services that identify and address the social-emotional-environmental issues that interfere with the educational process. Works with parents/guardians, teachers, school principal/principal’s designee, and community-based resources to implements strategies that promote students’ positive school adjustment. |
| **74** | **Online Course Facilitator Teacher** | Use for teachers whose primary responsibility involves facilitation of an approved online course for students. Responsibilities include facilitating course access, monitoring learning progress and serving as the teacher of record including confirmation of grades. Use Job Code 21 for Special Education teachers and Job Code 31 for ESL (English as a Second Language) teachers. Use Job Code 41 for Correspondence teachers. General job description to cover all subjects and grade levels.  YOU MUST INCLUDE A TEACHER ASSIGNMENT CODE IN CONJUNCTION WITH THIS JOB DESCRIPTION CODE. |
| **75** | **Associate Teacher** | Performs the duties described under the job class of teacher as a bilingual instructor or as an Alaska Native cultural or language instructor. A certified teacher, administrator or university professor is providing oversight and supervision of curriculum outside of the culture and language areas that the associate teacher provides instruction.  YOU MUST INCLUDE A TEACHER ASSIGNMENT CODE IN CONJUNCTION WITH THIS JOB DESCRIPTION CODE. |

## Teacher Assignment Codes (By Subject Area)

| **Code** | **Description** | **GL** |
| --- | --- | --- |
|  | **Elementary Grades** |  |
| 301 | Elementary Math Specialist (K-6) | E |
| 302 | Elementary Language Arts Specialist (K-6) | E |
| 303 | Elementary Science Specialist (K-6) | E |
| 304 | Elementary Social Studies Specialist (K-6) | E |
| 305 | Elementary Reading Specialist (K-6) | E |
| 306 | Elementary Music Specialist (K-6) | E |
| 307 | Elementary Art Specialist (K-6) | E |
| 308 | Elementary Foreign Language Specialist (K-6) | E |
| 99 | Pre-Elementary | E |
| 100 | Kindergarten | E |
| 101 | Grade 1 | E |
| 102 | Grade 2 | E |
| 103 | Grade 3 | E |
| 104 | Grade 4 | E |
| 105 | Grade 5 | E |
| 106 | Grade 6 | B |
| 107 | Grade 7\*\*(only teachers teaching all subjects) | S |
| 108 | Grade 8\*\*(only teachers teaching all subjects) | S |
| 113 | Multi-Grade Elementary (grades preK-6 only) | E |
|  | **Arts/Fine Arts** |  |
| 3 | Art | S |
| 52 | Band | B |
| 176 | Dance | B |
| 8 | Theater | S |
| 34 | Music | S |
| 430 | AP Arts | S |
|  | **Language Arts** |  |
| 14 | English | S |
| 63 | Language Arts | S |
| 195 | Literature | S |
| 41 | Reading | S |
| 47 | Speech | S |
| 45 | Writing | B |
| 440 | AP English | S |
|  | **Mathematics** |  |
| 201 | General Math (Grades 6-8) | S |
| 202 | Pre-algebra | S |
| 203 | Algebra I | S |
| 204 | Algebra II | S |
| 205 | Geometry | S |
| 206 | Pre-calculus | S |
| 207 | Calculus | S |
| 208 | Calculus Advanced Placement | S |
| 209 | Advanced Math other than those listed | S |
| 210 | Basic Math (Grades 9-12) | S |
| 211 | Integrated Math | S |
| 212 | Computer Science Programming | B |
| 213 | Computer Science Special Topics | B |
| 400 | AP Math | S |
| 410 | AP Computer Science | S |
|  | **Science** |  |
| 5 | Biology | S |
| 7 | Chemistry | S |
| 11 | Earth Science | S |
| 20 | General Science | S |
| 22 | Geology | S |
| 23 | Advanced Science | S |
| 28 | Life Science | S |
| 36 | Physical Science | S |
| 38 | Physics | S |
| 420 | AP Science | S |
|  | **Social Sciences/Studies** |  |
| 2 | Anthropology | S |
| 193 | Psychology | S |
| 192 | Sociology | S |
| 190 | American History | S |
| 12 | Economics | S |
| 21 | Geography | S |
| 27 | History | S |
| 37 | Political Science/Civics | S |
| 46 | Social Studies | S |
| 191 | World History | S |
| 490 | AP History/Social Sciences | S |
|  | **Special Education** |  |
| 57 | Adaptive Physical Education | B |
| 98 | Early Childhood Special Education Teacher | E |
| 59 | Special Educationconsultative services | B |
| 900 | Special Education – taught to alternate standards | B |
|  | **World Languages** |  |
| 309 | American Sign Language | B |
| 175 | Chinese | B |
| 15 | English as a Second Language(lang instruct./ support) | B |
| 16 | French | B |
| 18 | German | B |
| 173 | Japanese | B |
| 177 | Latin | B |
| 112 | Alaska Native Language | B |
| 19 | Other World Language | B |
| 174 | Russian | B |
| 17 | Spanish | B |
| 470 | AP World Languages | S |
|  | **Career & Technical Education (CTE)** |  |
| 6 | Business Education: incl office practices, computer apps | S |
| 30 | Career Exploration | S |
| 26 | Family & Consumer Science: includes home economics, culinary arts, child dev… | S |
| 68 | Health Occupations | S |
| 29 | Industrial & Engineering Technology: woods/metals shop | S |
| 9 | Information Technology Services: includes CISCO, A+, Computer repair… | B |
| 24 | Media & Graphic Arts: includes photography, web design, desktop publishing… | S |
| 1 | Natural Resources: includes fisheries, marine science, mining, forestry, agriculture… | S |
| 310 | Student Aide | S |
| 171 | Transportation: includes auto aviation and small eng. | S |
| 55 | Work Based Learning Coordinator: includes Co-op, on the job training (OJT) | S |
|  | **Other** |  |
| 49 | Alaska History | S |
| 194 | Alaska Native Arts | B |
| 189 | Alaskan Studies | S |
| 4 | Bilingual/Bicultural | B |
| 10 | Driver Education | S |
| 170 | Gifted/Talented (resource only) | B |
| 200 | Head Teacher Admin. Duties | B |
| 25 | Health | B |
| 178 | Intro to Computers | B |
| 32 | Library | B |
| 64 | Outdoor Education | B |
| 35 | Physical Education | B |
| 172 | Remedial Skills | B |
| 160 | ROTC | S |
| 60 | Tutor (resource only) | B |
| 199 | Yearbook | S |

