FDOE INFORMATION DATABASE REQUIREMENTS:

VOLUME II - AUTOMATED STAFF INFORMATION SYSTEM

2018-19

STATE OF FLORIDA
DEPARTMENT OF EDUCATION
COMPREHENSIVE MANAGEMENT INFORMATION SYSTEM

Rule 6A-1.0014

TABLE OF CONTENTS

PREFACE

Section 1008.385(2), Florida Statutes, mandates that each school district and the Florida Department of Education develop and implement a comprehensive management information system which is made up of compatible components. See: http://www.leg.state.fl.us/statutes/index.cfm?App_mode=Display_Statute&Search_String=& URL=1000-1099/1008/Sections/1008.385.html.

In order to support the statewide process of implementing compatible local and state-level automated information systems, the Florida Department of Education has developed the following documents:

> * DOE INFORMATION DATABASE REQUIREMENTS:
>   VOLUME I - AUTOMATED STUDENT INFORMATION SYSTEM

> * DOE INFORMATION DATABASE REQUIREMENTS:
>   VOLUME II - AUTOMATED STAFF INFORMATION SYSTEM

This document contains the required data elements, functions and timelines which each automated information system component must incorporate within its automated staff information system. Further information or questions concerning this document should be addressed to PK-12 Education Information Services, Florida Department of Education, 532 Turlington Building, Tallahassee, Florida 32399-0400 or askeias@fldoe.org.

A. AUTOMATED STAFF INFORMATION SYSTEM REQUIREMENTS

AUTOMATED STAFF INFORMATION SYSTEM REQUIREMENTS

Section 1008.385(2), F.S., requires the development and implementation of a comprehensive management information system linking all levels of the state education system. Each school district and the Florida Department of Education shall implement an automated information system component containing staff information which is compatible with the statewide comprehensive management information system.

The automated staff information system functions and timelines implemented by the Florida Department of Education and each school district are as follows:

HISTORY

1. An automated staff Information system was required to be implemented in each school district by June 30, 1987.

    Each school district must install an automated staff information system that includes the data elements as listed in the Automated Staff Information System and as prescribed in Section B of this document and which contains the procedures for performing the automated state reporting and records transfer functions defined in subsection 4. Each system shall provide payroll, Professional Development and basic personnel recordkeeping.

2. State-level automated staff information database design was required to be implemented in the Florida Department of Education by July 1, 1987.

    A state-level staff database of information has been installed for access by state and local education managers and the Legislature. The database design integrates existing department reports previously collected separately from school districts within the automated reporting formats defined in subsection 4., thereby reducing data burden, improving compatibility among data elements and providing a more comprehensive and flexible database of information. The Florida Department of Education has implemented strict controls for privacy and security of staff records as contained in Section C of this document.

3. Automated state reporting functions were required to be implemented by each school district beginning July 1, 1987.

    Current state reporting functions are defined in subsection 4.

AUTOMATED STATE REPORTING FUNCTIONS

4. Each school district shall implement the following automated state reporting functions according to the timelines provided:

AUTOMATED STAFF REPORTING FORMATS	DATA COLLECTION ACTIVITY NUMBER	SURVEY PERIOD						
		S1 (JUL)	S8 (AUG)	S6 (SEP)	S2 (OCT)	S3 (FEB)	S4 (JUN)	S5 (AUG)
Staff Demographic Information	DB9 27x		S		A	A		A
Staff Multidistrict Employee	DB9 29x				S			
Staff Payroll Information	DB9 30x				A	A		
Staff Additional Job Assignments	DB9 31x				S	S		
Staff Additional Compensation	DB9 32x				S	S		
Staff Benefits	DB9 33x				A	A		
Staff Experience	DB9 28x				S	S		
Professional Development	DB9 36x							S
Fiscal Year Benefits	DB9 44x							A
Fiscal Year Salaries	DB9 43x							A

A = ALL STAFF   S = SELECTED STAFF   D = EACH DISTRICT

x = WILL BE AN "A," "B," OR "C" DEPENDING ON THE FISCAL YEAR

SURVEY PERIOD DATES
2018-2019

STAFF

Survey 8:
 State Processing: July 23 -September 27, 2018

Survey 2:
 Survey Week: October 8-12, 2018
 Due Date: October 19, 2018
 State Processing: October 15 – November 2, 2018
 Final Update/Amendment Date: December 15, 2018

Survey 3:
 Survey Week: February 4-8, 2019
 Due Date: February 15, 2019
 State Processing: February 11 – March 1, 2019
 Final Update/Amendment Date: April 15, 2019

Survey 5:
 Due Date: July 26, 2019
 State Processing: July 22 – August 23, 2019
 Final Update/Amendment Date: October 31, 2019

B. AUTOMATED STAFF INFORMATION SYSTEM DATA ELEMENT REQUIREMENTS

INTRODUCTION

All automated staff data elements included in this volume must be incorporated within each school district's automated staff information system. Districts may add additional data elements with their local automated system to meet local needs.

DEFINITION:

There is a working definition associated with each data element, along with applicable examples, codes, notes and exception(s).

LENGTH AND DATA TYPE:

Length and data type define the technical field characteristics to be maintained in the automated system for each data element. Numeric elements must have a number in every position, including leading zeros.

STATE REPORTING FORMATS REQUIRING THE DATA ELEMENT:

A section which specifies the state reporting formats which school districts must utilize in performing automated state reporting functions. Each data element page lists the specific automated state reporting formats which require the data element.

COMPATIBILITY REQUIREMENT:

All elements must use the specified length, data type and coding definitions given in the automated staff data elements whenever automated state reporting is performed.

The degree of required compatibility between state and local elements varies. Many elements listed in this document need merely be **Compatible**, while others must meet stricter **State Standards**.

Compatible elements:

For data elements which are designated 'No' for State Standard, the coding structures used by the district, the data element names presented in user documentation and the length and format of the data fields may be the same as that contained in this volume or they may be completely locally defined depending on the district's staff information needs. If local definitions are used, it must be possible to convert the information into the state-required codes, descriptors and formats by calculation, computer procedures or subroutines whenever state formats are required.

District documentation of locally defined elements must reference the state data elements for which they are surrogates.

Even though the state does not require the use of the state-defined codes for these compatible elements, districts are encouraged to keep each of these elements in the state format whenever possible to minimize the need for and cost of conversion.

State Standard elements:

For data elements which are designated 'Yes' for **State Standard**, the coding structures used by the district, the data element names presented in user documentation, the length and format of the data fields for all external occurrences of information in reports, user documentation and display and entry screens must be the same as those contained in this volume.

Thus, **State Standard** elements must meet these additional requirements:

1)   the state codes **must be used locally exactly as defined** in this document for automated staff data elements;

2)   user documentation must list the **State Standard** data element name;

3)   input and output documents and reports must use the state-defined codes; and

4)   local screen displays must use the state-defined codes.

These requirements do not address the **physical storage** of the data on tape, disk or other medium, but only how the data elements are to be presented to users in paper format or on screen displays. The stricter definition of **State Standard** still allows the district the flexibility to use its own district-defined codes for **physically** storing elements in the staff records system while, at the same time, using **State Standard** codes for display, input, reports and user documentation. For example, a date might be required to appear always to the user as MMDDYYYY or MM/DD/YYYY but could be physically stored as YYDDD with nonuser system documentation recording this fact.

In many of the data element definitions included in this volume, a code has been defined for "not applicable." In the case of very specialized data elements, it would seem more sensible in terms of the design of the staff records system to record information for such specialized elements only for staff to whom the element is pertinent. For both **Compatible** and **State Standard** data elements, the codes defined as "not applicable" need not be maintained in the local data records or displayed on local screens. At the time of reporting, if it is determined that a particular characteristic or condition is "not applicable" for an individual staff member, the value meaning "not applicable" may be programmatically inserted into the reporting structure at that time.

These standards do not require the district to show or print the Social Security Number on all screens and reports. A local identification number may be displayed or printed as long as the local identification number can be cross walked to the Social Security Number for state reporting purposes.

This interpretation should allow segmentation of records and help reduce the need to store large numbers of characters of "non-information" in the local data records, thereby reducing the need for disk or other data storage space.

USE TYPES:

Use Types define the major purposes for which information is collected, maintained and utilized as follows:

State reporting means the data element is required for a state report and must be forwarded to the Florida Department of Education as per the format descriptions.

Local accountability identifies those data elements which the school district must maintain as an audit trail in support of statutorily required activities.

DATA ELEMENT NUMBER:

The data element number is an internal number assigned by the PK-12 Education Information Services office to facilitate the use of the data elements. School districts need not maintain this number in their local automated system.

SURVEY PERIODS REQUIRED:

See data element "Survey Period Code" for an explanation of these codes. The Survey Periods that pertain are listed for each data element. If the Survey Period has 'Yes' next to it, the data element is fully reported in the survey period indicated. If the Survey Period has 'Default' next to it, the data element must contain the default value when submitted to the department for the survey period. If the Survey Period has 'Varies' next to it, the data element must be fully reported on at least one format for the survey period and a default value must be reported on at least one additional format for the survey period, as indicated in the notes on the format layouts. If the Survey Period has 'Optional' beside it, the district has the option of sending actual data or the default value for the element for the survey period. For the survey period with 'Optional' indicated, the data or default value will be ignored by the department's system and default values will be loaded to the database for these elements.

YEAR:

The Year indicates the fiscal year for which this version of the data element is applicable. The Year is updated each July 1 for the next fiscal year until the element is no longer active. Only active data elements are included in each year's listing of data elements on the web site.

The Year Implemented indicates that a data element was first required at the beginning of the indicated fiscal year (July 1).

APPENDICES:

Each appendix that applies to the data element is listed. Each Appendix provides one or more of the following: the universe of codes that are valid for the element, expanded explanation of the codes that are valid for the data element, background information about the data element and coding structure and additional information relevant to understanding and reporting the element.

DESCRIPTION OF CHANGES:

Beginning with 2011-12, each change to the data element is listed with the date the change was made, the part of the data element that was changed (e.g., definition, codes, required formats, required surveys, etc.) and a detailed description of the change.

C. SECURITY AND RETENTION OF PUBLIC SCHOOL AUTOMATED STAFF RECORDS

SECURITY AND RETENTION OF PUBLIC SCHOOL AUTOMATED STAFF RECORDS

The following procedures shall be implemented by the Florida Department of Education for the security and retention of public school staff records collected, maintained and utilized at the state level.

Data Security:

Access to individual staff records will be stringently controlled through technical security conventions and procedures established by Northwest Regional Data Center. Appropriate computer passwords and Logon ID's shall be assigned to users in order to establish each user's data access authority only to the records or data elements required to complete federal- or state-mandated activities.

Records Retention:

Individual, personally identifiable staff records shall be destroyed according to a records retention schedule established by the Department of State, Division of Library and Information Services, Records Management Program, consistent with the requirements of Section 257.36, F.S. Personally identifiable staff records shall be maintained for five years or until applicable federal or state audit functions have been completed, at which time all such records shall be destroyed except for those required for the evaluation of state or federal education programs. Personally identifiable, individual staff records maintained for the evaluation of state or federal education programs shall be destroyed when no longer required.

Year: 2018-19

Data Element Number: **200320**

Data Element Name: **Additional Withholding Tax**

The additional amount of federal withholding taxes taken, per pay period.

Code	Definition/Example
00500	= $50.00 additional tax withheld

Length: 6

Data Type: Numeric

Year   Implemented: 8788

State Standard: No

Use Types:

  State Reporting: No

  Local Accountability: Yes

Formats Required:

  None

Surveys Required:

  None

Appendixes:
None

Description of Changes:

                None

FLORIDA DEPARTMENT OF EDUCATION
DOE INFORMATION DATABASE REQUIREMENTS VOLUME II:
AUTOMATED STAFF INFORMATION SYSTEM
AUTOMATED STAFF DATA ELEMENTS

Year: 2018-19

Data Element Number: **200640**

Data Element Name: **Address, Mailing**

The employee's mailing address:

(25 characters) - Street number and name, P.O. box, or route and box number

(10 characters) - Apartment number, building number, etc.

(20 characters) - City and state. Positions 19-20 must be a two-character state code. (See attached table of state codes in Appendix H.)

(9 characters) - Zip code left justified.

NOTE: These are fixed fields.

Code	Definition/Example
	Not applicable for this element.

Length: 64

Data Type: Alphanumeric

Year   Implemented: 9192

State Standard: No

Use Types:

  State Reporting: Yes

  Local Accountability: Yes

Formats Required:

  Staff Payroll Information DB9 30x

Surveys Required:

  Survey 2   Yes

  Survey 3   Yes

Appendixes:

Appendix H: State Codes

Description of Changes:

                    None

FLORIDA DEPARTMENT OF EDUCATION
DOE INFORMATION DATABASE REQUIREMENTS VOLUME II:
AUTOMATED STAFF INFORMATION SYSTEM
AUTOMATED STAFF DATA ELEMENTS

Year: 2018-19

Data Element Number: **200960**

Data Element Name: **Address, Residence**

The employee's residence address (if different from mailing address).

This is a free-form field.

Code	**Definition/Example**
	Not applicable for this element.

Length: 64

Data Type: Alphanumeric

Year Implemented: 8990

State Standard: No

Use Types:

State Reporting: No

Local Accountability: Yes

Formats Required:

None

Surveys Required:

None

Appendixes:

None

Description of Changes:

None

Data Element Number: **201905**

Data Element Name: **Birth Date**

The numeric representation of the date on which the staff member was born.