## Teacher Assignment Codes (Alphabetical)

GL – Grade Level E – Elementary S – Secondary B – Both Elementary and Secondary

| **Code** | **Description** | **GL** |
| --- | --- | --- |
| 57 | Adaptive Physical Education | B |
| 209 | Advanced Math other than those listed | S |
| 23 | Advanced Science | S |
| 49 | Alaska History | S |
| 194 | Alaska Native Arts | B |
| 112 | Alaska Native Language | B |
| 189 | Alaskan Studies | S |
| 203 | Algebra I | S |
| 204 | Algebra II | S |
| 190 | American History | S |
| 309 | American Sign Language | B |
| 2 | Anthropology | S |
| 430 | AP Arts | S |
| 410 | AP Computer Science | S |
| 440 | AP English | S |
| 490 | AP History/Social Sciences | S |
| 400 | AP Math | S |
| 420 | AP Science | S |
| 470 | AP World Languages | S |
| 3 | Art | S |
| 52 | Band | B |
| 210 | Basic Math (Grades 9-12) | S |
| 4 | Bilingual/Bicultural | B |
| 5 | Biology | S |
| 6 | Business Education: includes office practices, computer applications… | S |
| 207 | Calculus | S |
| 208 | Calculus Advanced Placement | S |
| 30 | Career Exploration | S |
| 7 | Chemistry | S |
| 175 | Chinese | B |
| 212 | Computer Science Programming | B |
| 213 | Computer Science Special Topics | B |
| 176 | Dance | B |
| 10 | Driver Education | S |
| 98 | Early Childhood Special Education Teacher | E |
| 11 | Earth Science | S |
| 12 | Economics | S |
| 307 | Elementary Art Specialist | E |
| 308 | Elementary Foreign Language Specialist (K-6) | E |
| 302 | Elementary Language Arts Specialist (K-6) | E |
| 301 | Elementary Math Specialist (K-6) | E |
| 306 | Elementary Music Specialist | E |
| 305 | Elementary Reading Specialist | E |
| 303 | Elementary Science Specialist (K-6) | E |
| 304 | Elementary Social Studies Specialist (K-6) | E |
| 14 | English | S |
| 15 | English as a Second Language (language instruction or support) | B |
| 26 | Family & Consumer Science: includes home economics, culinary arts, child development… | S |
| 16 | French | B |
| 201 | General Math (Grades 6-8) | S |
| 20 | General Science | S |
| 21 | Geography | S |
| 22 | Geology | S |
| 205 | Geometry | S |
| 18 | German | B |
| 170 | Gifted/Talented (resource only) | B |
| 101 | Grade 1 | E |
| 102 | Grade 2 | E |
| 103 | Grade 3 | E |
| 104 | Grade 4 | E |
| 105 | Grade 5 | E |
| 106 | Grade 6 | B |
| 107 | Grade 7\*\*(only teachers teaching all subjects) |  |
| 108 | Grade 8\*\*(only teachers teaching all subjects) |  |
| 200 | Head Teacher Admin. Duties | B |
| 25 | Health | B |
| 68 | Health Occupations (Voc. Ed.) | S |
| 27 | History | S |
| 29 | Industrial & Engineering Technology (Voc. Ed.) includes woods/metals shop | S |
| 9 | Information Technology Services (Voc. Ed.): CISCO, A+, Computer repair… | B |
| 211 | Integrated Math | S |
| 178 | Intro to Computers | B |
| 173 | Japanese | B |
| 100 | Kindergarten | E |
| 63 | Language Arts | S |
| 177 | Latin | B |
| 32 | Library | B |
| 28 | Life Science | S |
| 195 | Literature | S |
| 24 | Media & Graphic Arts (Voc. Ed) includes photography, web design, desktop publishing… | S |
| 113 | Multi-Grade Elementary (grades PK thru 6 only) | E |
| 34 | Music | S |
| 1 | Natural Resources (Voc. Ed.) includes fisheries, marine science, mining, forestry, agriculture… | S |
| 19 | Other World Language | B |
| 64 | Outdoor Education | B |
| 35 | Physical Education | B |
| 36 | Physical Science | S |
| 38 | Physics | S |
| 37 | Political Science/Civics | S |
| 202 | Pre-algebra | S |
| 206 | Pre-calculus | S |
| 99 | Pre-Elementary | E |
| 193 | Psychology | S |
| 41 | Reading | S |
| 172 | Remedial Skills | B |
| 160 | ROTC (Voc. Ed.) | S |
| 174 | Russian | B |
| 46 | Social Studies | S |
| 192 | Sociology | S |
| 17 | Spanish | B |
| 59 | Special Education consultative services | B |
| 900 | Special Education – taught to alternate standards | B |
| 47 | Speech | S |
| 310 | Student Aide | S |
| 8 | Theater | S |
| 171 | Transportation: includes auto aviation and small engines. (Voc. Ed.) | S |
| 60 | Tutor (resource only) | B |
| 55 | Work Based Learning Coordinator: includes Co-op, on the job training (OJT) | S |
| 191 | World History | S |
| 45 | Writing | B |
| 199 | Yearbook | S |

## Teacher Assignment Codes (Numerical)

GL – Grade Level E – Elementary S – Secondary B – Both Elementary and Secondary

| **Code** | **Description** | **GL** |
| --- | --- | --- |
| 1 | Natural Resources (Voc. Ed.) includes fisheries, marine science, mining, forestry, agriculture… | S |
| 2 | Anthropology | S |
| 3 | Art | S |
| 4 | Bilingual/Bicultural | B |
| 5 | Biology | S |
| 6 | Business Education: includes office practices, computer applications… | S |
| 7 | Chemistry | S |
| 8 | Theater | S |
| 9 | Information Technology Services (Voc. Ed.) includes CISCO, A+, Computer repair… | B |
| 10 | Driver Education | S |
| 11 | Earth Science | S |
| 12 | Economics | S |
| 14 | English | S |
| 15 | English as a Second Language(language instruction or support) | B |
| 16 | French | B |
| 17 | Spanish | B |
| 18 | German | B |
| 19 | Other World Language | B |
| 20 | General Science | S |
| 21 | Geography | S |
| 22 | Geology | S |
| 23 | Advanced Science | S |
| 24 | Media & Graphic Arts (Voc. Ed) includes photography, web design, desktop publishing… | S |
| 25 | Health | B |
| 26 | Family & Consumer Science: includes home economics, culinary arts, child dev… | S |
| 27 | History | S |
| 28 | Life Science | S |
| 29 | Industrial & Engineering Technology (Voc. Ed.) includes woods/metals shop | S |
| 30 | Career Exploration | S |
| 32 | Library | B |
| 34 | Music | S |
| 35 | Physical Education | B |
| 36 | Physical Science | S |
| 37 | Political Science/Civics | S |
| 38 | Physics | S |
| 41 | Reading | S |
| 45 | Writing | B |
| 46 | Social Studies | S |
| 47 | Speech | S |
| 49 | Alaska History | S |
| 52 | Band | B |
| 55 | Work Based Learning Coordinator: includes  Co-op, on the job training (OJT) | S |
| 57 | Adaptive Physical Education | E |
| 59 | Special Education consultative services | E |
| 60 | Tutor (resource only) | E |
| 63 | Language Arts | S |
| 64 | Outdoor Education | B |
| 68 | Health Occupations (Voc. Ed.) | S |
| 98 | Early Childhood Special Education | E |
| 99 | Pre-Elementary | E |
| 100 | Kindergarten | E |
| 101 | Grade 1 | E |
| 102 | Grade 2 | E |
| 103 | Grade 3 | E |
| 104 | Grade 4 | E |
| 105 | Grade 5 | E |
| 106 | Grade 6 | B |
| 107 | Grade 7\*\*(only teachers teaching all subjects) | S |
| 108 | Grade 8\*\*(only teachers teaching all subjects) | S |
| 112 | Alaska Native Language | B |
| 113 | Multi-Grade Elementary (grades preK-6 only) | E |
| 160 | ROTC (Voc. Ed.) | S |
| 170 | Gifted/Talented (resource only) | B |
| 171 | Transportation: includes auto aviation and small engines. | S |
| 172 | Remedial Skills | B |
| 173 | Japanese | B |
| 174 | Russian | B |
| 175 | Chinese | B |
| 176 | Dance | B |
| 177 | Latin | B |
| 178 | Intro to Computers | B |
| 189 | Alaskan Studies | S |
| 190 | American History | S |
| 191 | World History | S |
| 192 | Sociology | S |
| 193 | Psychology | S |
| 194 | Alaska Native Arts | B |
| 195 | Literature | S |
| 199 | Yearbook | S |
| 200 | Head Teacher Admin. Duties | B |
| 201 | General Math (Grades 6-8) | S |
| 202 | Pre-algebra | S |
| 203 | Algebra I | S |
| 204 | Algebra II | S |
| 205 | Geometry | S |
| 206 | Pre-calculus | S |
| 207 | Calculus | S |
| 208 | Calculus Advanced Placement | S |
| 209 | Advanced Math other than those listed | S |
| 210 | Basic Math (Grades 9-12) | S |
| 211 | Integrated Math | S |
| 212 | Computer Science Programming | B |
| 213 | Computer Science Special Topics | B |
| 301 | Elementary Math Specialist (K-6) | E |
| 302 | Elementary Language Arts Specialist (K-6) | E |
| 303 | Elementary Science Specialist (K-6) | E |
| 304 | Elementary Social Studies Specialist (K-6) | E |
| 305 | Elementary Reading Specialist | E |
| 306 | Elementary Music Specialist | E |
| 307 | Elementary Art Specialist | E |
| 308 | Elementary Foreign Language Specialist (K-6) | E |
| 309 | American Sign Language | B |
| 310 | Student Aide | S |
| 400 | AP Math | S |
| 410 | AP Computer Science | S |
| 420 | AP Science | S |
| 430 | AP Arts | S |
| 440 | AP English | S |
| 470 | AP World Languages | S |
| 490 | AP History/Social Sciences | S |
| 900 | Special Education – taught to alternate standards | B |

## Teacher Assignment Codes (Numerical)

**Special Education 900 Series: Alternate Standards**

GL – Grade Level E – Elementary S – Secondary B – Both Elementary and Secondary

| **Code** | **Description** | **GL** |
| --- | --- | --- |
| 901 | Special Education - Alternate Standards: Art | B |
| 902 | Special Education - Alternate Standards: Math | B |
| 903 | Special Education - Alternate Standards: Science | B |
| 904 | Special Education - Alternate Standards: Language Arts | B |
| 905 | Special Education - Alternate Standards: History/Social Sciences | B |
| 906 | Special Education - Alternate Standards: World Language | B |
| 907 | Special Education - Alternate Standards: CTE | B |
| 908 | Special Education - Alternate Standards: Other | B |
|  |  |  |

## Record Layout

**NOTE:**  Include all the following fields in this order whether relevant or not. Field names must match header exactly in the file that you submit through SRM or your file will not upload properly.

| Field Number | Field Name | Field Type | Field Length | Required/Conditional/Optional |
| --- | --- | --- | --- | --- |
| 1 | DistrictID | Number | 2 | Required |
| 2 | SchoolID | Number | 6 | Required |
| 3 | LastName | Text | 35 | Required |
| 4 | FirstName | Text | 35 | Required |
| 5 | MiddleName | Text | 35 | Optional |
| 6 | SSN | Number | 9 | Required |
| 7 | ATI | Number | 6 | Conditional |
| 8 | BirthDate | Date | 8/10 | Required |
| 9 | Gender | Text | 2 | Required |
| 10 | Race | Number | 1 | Required |
| 11 | HighestDegree | Number | 1 | Required |
| 12 | LimitedCertificate | Y/N | 1 | Required |
| 13 | ESLEndorsement | Number | 1 | Required |
| 14 | SPEDEndorsement | Text | 1 | Required |
| 15 | Salary | Number | 6 | Required |
| 16 | YearsExperience | Number | 2 | Required |
| 17 | JobCode | Number | 2 | Required |
| 18 | SameJob | Y/N | 1 | Required |
| 19 | HireDate | Date | 8/10 | Required |
| 20 | NewToDistrict | Y/N | 1 | Required |
| 21 | NewToState | Y/N | 1 | Required |
| 22 | NewToProfession | Y/N | 1 | Required |
| 23 | LongTermSub | Y/N/X | 1 | Required |
| 24 | Assignment | Number | 3 | Required |
| 25 | NumberofClasses | Number | 3 | Required |
| 26 | HiredForSPED | Y/N/X | 1 | Required |
| 27 | LowestGrade | Text | 2 | Conditional |
| 28 | HighestGrade | Text | 2 | Conditional |
| 29 | FTE | Number | 3 | Required |
| 30 | FederallyFundedFTE | Number/X | 1 | Required |
| 31 | NationalBoardCert | Text | 1 | Conditional |
| 32 | Notes | Text | 100 | Conditional |

## Educational Acronyms

| ATI | Alaska Teacher Identification Number |
| --- | --- |
| BE | Bilingual Education |
| CTE | Career & Technical Education (i.e. Vocational Education) |
| CCD | Common Core Data |
| CSPR | Consolidated State Performance Report |
| EDEN | Education Data Exchange Network |
| ESEA | Elementary and Secondary Education Act of 1965 |
| ESSA | Every Student Succeeds Act, current authorization of ESEA |
| DEED | Department of Education & Early Development |
| ESL | English as a Second Language |
| FTE | Full Time Equivalent |
| FY | Fiscal Year |
| IDEA | Individuals with Disabilities Education Act |
| KG | Kindergarten |
| LEA | Local Education Agency |
| LEP | Limited English Proficiency |
| NTD | New to the District |
| NTP | New to the Profession |
| PK | Pre-elementary |
| SEA | State Education Agency |
| SPED | Special Education |
| SRM | State Report Manager |
| TELL | Teachers of English Language Learners |
| TESOL | Teacher of English to Speakers of Other Languages |
| TITLE I | Improving the Academic Achievement of the Disadvantaged Section of the ESEA. |
| TITLE II | Preparing, Training, and Recruiting High-Quality Teachers, Principals, and Other School Leaders under ESSA. |
| TRS | Teacher Retirement System |
| Teachers | Include: Remedial Specialist (13), Head Teacher (14), Classroom Teacher (15), Visiting or Itinerant Teacher (16) Special Education Teacher (21), ESL Teacher (31), On-site Supervising Teacher (40), Correspondence Teacher (41), Online Course Facilitator Teacher (74) and Associate Teacher (75). |

## Frequently Asked Questions and Examples

### General Questions:

**Who should be included in this report?**

All certified employees employed by your school district as of the first workday of October must be included in this report.

**What will the data provided in this report be used for?**

The information in this data collection is used for the Consolidated State Performance Report (CSPR) to the U.S. Department of Education, Alaska’s Public School Report Card to the Public, the federal Common Core of Data (CCD), the federal Special Education Personnel report, legislature reports (SB241 and SB133), cross checks with teacher certification and other special requests from other state agencies.