Code	Definition/Example
MMDDYYYY	Example: 09171974 = September 17, 1974

Length: 8

Data Type: Numeric

Year   Implemented: 9293

State Standard: No

Use Types:

   State Reporting: Yes

   Local Accountability: Yes

Formats Required:

   Staff Demographic Information DB9 27x

Surveys Required:

   Survey 8   Optional

   Survey 2   Yes

   Survey 3   Yes

   Survey 5   Yes

Appendixes:

None

Description of Changes:

                        None

Data Element Number: **202715**

Data Element Name: **Contract Status**

A code to identify the contract status of instructional personnel.

Code	Definition/Example
AC	Annual Contract
CC	Continuing Contract
MY	Multiyear Contract
PC	Probationary Contract
PS	Professional Service Contract
SS	Single Status - no differentiation between annual and continuing contract
ZZ	Employee is a noninstructional staff member, a substitute teacher and/or is not paid on the regular instructional personnel salary schedule

Length: 2

Data Type: Alphabetic

Year   Implemented: 8990

State Standard: No

Use Types:

   State Reporting: Yes

   Local Accountability: Yes

Formats Required:

   Staff Payroll Information DB9 30x

Surveys Required:

   Survey 2   Yes

   Survey 3   Yes

Appendixes:

None

Data Element Number: **202715**

Data Element Name: **Contract Status**

Description of Changes:

7/1/2013	Surveys Requi	Identified Survey Periods required for the re-activated data element.
7/1/2013	Formats Requi	Identified the Staff format required for this data element.
7/1/2013	Codes	Updated additional types of contracts .
7/1/2013	Use Type	Re-activated this data element from local accountability to include required state reporting again.
6/1/2011	Codes	Added new code PC according to SB 736.

Year: 2018-19

Data Element Number: **202850**

Data Element Name: **Country of Citizenship**

A code to identify the employee's country of citizenship, if other than the United States.

See Appendix C: Country Codes.

Code	**Definition/Example**
	Not applicable for this element.

Length: 2

Data Type: Alphabetic

Year   Implemented: 8990

State Standard: No

Use Types:

State Reporting: No

Local Accountability: Yes

Formats Required:

None

Surveys Required:

None

Appendixes:
Appendix C: Country Codes

Description of Changes:
None

Year: 2018-19

Data Element Number:	**203070**

Data Element Name: **Days Absent, Other**

Number of days in the 180 day school year that the teacher or school administrator was absent attributed to reasons other than personal leave, sick leave, and temporary duty elsewhere. The school year comprises the student contact days for that school. (Round to the nearest full day.) Examples of reasons for these absences include annual leave, vacation leave, professional leave, suspension with or without pay, illness-in-line-of-duty leave, sabbatical leave, military leave, absence without leave, etc. These examples are guidelines only and may vary from district to district.

Use 999 for teachers and school administrators who were on leave with pay and those who received only benefit or supplement pay for the fiscal year. Use 000 for employees other than teachers and administrators.

Note: Teachers are those employees whose job codes place them on lines 21-33 of the Public Schools Staff Survey (EEO-5). School administrators are those whose job codes place them on lines 9-19 of the Public Schools Staff Survey (EEO-5).

Code   **Definition/Example**

> Not applicable for this element.

Length: 3

Data Type: Numeric

Year Implemented: 0001

State Standard: No

Use Types:

  State Reporting: Yes

  Local Accountability: Yes

Formats Required:

  Staff Demographic Information DB9 27x

Surveys Required:

  Survey 2   Default

  Survey 3   Default

  Survey 5   Yes

  Survey 8   Optional

Appendixes:
None

Description of Changes:
                        None

Data Element Number: **203080**

Data Element Name: **Days Absent, Personal Leave**

Number of days in the 180 day school year that the teacher or school administrator was absent for personal leave, as defined by the school district. The school year comprises the student contact days for that school. (Round to the nearest full day.)

Use 999 for teachers and school administrators who were on leave with pay and those who received only benefit or supplemental pay for the fiscal year. Use 000 for employees other than teachers and administrators.

Note: Teachers are those employees whose job codes place them on lines 21-33 of the Public Schools Staff Survey (EEO-5). School administrators are those whose job codes place them on lines 9-19 of the Public Schools Staff Survey (EEO-5).
Length:

Code	**Definition/Example**
	Not applicable for this element.

Length: 3

Data Type: Numeric

Year Implemented: 0001

State Standard: No

Use Types:

  State Reporting: Yes

  Local Accountability: Yes

Formats Required:

  Staff Demographic Information DB9 27x

Surveys Required:

  Survey 2   Default

  Survey 3   Default

  Survey 5   Yes

  Survey 8   Optional

Appendixes:
None

Description of Changes:
                              None

Data Element Number: **203090**

Data Element Name: **Days Absent, Sick Leave**

Number of days in the 180 day school year that the teacher or school administrator was absent attributed to sick leave. The school year comprises the student contact days for that school. (Round to the nearest full day.) Examples of sick leave include personal illness or injury, family illness, maternity leave, family medical leave, catastrophic illness, etc. These examples are guidelines only and may vary from district to district.

Use 999 for teachers and school administrators who were on leave with pay and those who received only benefit or supplemental pay for the fiscal year. Use 000 for employees other than teachers and administrators.

Note: Teachers are those employees whose job codes place them on lines 21-33 of the Public Schools Staff Survey (EEO-5). School administrators are those whose job codes place them on lines 9-19 of the Public Schools Staff Survey (EEO-5).

Code	**Definition/Example**
	Not applicable for this element.

Length: 3

Data Type: Numeric

Year Implemented: 0001

State Standard: No

Use Types:

   State Reporting: Yes

   Local Accountability: Yes

Formats Required:

   Staff Demographic Information DB9 27x

Surveys Required:

   Survey 2   Default

   Survey 3   Default

   Survey 5   Yes

   Survey 8   Optional

Appendixes:
None

Description of Changes:
                        None

Data Element Number: **203100**

Data Element Name: **Days Absent, Temporary Duty Elsewhere**

Number of days in the 180 day school year that the teacher or school administrator was absent attributed to temporary duty elsewhere. The school year comprises the student contact days for that school. (Round to the nearest full day.) Examples of temporary duty elsewhere include attendance at conferences, professional meetings, study courses, workshops, school academic or athletic events, etc. These examples are guidelines only and may vary from district to district.

Use 999 for teachers and school administrators who were on leave with pay and those who received only benefit or supplemental pay for the fiscal year. Use 000 for employees other than teachers and administrators.

Note: Teachers are those employees whose job codes place them on lines 21-33 of the Public Schools Staff Survey (EEO-5). School administrators are those whose job codes place them on lines 9-19 of the Public Schools Staff Survey (EEO-5).
Length:

Code	**Definition/Example**
	Not applicable for this element.

Length: 3

Data Type: Numeric

Year Implemented: 0001

State Standard: No

Use Types:

State Reporting: Yes

Local Accountability: Yes

Formats Required:

Staff Demographic Information DB9 27x

Surveys Required:

Survey 2   Default

Survey 3   Default

Survey 5   Yes

Survey 8   Optional

Appendixes:
None

Description of Changes:
None

Data Element Number: **203140**

Data Element Name: **Days Present**

Number of days in the 180 day school year that the teacher or administrator was present in the job. The school year comprises the student contact days for that school. (Round to the nearest full day.)

Use 999 for teachers and school administrators who were on leave with pay and those who received only benefit or supplemental pay for the fiscal year. Use 000 for employees other than teachers and administrators.

Note: Teachers are those employees whose job codes place them on lines 21-33 of the Public Schools Staff Survey (EEO-5). School administrators are those whose job codes place them on lines 9-19 of the Public Schools Staff Survey (EEO-5).

Code	Definition/Example
	Not applicable for this element.

Length: 3

Data Type: Numeric

Year Implemented: 0001

State Standard: No

Use Types:

 State Reporting: Yes

 Local Accountability: Yes

Formats Required:

 Staff Demographic Information DB9 27x

Surveys Required:

 Survey 2   Default

 Survey 3   Default

 Survey 5   Yes

 Survey 8   Optional

Appendixes:

None

Description of Changes:

 None

FLORIDA DEPARTMENT OF EDUCATION
DOE INFORMATION DATABASE REQUIREMENTS VOLUME II:
AUTOMATED STAFF INFORMATION SYSTEM
AUTOMATED STAFF DATA ELEMENTS

Year: 2018-19

Data Element Number: **203170**

Data Element Name: **Degree/Credential Earned**

A code to identify the highest degree level earned by an employee.

Code	Definition/Example
A	Associate's
B	Bachelor's
C	Child Development Associate (CDA) or CDA Equivalent
D	Doctorate
M	Master's
S	Specialist
Z	Not applicable

Note:

1. Child Development Associate (CDA) Equivalent is more recently termed ECPC – Early Childhood Professional Certificate or FCCPC – Florida Child Care Professional Credential.

Section 1002.63 – School-year prekindergarten program delivered by public schools / 1002.63(4) Each public school must have, for each prekindergarten class, at least one prekindergarten instructor who meets each requirement in s.1002.55(3)(c) for a prekindergarten instructor of a private prekindergarten provider.

Section 1002.55(3)(c) –The private prekindergarten provider must have, for each prekindergarten class, at least one prekindergarten instructor who meets each of the following requirements: 1. The prekindergarten instructor must hold, at a minimum, one of the following credentials: a. A child development associate credential issued by the National Credentialing Program of the Council for Professional Recognition; or b. a credential approved by the Department of Children and Family Services as being equivalent to or greater than the credential described in sub-subparagraph a.

2. Employee job codes that place them on line numbers 44-54, inclusive, on the Public Schools Staff Survey – EEO-5 should be coded with a Z.

Length: 1

Data Type: Alphabetic

Year Implemented: 8889

State Standard: Yes

Use Types:

Data Element Number: **203170**

Data Element Name: **Degree/Credential Earned**

State Reporting: Yes

Local Accountability: Yes

Formats Required:

Staff Demographic Information DB9 27x

Surveys Required:

Survey 2   Yes

Survey 3   Yes

Survey 5   Yes

Survey 8   Optional

Appendixes:

None

Description of Changes:

None

FLORIDA DEPARTMENT OF EDUCATION
DOE INFORMATION DATABASE REQUIREMENTS VOLUME II:
AUTOMATED STAFF INFORMATION SYSTEM
AUTOMATED STAFF DATA ELEMENTS

Year: 2018-19

Data Element Number: **203490**

Data Element Name: **District Number**

The two-digit number for the district in which the staff member is currently employed. For employees who serve multiple districts, this is the fiscal agent district number. Also, the district number is for the district submitting the inservice education component.

See Appendix B: District Name Table.

Code	**Definition/Example**
	Not applicable for this element.

Format Note:

All state reporting formats are required for this data element.

Length: 2

Data Type: Numeric

Year Implemented: 9394

State Standard: Yes

Use Types:

State Reporting: Yes

Local Accountability: Yes

Formats Required:

Staff Additional Compensation DB9 32x

Staff Additional Job Assignments DB9 31x

Staff Benefits DB9 33x

Staff Demographic Information DB9 27x

Staff Experience DB9 28x

Staff Fiscal Year Benefits DB9 44x

Staff Fiscal Year Salaries DB9 43x

Staff Multidistrict Employee DB9 29x

Staff Payroll Information DB9 30x

Staff Professional Development DB9 36x

Surveys Required:

Survey 2   Yes

Survey 3   Yes

Survey 5   Yes

Survey 8   Yes

Data Element Number: **203490**

Data Element Name: **District Number**

Appendixes:

Appendix B: District Name Table

Description of Changes:

7/1/2013 Formats Requi Updated the Staff Salary Supplement format name change.
                        Deleted the Teacher Exit Interview format.

FLORIDA DEPARTMENT OF EDUCATION
DOE INFORMATION DATABASE REQUIREMENTS VOLUME II:
AUTOMATED STAFF INFORMATION SYSTEM
AUTOMATED STAFF DATA ELEMENTS

Year: 2018-19

Data Element Number: **203540**

Data Element Name: **District Number, Where Professional Development Completed**

The two-digit number for the district in which the staff member completed the professional development education component.

See Appendix B: District Name Table.

Code	**Definition/Example**
	Not applicable for this element.

Length: 2

Data Type: Numeric

Year Implemented: 9293

State Standard: Yes

Use Types:

  State Reporting: Yes

  Local Accountability: Yes

Formats Required:

  Staff Professional Development DB9 36x

Surveys Required:

  Survey 5   Yes

Appendixes:

Appendix B: District Name Table

Description of Changes:

                         None

Year: 2018-19

Data Element Number: **203810**

Data Element Name: **Duty Days**

The standard number of days per year an employee in this job is scheduled to work (including paid holidays). Temporary or Substitute employees should be coded "000". Right justified.

Examples:

210 - The employee is in a job for which the standard number of duty days per year is 210.

000 - The employee is a Temporary, Substitute or Student employee.

Code	**Definition/Example**
	Not applicable for this element.

Length: 3

Data Type: Numeric

Year   Implemented: 9293

State Standard: No

Use Types:

  State Reporting: Yes

  Local Accountability: Yes

Formats Required:

  Staff Payroll Information DB9 30x

Surveys Required:

  Survey 2   Yes

  Survey 3   Yes

Appendixes:
None

Description of Changes:
                None

FLORIDA DEPARTMENT OF EDUCATION
DOE INFORMATION DATABASE REQUIREMENTS VOLUME II:
AUTOMATED STAFF INFORMATION SYSTEM
AUTOMATED STAFF DATA ELEMENTS

Year: 2018-19

Data Element Number: **203905**

Data Element Name: **Employee Name, Legal**

The employee's last, first and middle names including appendage, as follows:

(17 characters) Last Name

(3 characters) Appendage

(12 characters) First Name

(10 characters) Middle/Maiden Name or Initial

These are fixed fields.

Code	Definition/Example
	Not applicable for this element.

Length: 42

Data Type: Alphanumeric

Year Implemented: 8788

State Standard: No

Use Types:

  State Reporting: Yes

  Local Accountability: Yes

Formats Required:

  Staff Demographic Information DB9 27x

Surveys Required:

  Survey 2   Yes

  Survey 3   Yes

  Survey 5   Yes

  Survey 8   Yes

Appendixes:
None

Description of Changes:
         None

Data Element Number: **204000**

Data Element Name: **Employee Type**

A code to identify the type of employment with the school board.

Code	Definition/Example
CF	Contracted full-time employee
CP	Contracted part-time employee
RF	Regular full-time employee
RP	Regular part-time employee
ST	Student employee
TF	Temporary full-time employee
TP	Temporary part-time employee

Note: Report an employee as full-time if the employee's total current assignments require the employee's services each working day at least the number of hours equal to the number of hours of a regular working day for that job.

Note: Long term substitutes should be reported as temporary full-time employees (TF) and short term substitutes should be reported as temporary part-time employees (TP) unless the employee holds regular employment status.

Note: An employee who works under contract for the school district. A contract employee is hired for a specific job at a specific rate of pay. A contract employee does not become a regular addition to the staff and is not considered a permanent employee.

Length: 2

Data Type: Alphabetic

Year   Implemented: 9091

State Standard: No

Use Types:

  State Reporting: Yes

  Local Accountability: Yes

Formats Required:

  Staff Demographic Information DB9 27x

  Staff Payroll Information DB9 30x

Data Element Number: **204000**

Data Element Name: **Employee Type**

Surveys Required:

Survey 2   Yes

Survey 3   Yes

Survey 5   Yes

Survey 8   Optional

Appendixes:

None

Description of Changes:

7/1/2017 Notes   Added a Note regarding contracted employees.

7/1/2017 Codes   Added Codes CF and CP for full-time and part-time contracted
staff members.

Year: 2018-19

Data Element Number: **204095**

Data Element Name: **Employment Date, Continuous Employment**

The date on which continuous employment with the school district began. This is the date of the latest entry into the payroll personnel system from which there has been no break in service.

Code   **Definition/Example**

MMDDYYYY   Example: 08221975 = August 22, 1975

Length: 8

Data Type: Numeric

Year   Implemented: 8788

State Standard: No

Use Types:

  State Reporting: Yes

  Local Accountability: Yes

Formats Required:

  Staff Demographic Information DB9 27x

Surveys Required:

  Survey 2   Yes

  Survey 3   Yes

  Survey 5   Yes

  Survey 8   Optional

Appendixes:

None

Description of Changes:
                        None

Year: 2018-19

Data Element Number: **204190**

Data Element Name: **Employment Date, Current Position**

Each date on which continuous employment began for a current primary job code. For reporting purposes, if the employee has more than one primary job, report the date for the primary job the employee has held the longest period of time.

Code	**Definition/Example**
MMDDYYYY	Example: 08151982 = August 15, 1982

Length: 8

Data Type: Numeric

Year   Implemented: 8788

State Standard: No

Use Types:

  State Reporting: Yes

  Local Accountability: Yes

Formats Required:

  Staff Demographic Information DB9 27x

Surveys Required:

  Survey 2   Yes

  Survey 3   Yes

  Survey 5   Yes

  Survey 8   Optional

Appendixes:

None

Description of Changes:

                        None

Data Element Number: **204285**

Data Element Name: **Employment Date, Original Position**

The first date of employment with the school district, regardless of breaks in service.

Code	Definition/Example
MMDDYYYY	Example: 09031978 = September 3, 1978

Length: 8

Data Type: Numeric

Year   Implemented: 8788

State Standard: No

Use Types:

  State Reporting: Yes

  Local Accountability: Yes

Formats Required:

  Staff Demographic Information DB9 27x

Surveys Required:

  Survey 2   Yes

  Survey 3   Yes

  Survey 5   Yes

  Survey 8   Optional

Appendixes:

None

Description of Changes:

                None

Year: 2018-19

Data Element Number: **204380**

Data Element Name: **Employment Length**

The number of months (to the nearest half month) an employee in this position is scheduled to work.

Examples:

Code	Definition/Example
000	Temporary/Substitute
090	9 months
095	9 1/2 months
120	12 months

Length: 3

Data Type: Numeric

Year Implemented: 8788

State Standard: No

Use Types:

  State Reporting: Yes

  Local Accountability: Yes

Formats Required:

  Staff Payroll Information DB9 30x

Surveys Required:

  Survey 2 Yes

  Survey 3 Yes

Appendixes:

None

Description of Changes:

          None

Data Element Number: **204570**

Data Element Name: **Employment Status Code**

A code to identify the employee's current employment relationship with the school board.

Code	Definition/Example
A	Active employee
L	Leave of absence without pay
P	Leave of absence with pay
T	Terminated employee - separated from employment with the district

Length: 1

Data Type: Alphabetic

Year Implemented: 8788

State Standard: No

Use Types:

  State Reporting: Yes

  Local Accountability: Yes

Formats Required:

  Staff Fiscal Year Salaries DB9 43x

  Staff Payroll Information DB9 30x

Surveys Required:

  Survey 2   Yes

  Survey 3   Yes

  Survey 5   Yes

Appendixes:

None

Description of Changes:

       None

FLORIDA DEPARTMENT OF EDUCATION
DOE INFORMATION DATABASE REQUIREMENTS VOLUME II:
AUTOMATED STAFF INFORMATION SYSTEM
AUTOMATED STAFF DATA ELEMENTS

Year: 2018-19

Data Element Number:　　**204605**

Data Element Name:　**Ethnicity**

A code to indicate whether the staff member is of Hispanic or Latino ethnicity as per the description below.

A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race. The term, "Spanish origin" can be used in addition to "Hispanic or Latino".

Code	Definition/Example
N	No, the staff member is not of Hispanic/Latino origin.
Y	Yes, the staff member is of Hispanic/Latino origin.

Notes

This element was first required in the 2009-10 fiscal year.

Staff members coded as Hispanic/Latino ethnicity should also be reported with the appropriate race(s).

Length:　　　　1

Data Type:　　　Alphabetic

Year Implemented:　0809

State Standard:　　Yes

Use Types:

State Reporting:　　　Yes

Local Accountability:　Yes

Formats Required:

Staff Demographic Information DB9 27x

Surveys Required:

Survey 2　　Yes

Survey 3　　Yes

Survey 5　　Yes

Survey 8　　Optional

Appendixes:

None

Description of Changes:

　　　　　　　None

Data Element Number: **204640**

Data Element Name: **Exempt from Public Records Law, Employee**

A one-digit code used to identify an employee, spouse or child of an employee who is exempt from the Florida Public Records Law (Section 119, Florida Statutes).

Code	Definition/Example
Y	Employee, spouse or child of an employee who is exempt from the Florida Public Records Law
Z	Not applicable

Length: 1

Data Type: Alphabetic

Year   Implemented: 9596

State Standard: No

Use Types:

  State Reporting: Yes

  Local Accountability: Yes

Formats Required:

  Staff Demographic Information DB9 27x

Surveys Required:

  Survey 2   Yes

  Survey 3   Yes

  Survey 5   Yes

  Survey 8   Yes

Appendixes:

None

Description of Changes:

  9/9/2013 Codes   Updated language to code "Y" to align with revised definition.

  9/9/2013 Definition   Updated the definition to align with language in statute identifying
                                   all parties eligible for exemption.

Data Element Number: **204665**

Data Element Name: **Experience Length**

The number of years of professional experience for the reported experience type. 00 indicates that the employee is in the first year for the reported experience type.

Code	Definition/Example
00	Example: 00 = 0 years experience
04	Example: 04 = 4 years experience
10	Example: 10 = 10 years experience

Length: 2

Data Type: Numeric

Year   Implemented: 8788

State Standard: No

Use Types:

  State Reporting: Yes

  Local Accountability: Yes

Formats Required:

  Staff Experience DB9 28x

Surveys Required:

  Survey 2   Yes

  Survey 3   Yes

Appendixes:

None

Description of Changes:

                              None

Data Element Number: **204760**

Data Element Name: **Experience Type**

A code to identify each type of professional experience for instructional and instructional administrative employees (excluding substitute teachers).

Code	Definition/Example
A	Administration in education
C	Service to the district in current job code assignment
D	Teaching in current district
M	Military Service

Florida Teaching

F	Teaching in Florida public schools
S	Teaching in Florida nonpublic schools

Out-of-State Teaching

N	Teaching in out-of-state nonpublic schools
P	Teaching in out-of-state public schools

NOTE: The eight experience types listed above are not mutually exclusive. Each year of professional experience should be reported in as many of the above categories as are applicable.

Any reference to public school teaching experience (Types F & P) includes that earned at charter schools.

Length: 1

Data Type: Alphabetic

Year Implemented: 8990

State Standard: No

Use Types:

State Reporting: Yes

Local Accountability: Yes

Formats Required:

Staff Experience DB9 28x

Data Element Number: **204760**

Data Element Name: **Experience Type**

Surveys Required:

   Survey 2   Yes

   Survey 3   Yes

Appendixes:

None

Description of Changes:

              None

Data Element Number: **205080**

Data Element Name: **Fiscal Year**

The state fiscal year running from July 1 through June 30 for which the reported data are applicable.

Code	**Definition/Example**
8788	Example: Fiscal year July 1, 1987 through June 30, 1988

Length: 4

Data Type: Numeric

Year   Implemented: 9394

State Standard: No

Use Types:

   State Reporting: Yes

   Local Accountability: Yes

Formats Required:

   Staff Additional Compensation DB9 32x

   Staff Additional Job Assignments DB9 31x

   Staff Benefits DB9 33x

   Staff Demographic Information DB9 27x

   Staff Experience DB9 28x

   Staff Fiscal Year Benefits DB9 44x

   Staff Fiscal Year Salaries DB9 43x

   Staff Multidistrict Employee DB9 29x

   Staff Payroll Information DB9 30x

   Staff Professional Development DB9 36x

Surveys Required:

   Survey 2   Yes

   Survey 3   Yes

   Survey 5   Yes

   Survey 8   Yes

Appendixes:

None

Data Element Number: **205080**

Data Element Name: **Fiscal Year**

Description of Changes:

7/1/2013 Formats Requi Updated the Staff Salary Supplement format name change.
                          Deleted the Teacher Exit Interview format.

FLORIDA DEPARTMENT OF EDUCATION
DOE INFORMATION DATABASE REQUIREMENTS VOLUME II:
AUTOMATED STAFF INFORMATION SYSTEM
AUTOMATED STAFF DATA ELEMENTS

Year: 2018-19

Data Element Number: **205180**

Data Element Name: **Fiscal Year Salary**

All salaries paid to the staff member for the job being reported.

Code   **Definition/Example**

NNNNNNNNN   Example: 001700000 = $17,000.00

Length: 9

Data Type: Numeric

Year   Implemented: 9798

State Standard: No

Use Types:

   State Reporting: Yes

   Local Accountability: Yes

Formats Required:

   Staff Fiscal Year Salaries DB9 43x

Surveys Required:

   Survey 5   Yes

Appendixes:
None

Description of Changes:

                                None

Data Element Number: **206000**

Data Element Name: **Florida Educators Certificate Expiration Year**

The date the staff member's Florida Educators Certificate expires.

Code	Definition/Example
YYYY	Example: 2004 = an expiration date of June 30, 2004

Length: 4

Data Type: Numeric

Year   Implemented: 9192

State Standard: No

Use Types:

  State Reporting: No

  Local Accountability: Yes

Formats Required:

  None

Surveys Required:

  None

Appendixes:

None

Description of Changes:

                    None

Data Element Number: **206020**

Data Element Name: **Florida Educators Certificate Number**

The ten-digit number that is either assigned by the Department of Education for a teacher or a district- assigned number given in accordance with the assignment codes below:

Code	Definition/Example
0000000000	Employee has no assigned certificate number.
0000999999	A number assigned to a community college or university instructor for reporting purposes.
7777777777	District Issued Certificate Number (i.e. nondegreed teacher of career and technical education courses).
8888888888	Specialized Student Services License Number (directly related to their licensed field, i.e. Licensed Occupational Therapist, Licensed Speech Language Pathologist, Licensed Audiologist, Licensed Occupational Therapy Assistant, Licensed Athletic Trainer, Certified Member of the Florida Registry of Interpreters for the Deaf (FRID), Certified by the National Registry of Interpreters for the Deaf (RID)).
9999999999	A number assigned to a teacher providing special education and related services to an exceptional education student with a disability through a contractual arrangement with an approved nonpublic school or community facility in accordance with Rule 6A-6.0361, FAC.

Regular Certificate Types

0000000001-6001999999	Educator Certificate License Numbers assigned by the Bureau of Educator Certification of the Department of Education. (Excluding 0000999999)
6002000001-6002999999	Speech Language Certificate Numbers assigned by the Bureau of Educator Certification of the Department of Education.
6003000001-6003999999	Athletic Coach Certificate Numbers assigned by the Bureau of Educator Certification of the Department of Education.
6004000001-6004999999	Exchange Teacher Certificate Numbers assigned by the Bureau of Educator Certification of the Department of Education.

All numbers should be right justified.

Note: Substitute teacher Job Codes (i.e. 51080, 52080, 53080, 54080, 55080, 59080) should not automatically be assigned Florida Educator Certificate Number 0000000000 if the substitute teacher holds a valid certificate or license.