### **Salary**:

**How do I report Salary?**

If the individual has several FTEs, report the same full salary for each entry.

Example:

Table 1

| Last Name | First Name | **Salary** | Job Code | Assignment Code | Number of  Classes | Lowest Grade | Highest Grade | **FTE** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Smith | John | **$53,520** | 3 | 0 | 0 | 7 | 9 | **25** |
| Smith | John | **$53,520** | 15 | 190 | 4 | 11 | 12 | **75** |

### **Same Job**:

**How do I report Same Job?**

If he/she was a teacher last year and a principal this year, answer N(o). If s/he was a teacher both years, but changed school, answer N(o). If s/he was a teacher at the same site both years, but changed teacher assignment code, answer Y(es). If he/she was any teacher job code last year and changed teacher job codes this year, answer Y(es).

Example: If employee was a SPED teacher (job code 21) last year and now is an on-site supervising teacher (job Code 40), answer Y(es); Job code 21 and Job Code 40 are both teacher job codes and so still consider same job because he/she is still a teacher.

**Note:** If an employee is coded as “Y” for Same Job, then that employee should have an “N” in all the ‘New To’ fields.

### **Date of Hire**:

**What does Date of Hire mean?**

Date of Hire means the date that the employee was hired by the district. This is the first date of hire by a district, for example, teacher stopped teaching one year and taught the next. Use the first-year teacher taught as the date of hire.

### **Highly Qualified Teacher**:

**Why have the references and data elements for “highly qualified teachers” been removed from the 2016 Certified Staff Accounting data collection?**

Signed into law on December 10, 2015, the Every Student Succeeds Act (ESSA) has repealed the highly qualified teacher requirements. As Alaska will no longer be required to report “highly qualified teacher” data to USDOE, DEED will no longer need to collect this information from Alaska school districts.

### **Job Sharing**:

**How do I report employees who job share?**

If employees job shares a position, the data you send should reflect the total FTE for that position. List both staff members on your report and each one’s salary and FTE. The sum of both FTE’s should reflect the total FTE for the position.

Example:

Table 2

| Last Name | First Name | **Salary** | Job Code | Same Job | Assignment Code | Number of  Classes | Lowest Grade | Highest Grade | **FTE** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Smith | John | **$13,000** | 15 | Y | 14 | 2 | 9 | 12 | **25** |
| Smith | Sally | **$40,420** | 15 | Y | 14 | 6 | 9 | 12 | **75** |

### **Lowest/Highest Grade**:

**How do I report lowest/highest grades?**

For lowest grade you would report the employee’s lowest grade taught or responsible for and for highest grade you would report the employee’s highest grade taught or responsible for.

Examples:

A third-grade teacher would record “3” in **both** grade columns. An elementary music teacher might record “KG” in lowest grade and “5” in highest grade to reflect that they teach all grades from kindergarten through fifth. A math teacher might record “7” for lowest and “11” for highest.

**How do I report lowest/highest grades served when a teacher teaches the same subject area to elementary AND secondary students?**

You will need to include one row/record for PK-5 or 6th grade assignments that a teacher teaches and another row/record for 6 or 7th -12 grade assignments that the same teacher teaches. For example, if you have a SPED consultative teacher (assignment code 59) who teaches a class of KG-12th graders, you will need two rows - one for the KG-5th or 6th graders and one for the 6 or 7-12th graders. This is required for all core content areas assignments.

Other Examples:

If reporting a 6th grade teacher’s class by individual courses, you may report lowest/highest grades across a secondary grade level range. The following table is correct:

Table 3

| Last Name | First Name | Salary | Job Code | Same Job | New  To  Dist. | New  To  State | New  To  Prof. | Assignment Code | Number of  Classes | **Lowest Grade** | **Highest Grade** | **FTE** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Turner | James | $40,420 | 15 | Y | N | N | N | 20 | 5 | **6** | **12** | **100** |
| Allen | Anita | $48,030 | 15 | Y | N | N | N | 63 | 5 | **6** | **8** | **100** |

If reporting a 6th grade teacher’s class by individual courses **and** the teacher teaches across grade level ranges, report classes in the elementary grade range **and** classes in the secondary grade range. The following table is correct:

Table 4

| Last Name | First Name | Salary | Job Code | Same Job | New  To  Dist. | New  To  State | New  To  Prof. | Assignment Code | Number of Classes | **Lowest Grade** | **Highest Grade** | **FTE** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Smith | John | $40,420 | 15 | Y | N | N | N | 113 | 1 | **PK** | **5** | **50** |
| Smith | John | $40,420 | 15 | Y | N | N | N | 20 | 1 | **6** | **12** | **50** |
| Kaple | Molly | $48,030 | 15 | Y | N | N | N | 105 | 1 | **5** | **5** | **50** |
| Kaple | Molly | $48,030 | 15 | Y | N | N | N | 63 | 1 | **6** | **6** | **50** |

Do **not** report classes as being in both elementary and secondary grade level ranges. The following table is not correct:

Table 5

| Last Name | First Name | Salary | Job Code | Same Job | New  To  Dist. | New  To  State | New  To  Prof. | Assignment Code | Number of Classes | **Lowest Grade** | **Highest Grade** | **FTE** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Smith | John | $40,420 | 15 | Y | N | N | N | 20 | 1 | **PK** | **12** | **100** |
| Kaple | Molly | $48,030 | 15 | Y | N | N | N | 63 | 1 | **5** | **6** | **100** |

### **Teacher Assignment Code**:

**How do I report a teacher who teaches the same teaching assignment to both elementary and secondary grade levels?**

A teacher who teaches core area courses to both elementary and secondary students must be reported with teacher assignment codes at **both** levels.

**Note:** For purposes of reporting, grades PK-6 are considered elementary unless a grade 6 course is taught in a designated middle school in which case it is considered secondary. Grades 7-12 are considered secondary.

Example(s):

A teacher who teaches 35-Physical Education to grades KG-12 must be reported as teaching 35-Physical Education at both elementary and secondary levels.

Table 6

| Last Name | First Name | Salary | **Job Code** | **Assignment Code** | Number of  Classes | **Lowest Grade** | **Highest Grade** | **FTE** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Smith | John | $53,520 | **15** | **35** | 1 | **KG** | **6** | **25** |
| Smith | John | $53,520 | **15** | **35** | 5 | **7** | **12** | **75** |

A teacher who teaches music to grades KG-12 must be reported as teaching 306-Elementary Music to elementary grades KG-6 and 34-Music to secondary grades 7-12.

Table 7

| Last Name | First Name | Salary | **Job Code** | **Assignment Code** | Number of  Classes | **Lowest Grade** | **Highest Grade** | **FTE** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Doe | John | $53,520 | **15** | **306** | 1 | **KG** | **6** | **25** |
| Doe | John | $53,520 | **15** | **34** | 5 | **7** | **12** | **75** |

### **Number of Classes**:

**How do I report Number of Classes?**

In general, report 1 class for elementary classes and elementary resource classes up to 6th grade and report multiple classes for 7-12th grade classes. If a course is offered for two semesters to different groups of students, count this as 2 classes.