Length: 10

Data Type: Numeric

Year Implemented: 9293

State Standard: Yes

Data Element Number: **206020**

Data Element Name: **Florida Educators Certificate Number**

Use Types:

   State Reporting: Yes

   Local Accountability: Yes

Formats Required:

   Staff Demographic Information DB9 27x

Surveys Required:

   Survey 2   Yes

   Survey 3   Yes

   Survey 5   Yes

   Survey 8   Optional

Appendixes:

None

Description of Changes:

7/1/2018	Notes	Added note regarding substitute teachers that hold a valid certificate or license.
7/1/2018	Codes	Added two additional certification /license codes
2/12/2018	Codes	New Florida Educator Certification License Numbers assigned by the Versa System from the Bureau of Educator Certification of the Department of Education
7/1/2017	Codes	Changed the code definition for clarification of Rule 6A-6.0361, FAC.

FLORIDA DEPARTMENT OF EDUCATION
DOE INFORMATION DATABASE REQUIREMENTS VOLUME II:
AUTOMATED STAFF INFORMATION SYSTEM
AUTOMATED STAFF DATA ELEMENTS

Year: 2018-19

Data Element Number: **206030**

Data Element Name: **Florida Educators Certificate Subject Coverage**

A code for each subject the staff member is certified to teach.

The file containing the codes is at NWRDC.

File Description: Subject Code Name File

Dataset Name: DPS.DISTRICT.K9.F61707.Yxxxx
xxxx is the school year (i.e., 9394)

Code   **Definition/Example**

Not applicable for this element.

Length: 4

Data Type: Alphanumeric

Year Implemented: 9293

State Standard: Yes

Use Types:

State Reporting: No

Local Accountability: Yes

Formats Required:

None

Surveys Required:

None

Appendixes:
None

Description of Changes:
None

Data Element Number: **206040**

Data Element Name: **Florida Educators Certificate Type**

A code to identify the type of certificate issued to instructional personnel.

Code	Definition/Example
AC	Athletic Coaching
NP	Non-renewable Professional
RG	Regular/Professional
SB	Substitute
TB	Temporary (one year) certificate with credit required to reissue
TC	Temporary (one year) certificate with no credit required to reissue
TD	Temporary (three years) Non-renewable certificate
TM	Temporary (two years)

Length:　　　　　2

Data Type:　　　　Alphanumeric

Year　Implemented:　9192

State Standard:　　　No

Use Types:

　State Reporting:　　　No

　Local Accountability:　　Yes

Formats Required:

　None

Surveys Required:

　None

Appendixes:

None

Data Element Number: **206040**

Data Element Name: **Florida Educators Certificate Type**

Description of Changes:

None

Data Element Number: **207395**

Data Element Name: **Qualified Paraprofessional**

A code to indicate the qualification status of a paraprofessional.

Code	Definition/Example
A	Has an associate's or higher degree
B	Has two years of study at an institution of higher education (completed 60 semester hours)
C	Meets locally approved academic assessment of qualifications
D	Not qualified
Z	Not Applicable

Note:
This data element applies to paraprofessionals with instructional roles which include selected job codes beginning with 51 through 59.

Non-instructional paraprofessionals should be coded "Z."

Non-instructional paraprofessional activities and job codes include, but are not limited to, the following: personal care services, parental involvement activities (91033), food service (76024), playground/cafeteria supervision (76024), bus aides/bus attendants (52051 & 78032), clerical duties, non-instructional computer assistance, non-instructional media center/library supervision (62040), and translators (not providing instructional support).

Length: 1

Data Type: Alphabetic

Year Implemented: 0405

State Standard: No

Use Types:

  State Reporting: Yes

  Local Accountability: Yes

Formats Required:

  Staff Additional Job Assignments DB9 31x

  Staff Demographic Information DB9 27x

Surveys Required:

  Survey 2   Yes

  Survey 3   Yes

  Survey 5   Yes

Data Element Number: **207395**

Data Element Name: **Qualified Paraprofessional**

Survey 8   Optional

Appendixes:

None

Description of Changes:

7/1/2017 Codes   Added clarifying language to code "B" and removed reference to
                         NCLB in code "D."

7/1/2017 Definition   Removed reference to NCLB in definition.

7/1/2017 Element Name Changed the element name to comply with the Every Student
                         Succeeds Act (ESSA) by removing the word 'Highly'.

Year: 2018-19

Data Element Number: **208750**

Data Element Name: **Job Code**

The code associated with each job assignment of the employee.

Example: 51077 Bilingual Specialist

See Appendix E: Job Code Assignments.

Code	**Definition/Example**
	Not applicable for this element.

Length: 5

Data Type: Numeric

Year   Implemented: 9798

State Standard: No

Use Types:

  State Reporting: Yes

  Local Accountability: Yes

Formats Required:

  Staff Fiscal Year Benefits DB9 44x

  Staff Fiscal Year Salaries DB9 43x

Surveys Required:

  Survey 5   Yes

Appendixes:

Appendix E: Job Code Assignments

Description of Changes:

                None

Data Element Number: **208830**

Data Element Name: **Job Code, Additional**

The code associated with each additional job assignment of the employee.

Example: 51077 Bilingual Specialist

See Appendix E: Job Code Assignments.

Code	**Definition/Example**
	Not applicable for this element.

NOTE: Caution should be used in differentiating an additional job assignment from a second primary job. For example, if a teacher of Language Arts, Middle/Junior High also teaches a class of gifted students one period each day, the job assignment of "Teacher, Gifted" is an additional job assignment.

Length: 5

Data Type: Numeric

Year   Implemented: 8990

State Standard: No

Use Types:

  State Reporting: Yes

  Local Accountability: Yes

Formats Required:

  Staff Additional Job Assignments DB9 31x

Surveys Required:

  Survey 2   Yes

  Survey 3   Yes

Appendixes:

Appendix E: Job Code Assignments

Description of Changes:

                    None

FLORIDA DEPARTMENT OF EDUCATION
DOE INFORMATION DATABASE REQUIREMENTS VOLUME II:
AUTOMATED STAFF INFORMATION SYSTEM
AUTOMATED STAFF DATA ELEMENTS

Year: 2018-19

Data Element Number: **208950**

Data Element Name: **Job Code FTE**

The full-time equivalency of the job assignment (to the nearest whole percent). For one full-time equivalency, the employee's services are required each working day at least the number of hours equal to the number of hours of a regular working day for that job.

Examples:

100	100% of the employee's time is spent at the reported job assignment.
050	50% of the employee's time is spent at the reported job assignment.
000	Substitute teacher, temporary part-time or student employee.

Code   **Definition/Example**

              Not applicable for this element.

   NOTE: The sum of all job code FTEs for one full-time position should not exceed 100.

Length: 3

Data Type: Numeric

Year   Implemented: 8990

State Standard: No

Use Types:

  State Reporting: Yes

  Local Accountability: Yes

Formats Required:

   Staff Additional Job Assignments DB9 31x

   Staff Payroll Information DB9 30x

Surveys Required:

  Survey 2   Yes

  Survey 3   Yes

Appendixes:
None

Description of Changes:
                    None

Data Element Number: **209070**

Data Element Name: **Job Code Fund Source**

A code to identify up to three fund sources (and corresponding percentages) from which the employee's salary is paid:

Code	Definition/Example
B	Elementary and Secondary Education Act (ESEA), as amended by NCLB Title I, Part A
C	Charter School, Not Paid Through District
E	IDEA - Individuals with Disabilities Education Act
G	State/Local Funded Programs (e.g., FEFP, State Categorical Programs)
H	Supplemental Academic Instruction (SAI) (FEFP)
M	Elementary and Secondary Education Act (ESEA), as amended by NCLB Title I, Part C (Migrant Education Program)
N	State Fiscal Stabilization Funds (ARRA)
O	Other Federal Programs
P	Targeted ARRA Stimulus Funds
Q	Other ARRA Stimulus Grants
R	Reading First Grant
S	Florida Education Finance Program (FEFP) Reading Allocation
T	Race to the Top (ARRA)
U	Education Jobs Fund

Examples:

B050G0500000 Fifty percent of the employee's salary or wage is paid from ESEA, Title 1, and 50 percent is paid from State Funded Programs.

E10000000000 One hundred percent of the employee's salary or wage is paid from IDEA, Individuals with Disabilities Education Act.

Length: 12

Data Element Number: **209070**

Data Element Name: **Job Code Fund Source**

Data Type: Alphanumeric

Year Implemented: 8788

State Standard: No

Use Types:

　State Reporting: Yes

　Local Accountability: Yes

Formats Required:

　Staff Additional Job Assignments DB9 31x

　Staff Fiscal Year Salaries DB9 43x

　Staff Payroll Information DB9 30x

Surveys Required:

　Survey 2　Yes

　Survey 3　Yes

　Survey 5　Yes

Appendixes:

None

Description of Changes:

　7/1/2018　Codes　　　Added Code H per 2018 Legislative Changes for Supplemental Academic Instruction pursuant to section 1011.62 (1)(f), F.S. , as amended by HB 7055.

Data Element Number: **209310**

Data Element Name: **Job Code, Primary**

The code associated with each primary job assignment of the employee.

Example: 53002 Business Education Teacher

See Appendix E: Job Code Assignments.

Code	**Definition/Example**
	Not applicable for this element.

NOTE: The majority of employees in a district will have only one primary job. However, it is possible for some individuals to have more than one primary job. For example, an employee could hold the primary job of bus driver and a second primary job of cafeteria worker. Caution should be used in differentiating a second primary job from an additional job assignment.

Length: 5

Data Type: Numeric

Year Implemented: 8990

State Standard: No

Use Types:

State Reporting: Yes

Local Accountability: Yes

Formats Required:

Staff Demographic Information DB9 27x

Staff Payroll Information DB9 30x

Surveys Required:

Survey 2   Yes

Survey 3   Yes

Survey 5   Yes

Survey 8   Optional

Appendixes:

Appendix E: Job Code Assignments

Description of Changes:

None

Data Element Number: **211930**

Data Element Name: **Migrant Regular School Year**

A code to identify the job category of the employee who worked with the Migrant program during the regular school year and who was paid from Title I, Part C, Migrant Education Program funds and the corresponding full-time equivalency (FTE) of this assignment.

Code	Definition/Example
A	Administrators and coordinators (non-clerical)
B	Teachers
C	Paraprofessionals (instructional)
D	Paraprofessionals (non-instructional)
E	Counselors
F	Recruiters
G	Records Transfer Staff
H	Other employee paid from Title I, Part C, MEP funds but not included in codes A-G above.
Z	Employee was not paid from Title I, Part C, Migrant Education Program funds during the regular school year or was employed in a school-wide program where MEP funds were combined with those of other programs.

Examples:

B050 Fifty percent of the teacher's assignment was in the Migrant Education Program during the regular school year and was paid from Title I, Part C, Migrant Education Program funds.

C100 One hundred percent of the instructional paraprofessional's assignment was in the Migrant Education Program during the regular school year and was paid from Title I, Part C, Migrant Education Program funds.

Z000 This employee was not paid from Title I, Part C, Migrant Education Program funds during the regular school year or was employed in a school-wide program where MEP funds were combined with those of other programs.

NOTE: To calculate FTE, use the percentage of time the employee was funded by MEP funds. Alternatively, calculate FTE using the number of days worked. One regular school year FTE equals 180 full-time work days. To calculate FTE, sum the total days the individual worked for the regular school year and divide this sum by the number of full-time days that constitute one FTE, i.e., 180 days.

Data Element Number: **211930**

Data Element Name: **Migrant Regular School Year**

Use only the percentage of days worked by an individual that were paid by MEP funds in calculating the total FTE numbers to be reported.

Do not include staff employed in school wide programs where MEP funds are combined with those of other programs. These employees should be coded Z000.

Length: 4

Data Type: Alphanumeric

Year Implemented: 0708

State Standard: No

Use Types:

  State Reporting: Yes

  Local Accountability: Yes

Formats Required:

  Staff Fiscal Year Salaries DB9 43x

Surveys Required:

  Survey 5   Yes

Appendixes:

None

Description of Changes:

                         None

Data Element Number: **212010**

Data Element Name: **Migrant Summer**

A code to identify the job category of the employee who worked with the Migrant Summer/Intersession program and who was paid from Title I, Part C, Migrant Education Program (MEP) funds and the corresponding full-time equivalency (FTE) of this assignment.

Code	Definition/Example
A	Administrators and coordinators (non-clerical)
B	Teachers
C	Paraprofessionals (instructional)
D	Paraprofessionals (non-instructional)
E	Counselors
F	Recruiters
G	Records transfer staff
H	Other employee paid from Title I, Part C, MEP funds but not included in codes A-G above.
Z	Employee was not paid from Title I, Part C, Migrant Education Program (MEP) funds during the summer/intersession term(s) or was employed in a school-wide program where MEP funds were combined with those of other programs.

Examples:

B020 Twenty percent of the teacher's assignment was in the Migrant Education Program during the summer/intersession term(s) and was paid from Title I, Part C, Migrant Education Program funds.

C100 One hundred percent of the instructional paraprofessional's assignment was in the Migrant Education Program during the summer/intersession term(s) and was paid from Title I, Part C, Migrant Education Program funds.

Z000 This employee was not paid from Title I, Part C, Migrant Education Program funds during the summer/intersession term(s) or was employed in a school-wide program where MEP funds were combined with those of other programs.

NOTE: To calculate FTE, use the percentage of time the employee was funded by MEP funds. Alternatively, calculate FTE using the number of days worked. One summer term FTE is equal to 30 full-time work days. To calculate the FTE number, sum the total days the individual worked for a term and divide this sum by the number of full-time days that constitute one FTE in the term (i.e., 30 days).

Data Element Number: **212010**

Data Element Name: **Migrant Summer**

Use only the percentage of days worked by an individual that were paid by MEP funds in calculating the total FTE numbers to be reported.

Do not include staff employed in school wide programs where MEP funds are combined with those of other programs. These employees should be coded Z000.

Length: 4

Data Type: Alphanumeric

Year Implemented: 0708

State Standard: No

Use Types:

   State Reporting: Yes

   Local Accountability: Yes

Formats Required:

   Staff Fiscal Year Salaries DB9 43x

Surveys Required:

   Survey 5   Yes

Appendixes:

None

Description of Changes:

                              None

FLORIDA DEPARTMENT OF EDUCATION
DOE INFORMATION DATABASE REQUIREMENTS VOLUME II:
AUTOMATED STAFF INFORMATION SYSTEM
AUTOMATED STAFF DATA ELEMENTS

Year: 2018-19

Data Element Number: **212090**

Data Element Name: **Multidistrict Employee, Assignment Identifier**

A code to identify those individuals employed in more than one district.

Code	Definition/Example
X	Multidistrict consortium employee, in accordance with Rule 6A-1.099, FAC, Cooperative projects and activities.
Y	Employed in more than one district through another formal agreement or employed in projects serving more than one district.

Length: 1

Data Type: Alphabetic

Year   Implemented: 8788

State Standard: No

Use Types:

  State Reporting: Yes

  Local Accountability: Yes

Formats Required:

  Staff Multidistrict Employee DB9 29x

Surveys Required:

  Survey 2

Appendixes:
None

Description of Changes:
                          None

Data Element Number: **212410**

Data Element Name: **Multidistrict Employee, District Number**

The number for each district which a multidistrict employee serves other than the fiscal agent district. For employees serving the entire state, enter 99.

See Appendix B: District Name Table.

Code	**Definition/Example**
	Not applicable for this element.

Length: 2

Data Type: Numeric

Year   Implemented: 8788

State Standard: No

Use Types:

State Reporting: Yes

Local Accountability: Yes

Formats Required:

Staff Multidistrict Employee DB9 29x

Surveys Required:

Survey 2   Yes

Appendixes:

Appendix B: District Name Table

Description of Changes:

None

Year: 2018-19

Data Element Number: **212730**

Data Element Name: **Number of Exemptions**

The number of exemptions claimed for federal income tax withholding purposes.

Code	**Definition/Example**
	Not applicable for this element.

Length: 2

Data Type: Numeric

Year   Implemented: 8788

State Standard: No

Use Types:

State Reporting: No

Local Accountability: Yes

Formats Required:

  None

Surveys Required:

  None

Appendixes:

None

Description of Changes:

                None

FLORIDA DEPARTMENT OF EDUCATION
DOE INFORMATION DATABASE REQUIREMENTS VOLUME II:
AUTOMATED STAFF INFORMATION SYSTEM
AUTOMATED STAFF DATA ELEMENTS

Year: 2018-19

Data Element Number: **215238**

Data Element Name: **Professional Development, Component Number**

A seven-digit code which identifies each component from the district Master Inservice Plan (MIP) of professional learning components.

See Appendix D: Professional Development Component Number.

Code   **Definition/Example**

Not applicable for this element.

Length: 7

Data Type: Numeric

Year Implemented: 9394

State Standard: Yes

Use Types:

State Reporting: Yes

Local Accountability: Yes

Formats Required:

Staff Professional Development DB9 36x

Surveys Required:

Survey 5   Yes

Appendixes:

Appendix D: Professional Development Component Number

Description of Changes:

7/1/2014 Definition   Updated language in the definition.

Data Element Number: **215243**

Data Element Name: **Professional Development, Learning Method**

A one-character code to describe the primary means (50 percent or more) of supporting the delivery of the professional development components priority learning goals.

Code	Definition/Example
A	Knowledge Acquisition: Workshop - training event or process (limited to knowledge transmission/training focused on understanding the component's content)
B	Electronic, Interactive (includes facilitation supporting development/application on the job)
C	Electronic, Non-Interactive (knowledge transmission/training but no job embedded implementation supports)
D	Learning Community/Lesson Study Group (Use this code where job embedded collegial support processes are core learning delivery method)
F	Independent Inquiry (Includes development, for example, Action Research; Creating PD or teaching resources with intended application outcomes specified)
G	Structured Coaching/Mentoring (May include one-on-one or small group instruction by a coach/mentor with a teacher or school administrator with specific learning objectives)
H	Implementation of "high effect" practice(s) (monitored with structured feedback from peer, coach, or supervisor)
I	Job Embedded: Workshop, training event or process focused on (modeling and supporting new/improved practices being successfully demonstrated on the job)
J	Deliberate Practice: Learning processes embedded in deliberate practice growth targets or individual professional development plans (IPDP), Leadership Development Plans (ILDP), or School Improvement Plans (SIP)

Length: 1

Data Type: Alphabetic

Year Implemented: 0203

State Standard: No

Use Types:

   State Reporting: Yes

   Local Accountability: Yes

Formats Required:

   Staff Professional Development DB9 36x

Data Element Number: **215243**

Data Element Name: **Professional Development, Learning Method**

Surveys Required:

  Survey 5   Yes

Appendixes:

None

Description of Changes:

  7/1/2018 Codes   Deleted Code K.
  7/1/2014 Codes   Updated definitions for existing codes and added new codes.
  7/1/2014 Definition   Added more language to the definition.
  7/1/2013 Codes   Modified definitions to all existing codes and Added codes H and I.

Data Element Number: **215246**

Data Element Name: **Professional Development, Evaluation Method, Staff**

A one-character code to describe the primary means (50 percent or more) of evaluating the impact and/or fidelity of implementing the professional development.

Code	Definition/Example
A	Changes in instructional or learning environment practices implemented in the classroom or directly with students (observed or measured impact on educator proficiency through the district's instructional or school leader evaluation system indicators, components, and/or domains, and/or deliberate practice or IPDP/ILDP growth targets, and/or district or school level processes for tracking student progress)
B	Changes in instructional leadership or faculty development practices (observed or measured impact on leader proficiency, faculty or students)
C	Changes in student services/support practices
D	Other changes in practices supporting effective implementation of job responsibilities (observed or measured impact on specific job responsibilities)
E	Fidelity of Implementation of the professional learning process (where impact on the job is not or cannot be observed or measured, evaluation is on alignment of actual training/development with planned high quality professional learning design and specific learning objective(s))
F	Changes in observed educator proficiency in implementing targeted state standards or initiatives (e.g. FEAPs practices, Principal Leadership Standards, PD Evaluation Protocol Standards, MTSS)
G	Changes in observed educator proficiency in practices that occur generally without students present (e.g. lesson design, collegial team learning processes, problem solving processes, needs assessments, data analyses, sharing practices with colleagues)

Note: Having no impact or fidelity evaluation method for a component is not an option. All components must include an evaluation method.

Length: 1

Data Type: Alphabetic

Year Implemented: 1011

State Standard: No

Use Types:

   State Reporting: Yes

   Local Accountability: Yes

Formats Required:

   Staff Professional Development DB9 36x

Data Element Number: **215246**

Data Element Name: **Professional Development, Evaluation Method, Staff**

Surveys Required:

Survey 5   Yes

Appendixes:

None

Description of Changes:

7/1/2015 Definition   Revised language to definition.

7/1/2014 Notes   Added Note.

7/1/2014 Codes   Updated definitions for existing codes and added new codes.

7/1/2014 Definition   Added language to definition of data element.

7/1/2013 Codes   Modified definitions to codes A, B, D and Added code E.

Data Element Number: **215246**

Data Element Name: **Professional Development, Evaluation Method, Staff**

Data Element Number: **215248**

Data Element Name: **Professional Development, Evaluation Method, Student**

A one-character code to describe the primary means (50 percent or more) of evaluating the professional development's impact on student performance, or readiness for college and/or careers.

Code	Definition/Example
A	Results of national, state or district-developed/standardized student performance measure(s)
B	Results of school/teacher-constructed student growth measure(s) that track student progress
C	Portfolios of student work
D	Observation of student performance
F	Other performance assessment(s) that reveal impact on students including learning objectives or behavioral growth (e.g., Band, Art, Chorus)
G	Did not evaluate student outcomes as "evaluation method, staff" is the significantly more relevant measure for assessing impact of the component and supporting decisions to retain, revise, or delete the component
Z	Did not evaluate student outcomes due to absence of a reliable, valid and measurable cause and effect relationship between the professional development and impact on students

Length: 1

Data Type: Alphabetic

Year Implemented: 0506

State Standard: No

Use Types:

  State Reporting: Yes

  Local Accountability: Yes

Formats Required:

  Staff Professional Development DB9 36x

Surveys Required:

  Survey 5   Yes

Appendixes:

None

Data Element Number: **215248**

Data Element Name: **Professional Development, Evaluation Method, Student**

Description of Changes:

7/1/2015	Codes	Updated definition to codes A and F.
7/1/2015	Definition	Revised language to definition.
7/1/2014	Codes	Updated definitions for existing codes and added a new code.
7/1/2014	Data Length	Added more language to the definition.

Data Element Number: **215253**

Data Element Name: **Professional Development, Implementation Method**

A one-character code to describe the primary means (50 percent or more) for monitoring and providing feedback on implementation of the professional learning.

Code	Definition/Example
M	Structured Coaching/Mentoring by coaches, mentors, knowledgeable others not part of the district's personnel evaluation process (monitoring/feedback on the learning may include direct observation, conferencing, oral reflection and/or lesson or practice demonstration/modeling)
N	Independent Learning/Action Research related to job responsibilities, specific professional learning goals or deliberate practice growth targets (should include evidence of monitoring job-embedded implementation of targeted learning)
O	Collaborative Planning - Monitoring, and feedback related to targeted professional learning, includes Learning Community or other properly implemented team learning practices focused on job-embedded learning supported by colleagues
P	Participant Product related to training or learning process (may include lesson plans, written reflection on lessons learned, audio/video exemplars, case study findings, modeling improved practice, samples of resulting student work, and/or collegial training resources)
Q	Lesson Study group participation (monitoring and feedback focused on both the research-based Lesson Study process and impact of the process on lessons implemented)
R	Electronic - Interactive with on-going monitoring and feedback via online or face-to-face facilitation on targeted learning
S	Electronic - Non-interactive with learning monitored thru online comprehension checks and/or participant's summative reports or modeling to peers or supervisors
T	Evaluation of Practice Indicators – The practice portion of district personnel evaluation processes for monitoring and providing feedback on evaluation indicators/components/domains are employed to monitor and provide feedback on implementation of the professional learning. (Note: this code may be used when the professional learning target(s) are aligned to specific personnel evaluation system indicators/components/and/or domains)

Length: 1

Data Type: Alphabetic

Year Implemented: 0203

State Standard: No

Use Types:

   State Reporting: Yes

   Local Accountability: Yes

Data Element Number: **215253**

Data Element Name: **Professional Development, Implementation Method**

Formats Required:

Staff Professional Development DB9 36x

Surveys Required:

Survey 5   Yes

Appendixes:

None

Description of Changes:

7/1/2015	Codes	Grammatical correction to codes R and S.
7/1/2015	Definition	Revised language in definition.
7/1/2014	Codes	Updated definitions for existing codes and added a new code.
7/1/2014	Definition	Added more language to the definition.

Data Element Number: **215258**

Data Element Name: **Professional Development, Participation Hours**

The number of hours of participation in each professional development component. The total includes hours allocated to training/knowledge acquisition processes and hours allocated for job-embedded implementation leading to successful implementation of targeted practice(s).

Code   **Definition/Example**

(XXX) 060 = 60 participation hours

NOTE: Participation hours must be greater than zero.

Length: 3

Data Type: Numeric

Year   Implemented: 9293

State Standard: No

Use Types:

State Reporting: Yes

Local Accountability: Yes

Formats Required:

Staff Professional Development DB9 36x

Surveys Required:

Survey 5   Yes

Appendixes:

None

Description of Changes:

7/1/2015 Notes   Removed limit on the number of hours.
7/1/2014 Definition   Added more language to the definition.

Data Element Number: **215263**

Data Element Name: **Professional Development Credits, Primary Purpose**

A one-character code to describe the primary expected use of the master inservice points that result from the professional development. Where multiple purposes are anticipated, code the one purpose or application which 50% or more of completers are expected to use.

Code	Definition/Example
A*	Add-on Endorsement
B	Alternative Certification (Professional Development Certification Program)
C	Florida Educators Certificate Renewal
D	Other Professional Certificate/License Renewal
E**	Professional Skills Building – Non-Instructional
G****	Approved District Leadership Development Program (to include the W. Cecil Golden Professional Development Program for School Leaders)
H*****	No certification, job acquisition or retention purposes

*Note: An out-of-field teacher for whom the most critical and primary purpose of the inservice is "add-on" endorsement.

**Note: All Non-Certified personnel should be included in this category.

****Note: As part of an approved district leadership development program, to include the professional development offerings provided through the W. Cecil Golden Professional Development Program for School Leaders. S.B.E. 6A-5.081

*****Note: Use for components in the district's master plan that are not intended to be used for any of the other purposes listed.

Length: 1

Data Type: Alphabetic

Year Implemented: 0203

State Standard: No

Use Types:

State Reporting: Yes

Local Accountability: Yes

Formats Required:

Staff Professional Development DB9 36x

Surveys Required:

Survey 5   Yes

Data Element Number: **215263**

Data Element Name: **Professional Development Credits, Primary Purpose**

Appendixes:

None

Description of Changes:

7/1/2018	Notes	Deleted Note 3 (***) and Updated Note 4 (****)
7/1/2018	Codes	Deleted Code F; Updated Codes B and G
7/1/2014	Notes	Updated information for "non-certified" note and added a new note.
7/1/2014	Codes	Updated definitions for existing codes and added a new code.
7/1/2014	Definition	Added more language to the definition in response to element name revision.
7/1/2014	Element Name	Revised the data element name.