A “class” is defined as a setting in which organized instruction is provided to one or more students (including cross-age groupings) for a given amount of time. (A course may be offered to more than one class). Classes that share space should be considered as separate classes if they function as separate units for more than 50% of the time. Self-contained elementary classes should be counted as 1 class taught. Self-contained secondary classes should be counted as 1 per course area.

**Note:** Elementary specialist classes and elementary resource classes (i.e. foreign language, writing, consultative SPED) should be counted as 1 class per course area.

**Elementary Examples**:

An elementary specialist teacher teaches 12 art classes once a week for an hour each and 2 reading classes once a week for an hour each. Count this as 1 class of elementary specialist art and 1 class of elementary specialist reading.

Mrs. Smith teaches a self-contained multi-grade 3-5 classroom. Count this as 1 class taught for Mrs. Smith.

Mr. Johnson teaches 1 consultative SPED class every day, 10 music classes per week and 2 art classes a week to different groups of students. Count this as 1 consultative SPED class, 1 elementary music class and 1 elementary art class (only 1 class in each case because they are all considered “elementary resource” or “elementary specialist” classes).

**Secondary Examples:**

A secondary teacher teaching pre-algebra, history, English and science would be reported as teaching 4 classes:   
1 English, 1 History, 1 Pre-Algebra and 1 Science.

Ms. Bailey teaches 2 History classes, 2 Social Studies classes, and 1 English class to *different cohorts of students each semester*. Count this as 4 History classes, 4 Social Studies classes and 2 English classes.

Mr. Oliver teaches 5 Consultative SPED classes all year. Count this as 5 Consultative SPED classes.

Ms. Jason teaches 3 SPED English classes and 2 SPED History classes. Count this as 3 English classes and 2 History classes.

**Multi-grade Example:**

Mr. Camp teaches PK-12 all subjects. Count this as 1 multi-grade elementary class, and 1 class each for every course area taught for grades 7-12. If Mr. Camp taught grade 7-12 students English, Reading, History, Basic Math, and General Science, in addition to teaching PK-6 students, report this as follows:

Table 8

| Last Name | First Name | Salary | **Job Code** | **Assignment Code** | **Number of**  **Classes** | **Lowest Grade** | **Highest Grade** | **FTE** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Camp | John | $53,520 | **15** | **113** | **1** | **PK** | **6** | **50** |
| Camp | John | $53,520 | **15** | **14** | **1** | **7** | **12** | **10** |
| Camp | John | $53,520 | **15** | **41** | **1** | **7** | **12** | **10** |
| Camp | John | $53,520 | **15** | **27** | **1** | **7** | **12** | **10** |
| Camp | John | $53,520 | **15** | **210** | **1** | **7** | **12** | **10** |
| Camp | John | $53,520 | **15** | **20** | **1** | **7** | **12** | **10** |

**How do I report Number of Classes for correspondence teachers?**

For correspondence school teachers (Job code 41), each teacher assignment code would represent a class, for which at least one individual student enrolls. Teachers teaching the same course at both elementary and secondary levels must be reported as teaching 1 class at each level. FTE may be represented by the portion that each assignment code represents of the teacher's full-time load.

Example:

A correspondence school teacher teaching Pre-Algebra to 10 students, Algebra I to 105 students, Reading to 40 elementary level students, and Reading to 3 secondary level students:

Table 9

| Last Name | First Name | **Job Code** | **Assignment Code** | **Number of**  **Classes** | **Lowest Grade** | | **Highest Grade** | **FTE** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Carver | Meg | **41** | **202** | **1** | **7** | **9** | | **6** |
| Carver | Meg | **41** | **203** | **1** | **9** | **12** | | **67** |
| Carver | Meg | **41** | **305** | **1** | **3** | **6** | | **25** |
| Carver | Meg | **41** | **41** | **1** | **7** | **12** | | **2** |

**How do I report Number of Classes for on-site supervising teachers?**

For on-site supervising teachers, report the teacher with a Job Code of 40 and 1 class taught for each teacher assignment supervised. FTE may be represented by the portion that each assignment code represents of the teacher’s full-time load.

Example:

An elementary teacher delivers instruction in all elementary content areas to his elementary students. He also delivers instruction to his secondary level students in all the secondary content areas except for 211-Integrated Math. For 211-Integrated Math, he is the on-site supervising teacher only. Another teacher delivers 211-Integrated Math instruction via distance delivery to his secondary level students, report this as follows:

Table 10

| Last Name | First Name | **Job Code** | **Assignment Code** | **Number of**  **Classes** | Lowest Grade | | Highest Grade | **FTE** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Carver | Ray | **15** | **113** | **1** | KG | 6 | | **50** |
| Carver | Ray | **15** | **63** | **1** | 7 | 12 | | **10** |
| Carver | Ray | **15** | **20** | **1** | 7 | 12 | | **10** |
| Carver | Ray | **40** | **211** | **1** | 7 | 12 | | **10** |
| Carver | Ray | **15** | **46** | **1** | 7 | 12 | | **10** |
| Carver | Ray | **15** | **21** | **1** | 7 | 12 | | **10** |

**How do I report Number of Classes for team teachers?**

For team teachers in a team-teaching situation, consider each teacher of record as teaching 1 class. For example, if two teachers team-teach English to two unique cohorts of students all year, you would indicate 1 as the number of classes taught for each teacher in this situation. Calculate additional classes in the same manner.

### **Full-Time Equivalent (FTE)**:

**How do I report FTE?**

How you report FTE varies between districts, either it is based on what is indicated in the employee contract or the amount of time spent with each job and assignment. The total FTE for each individual cannot exceed 100. An FTE of 100 is a full-time staff member and an FTE of 50 is a half-time staff.

Example:

Table 11

| Last Name | First Name | **Job Code** | **Assignment Code** | Number of  Classes | Lowest Grade | Highest Grade | **FTE** |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Jones | Fred | **15** | **9** | 2 | 7 | 9 | **20** |
| Jones | Fred | **15** | **45** | 2 | 11 | 12 | **20** |
| Jones | Fred | **15** | **191** | 1 | 11 | 12 | **10** |
| Jones | Fred | **15** | **190** | 1 | 9 | 9 | **5** |
| Jones | Fred | **15** | **37** | 1 | 10 | 10 | **5** |
| Jones | Fred | **3** | **0** | 0 | 7 | 12 | **40** |

**Note**: If you have an employee employed both as a certified staff and a paraprofessional/classified staff the total FTE for the employee should equal the total payroll FTE.

### **Federally Funded FTE**:

**How do I report federally funded FTE?**

Report the federal funding source, if applicable, for the FTE for the position. If only a portion of the position’s FTE is federally funded (one of the programs listed on page 17), report each FTE funded portion separately.

Example:

Table 12

| School  Number | Last Name | First Name | **Job Code** | **Assignment Code** | Number of  Classes | **FTE** | **Federally**  **Funded FTE** |
| --- | --- | --- | --- | --- | --- | --- | --- |
| 580010 | Adams | Mary | **15** | **9** | 0 | **50** | **1** |
| 580010 | Adams | Mary | **15** | **9** | 1 | **50** | **X** |
| 580020 | Jones | Edward | **15** | **191** | 2 | **100** | **1** |
| 580020 | Lee | Ken | **15** | **41** | 2 | **100** | **X** |
| 580030 | Davis | Josie | **15** | **37** | 1 | **60** | **X** |
| 580030 | Davis | Josie | **3** | **0** | 0 | **40** | **2** |

### **Staff Sabbaticals**:

**Should I report employees on sabbatical or leave?**

Staff on sabbatical or leave of absence for the full school year **should not** be included in the October Certified and Para/Classified reporting.