Year: 2018-19

Data Element Number: **216245**

Data Element Name: **Race: American Indian or Alaska Native**

A code to indicate whether the staff member is an American Indian or Alaska Native as per the description below.

A person having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community attachment.

Code	Definition/Example
N	No, the staff member is not an American Indian or Alaska Native.
Y	Yes, the staff member is an American Indian or Alaska Native.

Notes:

This element was first required in the 2009-10 fiscal year.

Staff members coded as Hispanic/Latino ethnicity should also be reported with the appropriate race(s).

Length: 1

Data Type: Alphabetic

Year Implemented: 0809

State Standard: Yes

Use Types:

State Reporting: Yes

Local Accountability: Yes

Formats Required:

Staff Demographic Information DB9 27x

Surveys Required:

Survey 2   Yes

Survey 3   Yes

Survey 5   Yes

Survey 8   Optional

Appendixes:

None

Description of Changes:

None

Year: 2018-19

Data Element Number: **216297**

Data Element Name: **Race: Asian**

A code to indicate whether the staff member is Asian as per the description below.

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.

Code	Definition/Example
N	No, the staff member is not Asian.
Y	Yes, the staff member is Asian.

Notes:

This element was first required in the 2009-10 fiscal year.

Staff members coded as Hispanic/Latino ethnicity should also be reported with the appropriate race(s).

Length: 1

Data Type: Alphabetic

Year Implemented: 0809

State Standard: Yes

Use Types:

State Reporting: Yes

Local Accountability: Yes

Formats Required:

Staff Demographic Information DB9 27x

Surveys Required:

Survey 2   Yes

Survey 3   Yes

Survey 5   Yes

Survey 8   Optional

Appendixes:

None

Description of Changes:

None

Data Element Number: **216297**

Data Element Name: **Race: Asian**

Data Element Number: **216347**

Data Element Name: **Race: Black or African American**

A code to indicate whether the staff member is Black or African American as per the description below.

A person having origins in any of the black racial groups of Africa.

Code	**Definition/Example**
N	No, the staff member is not Black or African American.
Y	Yes, the staff member is Black or African American.

Notes:

This element was first required in the 2009-10 fiscal year.

Staff members coded as Hispanic/Latino ethnicity should also be reported with the appropriate race(s).

Length: 1

Data Type: Alphabetic

Year Implemented: 0809

State Standard: Yes

Use Types:

  State Reporting: Yes

  Local Accountability: Yes

Formats Required:

  Staff Demographic Information DB9 27x

Surveys Required:

  Survey 2   Yes

  Survey 3   Yes

  Survey 5   Yes

  Survey 8   Optional

Appendixes:
None

Description of Changes:
                         None

Year: 2018-19

Data Element Number: **216397**

Data Element Name: **Race: Native Hawaiian or Other Pacific Islander**

A code to indicate whether the staff member is a Native Hawaiian or Other Pacific Islander as per the description below.

A person having origins in any of the original peoples of Hawaii, Guam, Samoa or other Pacific Islands.

Code	Definition/Example
N	No, the staff member is not a Native Hawaiian or Other Pacific Islander.
Y	Yes, the staff member is a Native Hawaiian or Other Pacific Islander.

Notes:

This element was first required in the 2009-10 fiscal year.

Staff members coded as Hispanic/Latino ethnicity should also be reported with the appropriate race(s).

Length: 1

Data Type: Alphabetic

Year Implemented: 0809

State Standard: Yes

Use Types:

State Reporting: Yes

Local Accountability: Yes

Formats Required:

Staff Demographic Information DB9 27x

Surveys Required:

Survey 2   Yes

Survey 3   Yes

Survey 5   Yes

Survey 8   Optional

Appendixes:

None

Description of Changes:

None

FLORIDA DEPARTMENT OF EDUCATION
DOE INFORMATION DATABASE REQUIREMENTS VOLUME II:
AUTOMATED STAFF INFORMATION SYSTEM
AUTOMATED STAFF DATA ELEMENTS

Year: 2018-19

Data Element Number: **216447**

Data Element Name: **Race: White**

A code to indicate whether the staff member is White as per the description below.

A person having origins in any of the original peoples of Europe, the Middle East or North Africa.

Code	**Definition/Example**
N	No, the staff member is not White.
Y	Yes, the staff member is White.

Notes:

This element was first required in the 2009-10 fiscal year.

Staff members coded as Hispanic/Latino ethnicity should also be reported with the appropriate race(s).

Length: 1

Data Type: Alphabetic

Year Implemented: 0809

State Standard: Yes

Use Types:

State Reporting: Yes

Local Accountability: Yes

Formats Required:

Staff Demographic Information DB9 27x

Surveys Required:

Survey 2   Yes

Survey 3   Yes

Survey 5   Yes

Survey 8   Optional

Appendixes:
None

Description of Changes:
                              None

Data Element Number: **217265**

Data Element Name: **Salary Schedule Pay Type**

The pay type on the district salary schedule from which the instructional staff member or school administrator is paid.

Code	Definition/Example
0	Not an instructional employee and/or is not paid on the regular instructional personnel salary schedule.
1	Bachelor's
2	Bachelor's Plus
3	Master's
4	Master's Plus
5	Beyond Master's Plus
6	Specialist
7	Doctorate
8	Flat Rate - Example: JROTC instructors
A	Instructional personnel or school administrators hired prior to July 1, 2014 paid on a salary schedule that excludes adjustments for advanced degrees.
B	Instructional personnel or school administrators (regardless of the employee's hire date) paid on a Performance Salary Schedule.

Notes:
Grandfathered salary schedule - The district school board shall adopt a salary schedule or salary schedules to be used as the basis for paying all school employees hired before July 1, 2014. Instructional personnel on annual contract as of July 1, 2014, shall be placed on the performance salary schedule. Any employee who opts into the performance salary schedule may not return to the grandfathered salary schedule. [F.S. 1012.22(1)©4.a.]

Beginning July 1, 2014, instructional personnel or school administrators new to the district, returning to the district after a break in service without an authorized leave of absence, or appointed for the first time to a position in the district in the capacity of instructional personnel or school administrator shall be placed on the performance salary schedule. Employees hired on or after July 1, 2014, or employees who choose to move from the grandfathered salary schedule to the performance salary schedule shall be compensated pursuant to the performance salary schedule. [F.S. 1012.22(1)©5.a.(II)]

Length: 1

Data Element Number: **217265**

Data Element Name: **Salary Schedule Pay Type**

Data Type: Alphanumeric

Year Implemented: 8990

State Standard: No

Use Types:

  State Reporting: Yes

  Local Accountability: Yes

Formats Required:

  Staff Payroll Information DB9 30x

Surveys Required:

  Survey 2   Yes

  Survey 3   Yes

Appendixes:

None

Description of Changes:

7/1/2017	Definition	Revised language to replace 'individual' with instructional personnel or school administrator' and replaced 'matrix' with 'schedule'.
7/1/2017	Codes	Revised code A definition to align the date requirement according to F.S. 1012.22(1)(c)4.a.
7/1/2017	Notes	Added two notes to clarify the Grandfathered Salary Schedule and Performance Pay Salary Schedule.
7/1/2016	Codes	Deleted code 9 – no longer valid for reporting.
9/23/2014	Codes	Revised language to code 9
7/1/2013	Data Type	Changed to include alphabetic characters in addition to numeric characters.
7/1/2013	Codes	Added codes 9, A and B to reflect other salary schedule options available to districts per 1012.22, F.S. Modified code 8 back to its original definition prior to July 1, 2011.
7/1/2013	Definition	Revised the definition to align with the new data element name.
7/1/2013	Element Name	Renamed the data element to properly define the selections available.
9/23/2011	Codes	Redefined codes 0 and 8 to align with SB 736 regarding pay for advanced degrees. Added phrase "and does not meet definition in code 8" to code 0. Added "or school administrators" to code 8.
6/19/2011	Surveys Requi	Deleted reference to Survey Period 5 – this data element is not required in Survey Period 5 nor is the Format required in Survey Period 5.
6/1/2011	Codes	Revised definition of code 8 to include staff hired after July 1, 2011.

Year: 2018-19

Data Element Number: **217325**

Data Element Name: **Salary Schedule Step**

A two-digit salary schedule step for instructional personnel. Instructional personnel who are in their first year should be placed on Step 00. Second year personnel are on Step 01 and so forth. Use code 99 for employees who are not instructional personnel and/or are not paid on the regular instructional personnel salary schedule. Use code 98 for instructional employees on a flat rate schedule (e.g., JROTC instructors).

Code   **Definition/Example**

Not applicable for this element.

Length: 2

Data Type: Numeric

Year   Implemented: 8990

State Standard: No

Use Types:

State Reporting: Yes

Local Accountability: Yes

Formats Required:

Staff Payroll Information DB9 30x

Surveys Required:

Survey 2   Yes

Survey 3   Yes

Appendixes:

None

Description of Changes:

9/23/2011 Definition   Modified definition for step 98. Added "instructional" in last sentence.

9/9/2011 Surveys Requi   Deleted Survey 5 as a required survey period. This data element is located on a Staff format that is only reported in Survey Periods 2 and 3.

Data Element Number: **217385**

Data Element Name: **Additional Compensation Type**

A code to identify each type of annual compensation scheduled to be paid.

Code	Definition/Example
1	Supplement for assignment to a school in the bottom two categories of the school improvement system under s.1012.22(1)(c)(5)(c)(II), F.S. such that the supplement remains in force for at least 1 year following improved performance in that school.
2	Supplement for certification and teaching in critical teacher shortage areas per s. 1012.22(1)(c)(5)(c)(III)F.S. Statewide critical teacher shortage areas are identified by the State Board of Education under s.1012.07, F.S. However, the district school board may identify other areas of critical shortage within the school district for district purposes and may remove areas identified by the State Board which do not apply within the school district.
3	Supplement for assignment of additional academic responsibilities per s. 1012.22(1)(c)(5)(c)(IV)F.S.
4	Bonus for instruction in a course that led to a CAPE Industry Certification per s. 1011.62(1)(o), F.S.
A	Supplement for Athletic - includes additional compensation to athletic directors, trainers, head coaches, assistant coaches, etc.
B	Supplement for Academic - includes additional compensation to band directors, department heads, cheerleader sponsors, yearbook directors, drama sponsors, etc.
E	Supplement for Inservice Stipends - additional compensation paid to an employee who has completed certain inservice hours, coursework, or other training.
F	Supplement for Extended Day - additional compensation to those who teach an extended period for extra pay beyond the regular contracted day, including teaching during a planning period and after-school tutoring.
G	Other
H	Bonus for Florida Excellent Teaching Program - includes salary bonuses and mentoring bonuses as indicated in s. 1012.72, F.S.
I	Florida School Recognition Program as defined in s. 1008.36, F.S.
J	Bonus for Performance
K	Bonus for Advanced Placement Instruction as defined in s. 1011.62(1)(n), F.S.

Data Element Number: **217385**

Data Element Name: **Additional Compensation Type**

N	Bonus for Teacher Retention in an area of critical state concern.
O	Bonus for Teacher Recruitment in an area of critical state concern.
P	Bonus for teacher (instructional personnel) retention.
Q	Bonus for International Baccalaureate instruction as defined in s. 1011.62(1)(l), F.S.
R	Bonus for teacher (instructional personnel) recruitment.
S	Sick Leave Buy Back – payment for unused sick leave.
T	Terminal Pay – payment for unused annual leave.
U	In-Kind Compensation – examples: uniforms, car, etc.
V	Sabbatical Leave Pay.
W	Bonus for Advance International Certificate of Education as defined in s. 1011.62(1)(m), F.S.
Y	Supplement for Advanced Degree (in area of certification) as defined in s. 1012.22(1)(c)3,F.S.
Z	Supplement for assignment to a Title 1 eligible school per s. 1012.22(1)(c)(5)(c)(l)F.S.

Length: 1

Data Type: Alphanumeric

Year Implemented: 8788

State Standard: No

Use Types:

  State Reporting: Yes

  Local Accountability: Yes

Formats Required:

  Staff Additional Compensation DB9 32x

Surveys Required:

  Survey 2 Yes

  Survey 3 Yes

Appendixes:

None

Data Element Number: **217385**

Data Element Name: **Additional Compensation Type**

Description of Changes:

7/1/2015	Codes	Added a code for CAPE bonus per s. 1011.62(1)(o),F.S.
7/1/2013	Formats Requi	The format was renamed.
7/1/2013	Codes	Revised the language to most of the codes to classify as supplement or bonus. Deleted codes C and X.
7/1/2013	Definition	Revised the definition to align with the new data element name.
7/1/2013	Element Name	Renamed the data element to properly define the selections available.
12/5/2012	Codes	Added four new codes (Z, 1, 2, 3) as per section 1012.22(1)(c)(5)(c), Florida Statutes.
11/2/2011	Codes	Revised definition of code X by deleting statutory reference which was repealed. Code remains for district follow-up reporting.
6/1/2011	Codes	Revised definition of code J to delete statute reference that is no longer applicable. Added new code Y to align with SB 736.

Year: 2018-19

Data Element Number: **217415**

Data Element Name: **Additional Compensation Type/Value**

A code to identify up to eleven types of annual compensation and their corresponding monetary values paid to an employee during the fiscal year being reported.
Report the Additional Compensation Type in positions 1, 9, 17, etc. followed by the corresponding Additional Compensation Value in the next seven positions. Use the following codes for Additional Supplement Type:

The monetary value of the salary supplement should be reported using two decimal places as follows.