Employees on long-term but not full year leave (such as a maternity leave) should not be reported in the October Certified and Para/Classified reporting if not working on the first workday of October.

### **Years of Experience**:

**How do I report Years of Experience?**

You should report Years of Experience as the number of years of experience that the employee has in his/her current job class. Years of experience in other states, districts, and schools **should be included** in the total even if there have been intervening periods of other jobs or unemployment. Years of Experience for teachers should reflect total years of teaching experience.

The first year that an employee is employed and has **no prior experience**; *Years of Experience* should be 0 (zero). The next year, that same employee will have 1 (one) year of experience, and so on.

Example:

A teacher is new to the district but has 20 years of teaching experience; the years of experience would be 20. If a person has 20 years of experience teaching, but is a first-time principal, his/her years of experience would drop back to 0 for the principal job code.

## Appendix A: Race/Ethnicity Definitions and Guidance

Sources: National Center for Education Statistics - U.S. Department of Education Office of Educational Research and Improvement

4AAC 06.830. Subgroups

4AAC 06.899. Definitions

### Race / Ethnicity Definitions

| Code | Description | Definition |
| --- | --- | --- |
| 1 | White | A person having origins in any of the original peoples of Europe, the Middle East, or North Africa. |
| 2 | Black or African American | A person having origins in any of the black racial groups of Africa. |
| 3 | Hispanic | A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race. |
| 4 | Asian | A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent, including, For example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand and Vietnam. |
| 5 | American Indian | A person having origins in any of the original peoples of North and South America (including Central America) who maintains cultural identification through tribal affiliation or community attachment. Please do not include Alaska Native students. |
| 6 | Alaska Native | A person who is a descendant of a member of the aboriginal races inhabiting the state when annexed to the United States, or who is a descendant of an Indian or Eskimo who, since the year 1867 and prior to June 30, 1952, migrated into the state from Canada, and who is a descendant having at least one-quarter blood derived from these ancestors. |
| 7 | Two or more races  (not Hispanic) | A student who primarily identifies their ethnic heritage with more than one subgroup. |
| 8 | Native Hawaiian or Pacific Islander | A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands. |
| 9 | Not Provided | Use if race/ethnicity is not provided. |

## Appendix B: State Report Manager (SRM) Validation Rules

| **Rule ID** | **Severity** | **Rule** | **Detail Message** |
| --- | --- | --- | --- |
| 9000 | Error | Required Field Missing | One or more required fields are missing. |
| 9001 | Error | Field Value Too Long | Field exceeds maximum length. |
| 9100 | Error | Bad District Number | The District ID is not a valid number. |
| 9101 | Error | Bad School Number | The School ID is not a valid number |
| 9201 | Error | Invalid Gender | The gender must be M, F or NA. |
| 9202 | Error | Invalid Race | The value for Race must be one of the options in the Race or Ethnicity option set. |
| 9203 | Error | Invalid Highest Degree | The value for Highest Degree must be one of the options in the Education Degree option set. |
| 9204 | Error | Invalid Limited Certificate Value | The value for Limited Certificate must be Y, N or X. Note: Y or N required for teachers (job code = 13, 14, 15, 16, 21, 31, 40, 41, 74 or 75) otherwise put X. |
| 9205 | Error | Invalid ESL Endorsement Value | The value for ESL Teacher Endorsement must be one of the options in the ESL Endorsement option set. |
| 9206 | Error | Invalid SPED Endorsement Value | The value for SPED Teacher Endorsement must by Y, N or X if not applicable. |
| 9207 | Error | Invalid Job Code Value | The value for Job Code must be one of the options in the Job Codes list. |
| 9208 | Error | Invalid Same Job Value | The value for Same Job must be Y or N. Note: If same job code or still a teacher at same school last year then same job should be Y. |
| 9209 | Error | Invalid New to District Value | The value for New to District must be Y or N. |
| 9210 | Error | Invalid New to State Value | The value for New to State must be Y or N. |
| 9211 | Error | Invalid New to Profession Value | The value for New to Profession must by Y or N. |
| 9212 | Error | Invalid Long Term Sub Value | The value for Long Term Substitute must be Y, N or X if not applicable. |
| 9213 | Error | Invalid Assignment Code Value | The value for Assignment Code must be one of the options in the Assignment code list. |
| 9214 | Error | Invalid value for NationalBoardCert | NationalBoardCert must be blank or Y, W, or N  Y - Yes (holds both National Board and Master Teacher certificate)  W - Working towards National Board and Master Teacher certification  N - No (is not National Board and Master Teacher-certified) |
| 9218 | Error | Invalid Hired for SPED Value | The value for Hired for SPED must be Y, N or X if not applicable |
| 9219 | Error | Invalid Lowest Grade Value | The value for Lowest Grade must be one of the options in the Grade Level Taught list. |
| 9220 | Error | Invalid Highest-Grade Value | The value for Highest Grade must be one of the options in the Grade Level Taught list. |
| 9221 | Error | Invalid Federal FTE Source Value | The value for Federally Funded FTE must be one of the options in the Federal Program Source list. |
| 9301 | Warning | Not Certified | Staff member not Certified or  certificate has expired |
| 9401 | Warning | Invalid Name | The name contains one or more characters other than alphabetic characters, apostrophe, space or hyphen. |
| 9402 | Error | Invalid Date Format | The date format is not valid. Format should be MM/DD/YY or MM/DD/YYYY. |
| 9403 | Error | Invalid Salary Format | Salary must be a whole number between 1000 and 300000. Do not include “$”, “.” Or “,”. |
| 9404 | Error | Invalid Years of Experience Format | Years of Experience must be a number between 0 and 99. |
| 9405 | Error | Invalid Number of Classes Format | Number of Classes should be a whole number. |
| 9406 | Error | Invalid FTE Format | FTE should be a whole number. No decimals. |
| 9407 | Error | Invalid SSN Format | The format of the Social Security  Number should be 999999999 |
| 9408 | Error | Invalid ATI Format | Alaska Teacher Identifier should be a 6-digit number |
| 9501 | Error | User cannot submit data for this district | User cannot submit data for this district |
| 9502 | Error | Missing Teacher at School | No teacher has been assigned to school. |
| 9503 | Error | Missing Principal or Head Teacher at School | At least one principal (job code 3) or head teacher (job code 14) should be assigned to each school. |
| 9504 | Warning | Missing Superintendent | Every district should have at least on superintendent (Job Code 1) assigned. |
| 9505 | Warning | Inconsistent Job Codes - Head Teacher and Teacher Mix | A mix of Job Codes 14 and 15 (in a school) is not possible. If school has a Head Teacher, all 15’s should be 14’s. |
| 9506 | Error | Head Teacher Without Admin Duties | A head teacher must have an assignment code of 200 (Head Teacher Admin Duties). |
| 9507 | Warning | Number of Classes – Elem Grade Level Mismatch | If the assignment code is 99-108, the sum of number of classes should be less than 3 per assignment. |
| 9508 | Error | Inconsistent Salary | Salary should be consistent across all records with the same ATI. |
| 9509 | Warning | Number of Classes – Sec Grade Level Mismatch | If assignment code is not 99-108 then sum of number of classes should be <= 10 per assignment. |
| 9510 | Error | Job Code 3 and Job Code 14 cannot be reported at the same school. | A school should only have one of these job codes assigned; Job Code 3 (Principal) or Job Code 14 (Head Teacher). |
| 9701 | Error | School and District Mismatch | The school number is not a school in the district. |
| 9702 | Error | Limited Certificate – Job Code Mismatch | Limited Certificate must be Y or N if a teacher; X otherwise. |
| 9703 | Error | ESL Endorsement – Job Code Mismatch | ESL Teacher Endorsement must be numeric when job code = 31 or assignment code = 15; X otherwise. |
| 9704 | Error | Years of Experience – New to Profession Mismatch | Years of Experience must be 0 if New to Profession is Y and must be >0 if New to Profession = N. |
| 9705 | Error | Same Job – Years of Experience Mismatch | Years of Experience must be >0 if Same Job = Y. |
| 9706 | Error | Same Job – New to Profession Mismatch | If New to Profession = Y, then Same Job must be N; if Same Job = Y then New to Profession must be N. |
| 9707 | Error | Same Job – New to State Mismatch | If New to State = Y, then Same Job must be N; if Same Job = Y then New to State must be N. |
| 9708 | Error | Same Job – New to District Mismatch | If New to District = Y, then Same Job must be N; if Same Job = Y then New to District must be N. |
| 9709 | Error | New to State – New to District Mismatch | If New to District = N, then New to State must be N; if New to State = Y then New to District must be Y. |
| 9710 | Error | Job Code – Assignment Code Mismatch | If Curriculum Specialist or a Teacher, then assignment code cannot be zero. |
| 9711 | Error | Assignment Code – Non-Teacher Mismatch | Assignment code must be 0 for non-teachers or if not a curriculum specialist. |
| 9712 | Error | Long Term Substitute – Teacher Mismatch | Long Term Substitute must be Y or N if is a teacher; X otherwise. |
| 9713 | Error | SPED Teacher – Assignment Mismatch | Must be a SPED Teacher (Job Code 21) if assignment code is 57, 59, 98, 900 or 901-908. |
| 9715 | Error | ESL Job – Assignment Mismatch | Job Code must be 31 if assignment code is 15. |
| 9716 | Error | Lowest Grade – Elementary Assignment Mismatch | If Lowest Grade >6 then assignment code cannot be 113. |
| 9717 | Error | Highest Grade – Elementary Assignment Mismatch | If assignment code = 113 then Highest Grade must be <= 6. |
| 9718 | Error | General Math – Grades Mismatch | If assignment code = 201 then grade levels should be 6-8 only. |
| 9719 | Error | Basic Math – Grades Mismatch | If assignment code = 210 then grade levels should be 9-12 only. |
| 9721 | Warning | Excessive Number of Classes | The Number of classes should be less than 10 |
| 9728\_1 | Error | Years of Experience must be the same Superintendent | Staff member having multiple records with the same job group, requires that the YearsExperience is the same on all records. |
| 9728\_2 | Error | Years of Experience must be the same for Admin | Staff member having multiple records with the same job group, requires that the YearsExperience is the same on all records. |
| 9728\_3 | Error | Years of Experience must be the same for Program | Staff member having multiple records with the same job group, requires that the YearsExperience is the same on all records. |
| 9728\_4 | Error | Years of Experience must be the same for Support | Staff member having multiple records with the same job group, requires that the YearsExperience is the same on all records. |
| 9728\_5 | Error | Years of Experience must be the same for Teachers | Staff member having multiple records with the same job group, requires that the YearsExperience is the same on all records. |
| 9729 | Error | Inconsistent Years of Experience to Prior Year | Years of Experience in the same job should only be one year more than last year. |
| 9730 | Error | Content Teacher at District Office | Content teacher cannot be assigned to the District Office. |
| 9732 | Error | Assignment  Crosses Grade Bands | Teaching Assignments must be split when cross grade bands (Elementary and Secondary) |
| 9733 | Error | Secondary Assignment Code – Grade Level Mismatch | Secondary teacher assignment code reported with elementary grades (PK-5 or 6 are considered elementary grades). |
| 9734 | Error | Elementary Assignment Code – Grade Level Mismatch | Elementary teacher assignment code reported with secondary grades (6 or 7-12 are considered secondary grades). |