Example: 0045000 = $450.00

Code	Definition/Example
0	No additional compensation
1	Supplement for assignment to a school in the bottom two categories of the school improvement system under s. 1012.22(1)(c)(5)(c)(II)F.S. such that the supplement remains in force for at least 1 year following improved performance in that school.
2	Supplement for certification and teaching in critical teacher shortage areas per s. 1012.22(1)(c)(5)(c)(III)F.S. Statewide critical teacher shortage areas are identified by the State Board of Education under s.1012.07, F.S. However, the district school board may identify other areas of critical shortage within the school district for district purposes and may remove areas identified by the State Board which do not apply within the school district.
3	Supplement for assignment of additional academic responsibilities per s. 1012.22(1)(c)(5)(c)(IV)F.S
4	Bonus for instruction in a course that led to a CAPE Industry Certification per s. 1011.62(1)(o), F.S.
5	Florida Best and Brightest Teacher Scholarship Program as defined in Chapter 2015-232 (S.A. 99A).
6	Bonus for Computer Science Instruction for a classroom teacher that holds an educator certificate in computer science or has passed the computer science subject area examination and holds an adjunct certificate per s. 1007.2616, F.S.
7	Bonus for Computer Science Instruction for a classroom teacher that holds an industry certificate associated with a computer science course per s. 1007.2616, F.S.
A	Supplement for Athletic - includes additional compensation to athletic directors, trainers, head coaches, assistant coaches, etc.
B	Supplement for Academic - includes additional compensation to band directors, department heads, cheerleader sponsors, yearbook directors, drama sponsors, etc.

Data Element Number: **217415**

Data Element Name: **Additional Compensation Type/Value**

E	Supplement for Inservice Stipends -additional compensation paid to an employee who has completed certain inservice hours, coursework, or other training.
F	Supplement for Extended Day - additional compensation to those who teach an extended period for extra pay beyond the regular contracted day, including teaching during a planning period or after-school tutoring
G	Other
H	Bonus for Florida Excellent Teaching Program - includes salary bonuses and mentoring bonuses as indicated in s. 1012.72, F.S.
I	Florida School Recognition Program as defined in s. 1008.36, F.S.
J	Bonus for Performance
K	Bonus for Advanced Placement Instruction as defined in s. 1011.62(1)(n), F.S.
N	Bonus for Teacher Retention in an area of critical state concern.
O	Bonus for Teacher Recruitment in an area of critical state concern.
P	Bonus for teacher (instructional personnel) retention.
Q	Bonus for International Baccalaureate instruction as defined in s. 1011.62(1)(l), F.S.
R	Bonus for teacher (instructional personnel) recruitment.
S	Sick Leave Buy Back – payment for unused sick leave
T	Terminal Pay – Payment for unused annual leave.
U	In-Kind Compensation – Examples: uniforms, car, etc.
V	Sabbatical Leave Pay
W	Bonus for Advance International Certificate of Education as defined in s. 1011.62(1)(m), F.S.
Y	Supplement for Advanced Degree (in area of certification) as defined in s. 1012.22(1)(c)3 F.S.
Z	Supplement for assignment to a Title 1 eligible school per s. 1012.22(1)(c)(5)(c)(l)F.S.

Length: 88

Data Type: Alphanumeric

Data Element Number: **217415**

Data Element Name: **Additional Compensation Type/Value**

Year Implemented: 9798

State Standard: No

Use Types:

  State Reporting: Yes

  Local Accountability: Yes

Formats Required:

  Staff Fiscal Year Salaries DB9 43x

Surveys Required:

  Survey 5   Yes

Appendixes:

None

Description of Changes:

7/1/2018	Codes	Added two new codes – 6 and 7 per s. 1007.2616, F.S.
7/23/2015	Codes	Added a code for Florida Best and Brightest Teacher Scholarship Program
7/1/2015	Codes	Added a code for CAPE bonus per s. 1011.62(1)(o),F.S.
7/1/2013	Codes	Revised the language to most of the codes to classify as supplement or bonus. Deleted codes C and X.
7/1/2013	Definition	Revised the definition to align with the new data element name.
7/1/2013	Element Name	Renamed the data element to properly define the selections available.
12/5/2012	Codes	Added four new codes (Z, 1, 2, 3) as per section 1012.22(1)(c)(5)(c), Florida Statutes
11/2/2011	Codes	Revised definitions of codes K, Q & W to update statutory reference. Revised definition of code X by deleting statutory reference which was repealed; code remains for district follow-up reporting.
6/1/2011	Codes	Revised definition of code J to delete statute reference that is no longer applicable. Added new code Y to align with SB 736.

Data Element Number: **217445**

Data Element Name: **Additional Compensation Value**

The monetary value of the annual compensation.

Code	**Definition/Example**
	0045000 = $450.00

Length: 7

Data Type: Numeric

Year   Implemented: 8788

State Standard: No

Use Types:

   State Reporting: Yes

   Local Accountability: Yes

Formats Required:

   Staff Additional Compensation DB9 32x

Surveys Required:

   Survey 2   Yes

   Survey 3   Yes

Appendixes:

None

Description of Changes:

   7/1/2013 Formats Requi The format was renamed.

   7/1/2013 Definition   Revised the definition to align with the new data element name.

   7/1/2013 Element Name Renamed the data element to match the name change of it its
                        corresponding "Type" data element.

Year: 2018-19

Data Element Number: **217505**

Data Element Name: **School Number, Other**

The state assigned four-digit school number (0001-9899) which indicates each administrative reporting unit to which the individual is assigned other than the primary/home school.

Code   **Definition/Example**

Not applicable for this element.

Length: 4

Data Type: Numeric

Year Implemented: 8788

State Standard: No

Use Types:

  State Reporting: No

  Local Accountability: Yes

Formats Required:

  None

Surveys Required:

  None

Appendixes:

None

Description of Changes:

      None

Data Element Number: **217565**

Data Element Name: **School Number, Primary/Home**

The state assigned four-digit school number (0001-9899) which indicates the primary administrative reporting unit to which the individual is assigned.

Code	**Definition/Example**
	Not applicable for this element.

Length: 4

Data Type: Numeric

Year   Implemented: 8788

State Standard: No

Use Types:

State Reporting: Yes

Local Accountability: Yes

Formats Required:

Staff Additional Job Assignments DB9 31x

Staff Demographic Information DB9 27x

Staff Fiscal Year Benefits DB9 44x

Staff Fiscal Year Salaries DB9 43x

Staff Payroll Information DB9 30x

Staff Professional Development DB9 36x

Surveys Required:

Survey 2   Yes

Survey 3   Yes

Survey 5   Yes

Survey 8   Yes

Appendixes:
None

Description of Changes:
                            None

Data Element Number: **217638**

Data Element Name: **School Principal Certification Program**

A one-character code to describe the status of a participant in a district approved School Principal Certification Program. This element applies only to employees who have been in an approved district School Principal Certification Program during the Fiscal Year being reported.

Code	Definition/Example
A	Admitted (entered the program and not withdrawn during the fiscal year)
B	Enrolled (previously entered, still in the program, and not completed or withdrawn)
C	Completed (completed the program this year)
D	Withdrawn (exited the program without completing the program)
Z	Not applicable/none of the above

Note: For Survey Periods 2 and 3 the School Principal Certification Program code must be Z.

Length: 1

Data Type: Alphabetic

Year Implemented: 0809

State Standard: No

Use Types:

State Reporting: Yes

Local Accountability: Yes

Formats Required:

Staff Demographic Information DB9 27x

Surveys Required:

Survey 2   Default

Survey 3   Default

Survey 5   Yes

Survey 8   Optional

Appendixes:

None

Data Element Number: **217638**

Data Element Name: **School Principal Certification Program**

Description of Changes:

        None

Year: 2018-19

Data Element Number: **217685**

Data Element Name: **Selected Benefits, Frequency**

A four-digit code (two decimal places are assumed) indicating the number of times per fiscal year a contribution is made to the selected employee benefit.

Code Examples:	Definition/Example
0100	The benefit is paid once in the year.
1000	The benefit is paid 10 equal times per year.
1050	The benefit is paid 10.5 times per year, i.e., 10 equal full contributions and one-half of a contribution is made.

Length: 4

Data Type: Numeric

Year   Implemented: 9495

State Standard: No

Use Types:

  State Reporting: Yes

  Local Accountability: Yes

Formats Required:

  Staff Benefits DB9 33x

Surveys Required:

  Survey 2   Yes

  Survey 3   Yes

Appendixes:
None

Description of Changes:
                          None

Data Element Number: **217745**

Data Element Name: **Selected Benefits, Type**

A code to identify each type of benefit to which the school district contributes.

See Appendix I: Selected Benefits Definitions.

Code	Definition/Example
A	Health and Hospitalization
B	Life Insurance
C	Social Security
D	Florida Retirement System
E	Commercial or Mutual Insurance Annuity Plan
F	Unemployment Compensation
G	Worker's Compensation
K	Cafeteria Plan
L	Other
M	Medicare
N	Cafeteria Plan - Administrative Costs

Length: 1

Data Type: Alphabetic

Year   Implemented: 9495

State Standard: No

Use Types:

   State Reporting: Yes

   Local Accountability: Yes

Formats Required:

   Staff Benefits DB9 33x

Data Element Number: **217745**

Data Element Name: **Selected Benefits, Type**

Surveys Required:

Survey 2 Yes

Survey 3 Yes

Appendixes:

Appendix I: Selected Benefits Definitions

Description of Changes:

None

Year: 2018-19

Data Element Number: **217775**

Data Element Name: **Selected Benefits, Type/Value**

A code to identify up to eleven types of benefits and their corresponding monetary values to which the school district contributed for the employee during the fiscal year being reported.

Report the selected Benefits, Type in positions 1, 10, 19, etc. followed by the corresponding Selected Benefits, Value in the next eight positions.

For Selected Benefits Type explanations, see Appendix I: Selected Benefits Definitions.

Code	Definition/Example
A	Health and Hospitalization
B	Life Insurance
C	Social Security
D	Florida Retirement System
E	Commercial or Mutual Insurance Annuity Plan
F	Unemployment Compensation
G	Worker's Compensation
K	Cafeteria Plan
L	Other
M	Medicare
N	Cafeteria Plan - Administrative Costs
Z	No Benefits

The monetary value of the contribution to the selected employee benefit should be reported using two decimal places, as follows.

Examples:

00000000	Equals 0 No benefits received.
00012500	Equals $125.00

Data Element Number: **217775**

Data Element Name: **Selected Benefits, Type/Value**

Note: The selected Benefits, Value should be the actual amount of the benefit attributable to the reported Job Code and should include only the employer's cost. Do not include any employee contributions.

Length: 99

Data Type: Alphanumeric

Year   Implemented: 9798

State Standard: No

Use Types:

   State Reporting: Yes

   Local Accountability: Yes

Formats Required:

   Staff Fiscal Year Benefits DB9 44x

Surveys Required:

   Survey 5   Yes

Appendixes:

Appendix I: Selected Benefits Definitions

Description of Changes:

                              None

Year: 2018-19

Data Element Number: **217805**

Data Element Name: **Selected Benefits, Value**

The monetary value of the contribution to the selected employee benefit.

Code	Definition/Example
	00000000 = 0 (substitutes)
	00012500 = $125.00

Length: 8

Data Type: Numeric

Year   Implemented: 9495

State Standard: No

Use Types:

   State Reporting: Yes

   Local Accountability: Yes

Formats Required:

   Staff Benefits DB9 33x

Surveys Required:

   Survey 2   Yes

   Survey 3   Yes

Appendixes:
None

Description of Changes:
                        None

Year: 2018-19

Data Element Number: **217865**

Data Element Name: **Separation Date**

The date of the employee's separation from regular service with the school district.

Code	Definition/Example
	00000000 = Not applicable. Include temporary employees here.
	(MMDDYYYY) 06021988 = June 2, 1988

NOTE: Report the date of separation from regular employment for employees who return to temporary employment with the district. For example, report the separation date for a teacher who retires and returns to the district as a temporary substitute teacher.

Length: 8

Data Type: Numeric

Year   Implemented: 8788

State Standard: No

Use Types:

  State Reporting: Yes

  Local Accountability: Yes

Formats Required:

  Staff Demographic Information DB9 27x

Surveys Required:

  Survey 2   Default

  Survey 3   Default

  Survey 5   Yes

  Survey 8   Optional

Appendixes:

None

Description of Changes:

                          None

Data Element Number: **217925**

Data Element Name: **Separation Reason**

The reason for which the employee separated from the school system.

Code	Definition/Example
A	Retirement
B	Resignation for employment in education in Florida
C	Resignation for employment outside of education
D	Resignation with prejudice
E	Resignation for other personal reasons
F	Staff reduction
G	Dismissal due to findings by the board related to charges
H	Death
I	Contract expired
J	Reason not known
K	Disabled
L	Resignation for employment in education outside Florida
M	Contract not renewed, due to less than satisfactory performance
N	Dismissal during probationary period.
O	Job Abandonment
P	Classroom teachers or principals who were dismissed for ineffective performance as demonstrated through the district's evaluation system.
Z	Not applicable. Include temporary employees here.

Note: When code M is specified, the district must maintain written documentation (e.g., appraisals,

---

recommendations, etc.) supporting the non-renewal of the contract based on unsatisfactory job performance.

Note: Code N is used for supervisors or principals dismissed during the 97 day probationary period pursuant to s. 1012.33(1)(b), F.S. Also this code can be used for other staff dismissed during the probationary period.

Note: Report the date of separation from regular employment for employees who return to temporary employment with the district. For example, report the separation date for a teacher who retires and returns to the district as a temporary substitute teacher.