| 9736 | Error | Early Childhood Assignment – Grade Level Mismatch | If assignment code = 98 then highest grade level must be <=3. |
| 9738 | Error | Number of Classes Reported for Non-Teacher | Number of Classes for non-teacher should be 0. |
| 9745 | Error | Hired to Provide SPED – Job Code Mismatch | If Job Code = 11, 20, 24, 26, 27, 28, 29, 30, 33 or 73 then Hired for SPED must be Y or N; X otherwise. |
| 9746 | Error | Low – High Grade Inconsistent | Highest grade must be >= Lowest grade |
| 9747 | Error | Low Grade Not Served in School | According to State Directory information lowest grade not served in school. Contact DEED if needs to be updated. |
| 9748 | Error | High Grade Not Served in School | According to State Directory information highest grade not served in school. Contact DEED if needs to be updated. |
| 9749 | Warning | Check Secondary Assignment –Number of Classes Ratio | Check secondary assignment with number of classes taught <2 and FTE >25. |
| 9750 | Error | Sum of FTE Exceeds 100 | The sum of FTE for all the jobs for this individual exceeds 100. |
| 9751 | Error | Lowest Grade Missing | Lowest Grade is required when Job Code is 3, 4, 10, 11, 13, 14, 15, 16, 21, 31, 40, 41, 74 or 75. |
| 9752 | Error | Highest Grade Missing | Highest Grade is required when Job Code is 3, 4, 10, 11, 13, 14, 15, 16, 21, 31, 40, 41, 74 or 75. |
| 9753 | Error | NationalBoardCert missing | NationalBoardCert is required for all teacher JobCodes (13, 14, 15, 16, 21, 31, 40, 41, 74, 75) |
| 9754 | Error | NationalBoardCert should be blank | NationalBoardCert should be blank for non-teaching JobCodes |
| 9763 | Error | SPED Endorsement – Job Code Mismatch | If Job Code is not 21 then SPED Endorsement must be X. |
| 9764 | Error | Invalid Self contained  Number Of Classes | If Assignment is in (301, 302, 303,  304, 305, 306, 307, 308, 113, 59)  then Number of Classes should be 1 |
| 9766 | Error | Number of Classes – Assignment Mismatch | If assignment is not 0 then number of classes should not be 0, except if Job Code = 10. |
| 9769 | Error | SPED Endorsement – SPED Teacher Mismatch | If Job Code = 21 then SPED Endorsement must be Y or N; X otherwise. |
| 9770 | Error | Invalid Date of Hire | Date of Hire needs to be prior to **10/1/2024.** Do not report employee if hired after 10/1/2024. |
| 9771 | Error | Assignment Code – Grade Mismatch | If assign. code = 99 Low/High Grade should be PK  If assign. code = 100 Low/High Grade should be KG  If assign. code = 101 Low/High Grade should be 1  If assign. code = 102 Low/High Grade should be 2  If assign. code = 103 Low/High Grade should be 3  If assign. code = 104 Low/High Grade should be 4  If assign. code = 105 Low/High Grade should be 5  If assign. code = 106 Low/High Grade should be 6  If assign. code = 107 Low/High Grade should be 7  If assign. code = 108 Low/High Grade should be 8 |
| 9772 | Error | Inconsistent Entries for Employee Record | If SSN found in more than one record, Last Name, First Name, MI, Alaska Teacher Identifier, Birth Date, Gender, Race, and Highest Degree should be the same for each record. As well as ‘NewToDistrict’ and ‘NewToState’. |
| 9773 | Error | Assignment Code – Number of Classes Mismatch | If assignment code = 99 thru 106, Number of Classes must be 1. |
| 9774 | Error | Assignment Code – Number of Classes Mismatch | Teacher is assigned to more than 2 assignment codes between 99 and 106. Use 113 Multi-Grade Elementary. |
| 9778 | Error | ATI does not match SSN | The ATI provided does not match the SSN listed by Teacher Certification. |
| 9779 | Warning  (Changed in 2023-2024) | SSN and ATI Missing | SSN and ATI are both absent in the Teacher Certification database.  The Alaska Department of Education & Early Development has no record of this teacher based on the SSN or ATI provided. Please contact the Teacher Certification office at (907) 465-2831 or  tcwebmail@alaska.gov for assistance. |
| 9780 | Warning | Found ATI in Teacher  Certification Database | Your CSV file contains a blank ATI for these teachers. SRM found ATI in the Teacher Certification database. You should copy ATI to your SIS. |
| 9781 | Warning | Teacher does not hold an active teaching certificate | Job Code = 13, 14, 15, 16, 21, 31, 40, 41, 74 and 75 Teacher must have an active type T, type M, type W or type A Teaching Certificate. |
| 9782 | Error | 100% staff turnover | Your CSV file shows that all staff are New to District. |
| 9783 | Error | 100% staff turnover | Your CSV file shows that all staff are New to State. |
| 9784 | Error | 100% staff turnover | Your CSV file shows that all staff are New to Profession. |
| 9785 | Error | If job code =21, and SPED Endorsement =Y, check Teacher Cert data to ensure teacher has a valid SPED endorsement, if No, then ERROR | SPED Teacher does not have a valid SPED endorsement. |
| 9786 | Error | If job code =21, and SPED Endorsement =N, check Teacher Cert to ensure teacher DOES NOT have a valid SPED endorsement, if Yes, then ERROR | SPED Teacher has a valid SPED Endorsement. |
| 9787 | Warning | If job code = 14, and assignment code = 200, check for additional record where job code = 14 and assignment code ≠ 200. | Head Teacher must have other Teacher Assignment Code(s) in addition to Head Teacher Administrative Duties. |
| 9788 | Error | If assignment code = 200, job code must = 14 | Assignment Code 200, Head Teacher Admin. Duties, can only be used with Job Code 14, Head Teacher. |
| 9789 | Error | Job Code 53 = Other Professional | If Job Code 53 is used…there needs to be a job description entered in the Notes field. Notes cannot contain the word ‘other’. Null in comment field not allowed if there is a Job Code 53. |
| 9790 | Warning | HireDate | When the HireDate is before the beginning of current collection year - NewToDistrict s/b ‘N’ for the collection year. i.e. 07/01/2017. |
| 9791 | Error | Teacher Job Codes Need to be Assigned to Schools | Teacher Job Codes **cannot** be assigned to District Offices.  i.e. Anchorage School District - #050000 |
| 9792 | Error | Director of SPED / SPED Teacher | If a district reports a Director of SPED (Job Code 38) in staff accounting, there needs to be a SPED Teacher reported (Job Code 21) in that district. Or vice versa, if a Job Code 21 is reported…there needs to be a Job Code 38. |
| 9793 | Error | FTE Sum 91-99 | Staff total FTE is 91-99 FTE. |
| 9794 | Error | FTE Sum < 25 | Staff total FTE less than 25 FTE. |
| 9796 | Error | Same Job – all ‘Y’ or all ‘N’ | If a District has all ‘Y’ or all ‘N’ |
| 9797 | Error | Look at total FTE in job class groups; admin, teacher, support and program at the school level. Error if N>=10 in previous year and percent change is >=20% | At the school level, there is a >=20% percent change between the previous year and this year’s FTE in one or more of the job classes. |
| 9798 | Warning | Look at total FTE in job class groups; admin, teacher, support and program at the school level. Warning if N<10 in previous year and percent change is >=20% | At the school level, there is a >=20% percent change between the previous year and this year’s FTE in one or more of the job classes. |
| 9799 | Error | Look at total FTE at the district level. Job codes 24, 26, 27, 28, 29, 30, 33 | At the district level, there is a >=20% change between the previous year and this year’s FTE in one or more of the job codes. |
| 9800 | Error | Look at total FTE at the district level. Job codes 11, 20, 73 and HiredForSPED = Y | At the district level, there is a >=20% change between the previous year and this year’s FTE in one or more of the job codes. |
| 9801 | Error | Look at total FTE at the district level. Job Code 21 (with assignment 57) | At the district level, there is a >=20% change between the previous year and this year’s FTE. |
| 9802 | Error | Look at total FTE at the district level. Job Code 21 (without assignment 57) | At the district level, there is a >=20% change between the previous year and this year’s FTE. |
| 9803 | Warning | Valid Certificate Check - Job Code 30 | Our teacher certification records show this recreational therapist has an expired Certificate C. |
| 9804 | Warning | Valid Endorsement Check –  Job Code 29 | Our teacher certification records show an expired endorsement. (Audiologist – endorsement 921 or 254.) |
| 9805 | Warning | Valid Endorsement Check – Job Code 11 | Our teacher certification records show an expired endorsement. (Counselor – endorsement 707, 1179, 1178, or 1019.) |
| 9806 | Warning | Valid Endorsement Check – Job Code 33 | Our teacher certification records show an expired endorsement. (Orientation and Mobility Specialist – endorsement 787, 255 or 992.) |
| 9807 | Warning | Valid Endorsement Check – Job Code 28 | Our teacher certification records show an expired endorsement. (Occupational Therapist – endorsement 922 or 1182.) |
| 9808 | Warning | Valid Endorsement Check – Job Code 24 | Our teacher certification records show an expired endorsement. (Psychologist – endorsement 1180, 544 or 32.) |
| 9809 | Warning | Valid Endorsement Check – Job Code 26 | Our teacher certification records show an expired endorsement. (Speech Therapist – endorsement 254, 599, 600, 601, 1041, 1038 or 720.) |
| 9810 | Warning | Valid Endorsement Check – Job Code 27 | Our teacher certification records show an expired endorsement. (Physical Therapist – endorsement 923.) |
| 9811 | Warning | Valid Endorsement Check – Job Code 73 | Our teacher certification records show an expired endorsement. (Social Worker – endorsement 106.) |