Length: 1

Data Type: Alphabetic

Year   Implemented: 9293

State Standard: No

Use Types:

   State Reporting: Yes

   Local Accountability: Yes

Formats Required:

   Staff Demographic Information DB9 27x

Surveys Required:

   Survey 2   Default

   Survey 3   Default

   Survey 5   Yes

   Survey 8   Optional

Appendixes:

None

Description of Changes:

   1/2/2014 Codes   Added new codes to respond to Race to the Top requirements.

   11/10/2011 Notes   Updated "Note" for Code N to reflect revised statutory reference.

Year: 2018-19

Data Element Number: **217985**

Data Element Name: **Gender**

A code representing the gender of the employee.

Code	**Definition/Example**
F	Female
M	Male

Length: 1

Data Type: Alphabetic

Year Implemented: 9192

State Standard: Yes

Use Types:

State Reporting: Yes

Local Accountability: Yes

Formats Required:

Staff Demographic Information DB9 27x

Surveys Required:

Survey 2   Yes

Survey 3   Yes

Survey 5   Yes

Survey 8   Optional

Appendixes:
None

Description of Changes:
                    None

Data Element Number: **218045**

Data Element Name: **Social Security Number**

The number assigned to an individual by the Social Security Administration (left justified).

NOTE: For contracted or charter school staff for whom the school district cannot obtain a Social Security Number, the district must assign a Staff Number Identifier for the employee using the following method:

Code	**Definition/Example**
First Two Positions	
CS	The first two positions in the Social Security Number field must be coded with the letters "CS".

Last Seven Positions

NNNNNNN	The last seven positions must be numeric.

NOTE: The district-defined Staff Number Identifier must result in a unique staff number within the district.

Length: 10

Data Type: Alphanumeric

Year Implemented: 8788

State Standard: Yes

Use Types:

  State Reporting: Yes

  Local Accountability: Yes

Formats Required:

  Staff Additional Compensation DB9 32x

  Staff Additional Job Assignments DB9 31x

  Staff Benefits DB9 33x

  Staff Demographic Information DB9 27x

  Staff Experience DB9 28x

  Staff Fiscal Year Benefits DB9 44x

  Staff Fiscal Year Salaries DB9 43x

  Staff Multidistrict Employee DB9 29x

  Staff Payroll Information DB9 30x

  Staff Professional Development DB9 36x

Surveys Required:

  Survey 2   Yes

  Survey 3   Yes

  Survey 5   Yes

Data Element Number: **218045**

Data Element Name: **Social Security Number**

Survey 8   Yes

Appendixes:

None

Description of Changes:

7/1/2013 Formats Requi Updated the Staff Salary Supplement format name change.
                          Deleted the Teacher Exit Interview format.

Year: 2018-19

Data Element Number: **218075**

Data Element Name: **Staff Number Identifier, Local**

A ten-character code used by the school district locally to uniquely identify an employee. This staff identifier
must be different than the Social Security Number or the district-defined number used in lieu of a social security
number provided in the Social Security Number data element field.

Code   **Definition/Example**

Not applicable for this element.

Length: 10

Data Type: Alphanumeric

Year Implemented: 0708

State Standard: No

Use Types:

State Reporting: Yes

Local Accountability: Yes

Formats Required:

Staff Additional Compensation DB9 32x

Staff Additional Job Assignments DB9 31x

Staff Benefits DB9 33x

Staff Demographic Information DB9 27x

Staff Experience DB9 28x

Staff Fiscal Year Benefits DB9 44x

Staff Fiscal Year Salaries DB9 43x

Staff Multidistrict Employee DB9 29x

Staff Payroll Information DB9 30x

Staff Professional Development DB9 36x

Surveys Required:

Survey 2   Yes

Survey 3   Yes

Survey 5   Yes

Survey 8   Yes

Appendixes:

None

Data Element Number: **218075**

Data Element Name: **Staff Number Identifier, Local**

Description of Changes:

7/1/2014 Surveys Requi   This data element is now required for 2014-15 reporting.

7/1/2013 Formats Requi   Updated the Staff Salary Supplement format name change.
                            Deleted the Teacher Exit Interview format.

Data Element Number: **220125**

Data Element Name: **Survey Period Code**

A code representing one of the state reporting periods.

Code	Definition/Example
1	July
2	October
3	February
4	June
5	End of Year
8	July

Length: 1

Data Type: Numeric

Year   Implemented: 9394

State Standard: No

Use Types:

  State Reporting: Yes

  Local Accountability: Yes

Formats Required:

  Staff Additional Compensation DB9 32x

  Staff Additional Job Assignments DB9 31x

  Staff Benefits DB9 33x

  Staff Demographic Information DB9 27x

  Staff Experience DB9 28x

  Staff Fiscal Year Benefits DB9 44x

  Staff Fiscal Year Salaries DB9 43x

  Staff Multidistrict Employee DB9 29x

  Staff Payroll Information DB9 30x

  Staff Professional Development DB9 36x

Surveys Required:

  Survey 2   Yes

Data Element Number: **220125**

Data Element Name: **Survey Period Code**

Survey 3   Yes

Survey 5   Yes

Survey 8   Yes

Appendixes:

None

Description of Changes:

7/1/2013 Formats Requi   Updated the Staff Salary Supplement format name change.
Deleted the Teacher Exit Interview format.

Year: 2018-19

Data Element Number: **220150**

Data Element Name: **Personnel Evaluation**

A code to indicate the level of performance on the evaluation of the instructional staff member or school administrator status in accordance with Section 1012.34, Florida Statutes.

Code	Definition/Example
C	The instructional staff member or school administrator was determined to be highly effective on his or her evaluation.
D	The instructional staff member or school administrator was determined to be effective on his or her evaluation.
E	The instructional staff member or school administrator was determined to need improvement on his or her evaluation.
F	The instructional staff member in the first three years of employment needs improvement and was determined to be developing on his or her evaluation.
G	The instructional staff member or school administrator was determined to be unsatisfactory on his or her evaluation.
H	The instructional staff member or school administrator was required to receive an evaluation but was not evaluated.
I	The instructional staff member or school administrator was not required to be evaluated.
Z	The staff member is not an instructional staff member or a school administrator.

For Survey 3 only report mid-year Personnel Evaluations for classroom teachers newly hired by the district according to Section 1012.34(3)(a), F.S.

Length: 1

Data Type: Alphabetic

Year Implemented: 0708

State Standard: No

Use Types:

State Reporting: Yes

Local Accountability: Yes

Formats Required:

Staff Demographic Information DB9 27x

Surveys Required:

Survey 3   Yes

Data Element Number: **220150**

Data Element Name: **Personnel Evaluation**

Survey 5   Yes

Appendixes:

None

Description of Changes:

7/1/2017	Codes	Revised definition for code "H" to indicate an evaluation was required but was not done. Added code "I" to indicate an evaluation was not required to be done.
1/2/2014	Formats Requi	Moved data element from the Staff Fiscal Year Salaries and Staff Payroll Information formats to the Staff Demographic Information format.
7/1/2012	Codes	Revised code 'H' to delete reference to charter school employees' exemption.
2/20/2012	Codes	Revised definition for code H to include language for charter school exclusion.
11/22/2011	Codes	Added code "H" to indicate an evaluation was not done.
6/1/2011	Notes	Added note to specify that Survey 3 reporting for the Staff Payroll format is for newly hired classroom teachers.
6/1/2011	Surveys Requi	Deleted Survey Period 2 as a required survey period.
6/1/2011	Codes	Revised codes to align with new legislation SB -736. Deleted codes A and B. Added codes C, D, E, F and G. Revised code Z by replacing "classroom teacher or school principal" with "instructional staff member or school administrator."
6/1/2011	Definition	Revised definition to align with new legislation SB -736. "Classroom teacher or school principal" was replaced with "instructional staff member or school administrator." Statutory reference was updated.

Data Element Number: **220195**

Data Element Name: **Title I School-Wide**

A code to identify the job category of the employee who worked with a Title I School-wide program and who was paid from Title I, Part A funds and the corresponding full-time equivalency (FTE) of this assignment.

Code	Definition/Example
A	Administrator (non-clerical)
B	Teacher
C	Paraprofessional (instructional)
D	Paraprofessional (non-instructional)
E	Support staff (clerical and non-clerical)
F	Other Instructional Staff (counselors, librarians, psychologists, etc.)
Z	This employee was not employed in a Title I, Part A School-wide program and/or was not paid from Title I, Part A funds.

Example:

B050	Fifty percent of the teacher's assignment was in a Title I, Part A School-wide program and was paid from Title I, Part A funds.
C100	One hundred percent of the instructional paraprofessional's assignment was in a Title I, Part A School-wide program and was paid from Title I, Part A funds.
Z000	This employee was not employed in a Title I, Part A School-wide program and/or was not paid from Title I, Part A funds.

Length: 4

Data Type: Alphanumeric

Year Implemented: 0708

State Standard: No

Use Types:

   State Reporting: Yes

   Local Accountability: Yes

Formats Required:

   Staff Fiscal Year Salaries DB9 43x

Data Element Number: **220195**

Data Element Name: **Title I School-Wide**

Surveys Required:

Survey 5   Yes

Appendixes:

None

Description of Changes:

None

Data Element Number: **220205**

Data Element Name: **Title I Targeted Assistance**

A code to identify the job category of the employee who worked with a Title I Targeted Assistance program and who was paid from Title I, Part A funds and the corresponding full-time equivalency (FTE) of this assignment.

Code	Definition/Example
A	Administrator (non-clerical)
B	Teacher
C	Paraprofessional (instructional)
D	Paraprofessional (non-instructional)
E	Support staff (clerical and non-clerical)
F	Other Instructional Staff (counselors, librarians, psychologists, etc.)
Z	This employee was not employed in a Title I, Part A Targeted Assistance program and/or was not paid from Title I, Part A funds.

Examples:

B050	Fifty percent of the teacher's assignment was in a Title I, Part A Targeted Assistance program and was paid from Title I, Part A funds.
C100	One hundred percent of the instructional paraprofessional's assignment was in a Title I, Part A Targeted Assistance program and was paid from Title I, Part A funds.
Z000	This employee was not employed in a Title I, Part A Targeted Assistance program and/or was not paid from Title I, Part A funds.

Length: 4

Data Type: Alphanumeric

Year Implemented: 0708

State Standard: No

Use Types:

State Reporting: Yes

Local Accountability: Yes

Formats Required:

Staff Fiscal Year Salaries DB9 43x

Data Element Number: **220205**

Data Element Name: **Title I Targeted Assistance**

Surveys Required:

Survey 5   Yes

Appendixes:

None

Description of Changes:

None

Data Element Number: **220225**

Data Element Name: **Transaction Code**

A code indicating the appropriate action to be taken with respect to the district data base reporting records.

Code	Definition/Example
A	Add Record
C	Update Record
D	Delete Record

Length: 1

Data Type: Alphabetic

Year Implemented: 9394

State Standard: Yes

Use Types:

  State Reporting: Yes

  Local Accountability: No

Formats Required:

  Staff Additional Compensation DB9 32x

  Staff Additional Job Assignments DB9 31x

  Staff Benefits DB9 33x

  Staff Demographic Information DB9 27x

  Staff Experience DB9 28x

  Staff Fiscal Year Benefits DB9 44x

  Staff Fiscal Year Salaries DB9 43x

  Staff Multidistrict Employee DB9 29x

  Staff Payroll Information DB9 30x

  Staff Professional Development DB9 36x

Surveys Required:

  Survey 2   Yes

  Survey 3   Yes

  Survey 5   Yes

  Survey 8   Yes

Data Element Number: **220225**

Data Element Name: **Transaction Code**

Appendixes:

None

Description of Changes:

7/1/2013 Formats Requi Updated the Staff Salary Supplement format name change.
Deleted the Teacher Exit Interview format.

Data Element Number: **220325**

Data Element Name: **Veteran Status**

A code to identify the veteran status of the employee. As defined in Section 1.01(14), Florida Statutes: "The term 'Veteran' means a person who served in the active military, naval, or air service and who was discharged or released therefrom under honorable conditions only or who later received an upgraded discharge under honorable conditions, not withstanding any action by the Veteran Administration on individuals discharged or released with other than honorable discharges."

Code	Definition/Example
V	Veteran
Z	Not applicable

Length: 1

Data Type: Alphabetic

Year   Implemented: 9091

State Standard: No

Use Types:

  State Reporting: No

  Local Accountability: Yes

Formats Required:

  None

Surveys Required:

  None

Appendixes:

None

Description of Changes:

               None

Data Element Number: **221806**

Data Element Name: **Personnel Evaluation, Instructional Leadership Component**

A two-digit code (two decimal places are assumed) indicating the percent of a school administrator's evaluation that is based on instructional leadership, as defined in Section 1012.34(3)(a)3, Florida Statutes.

The percent reported for the Personnel Evaluation, Instructional Leadership Component must be greater than or equal to 33 or less than or equal to 67.

Code   **Definition/Example**

Notes: Employees who are not school administrators or school administrators who were not evaluated should be coded 00.

Length: 2

Data Type: Numeric

Year Implemented: 1112

State Standard: No

Use Types:

  State Reporting: Yes

  Local Accountability: Yes

Formats Required:

  Staff Demographic Information DB9 27x

Surveys Required:

  Survey 5   Yes

Appendixes:

None

Description of Changes:

7/1/2015	Codes	Deleted examples of codes to avoid confusion on actual two-digit codes reported.
7/1/2015	Definition	Included another paragraph to the definition.
1/2/2014	Formats Requi	Moved data element from the Staff Fiscal Year Salaries format to the Staff Demographic Information format.
7/1/2012	Examples	Added examples for two-digit coding.
7/1/2012	Notes	Revised note to delete reference to charter school employees' exemption.
2/20/2012	Notes	Updated "Note" to include language for charter school exclusion.
11/22/2011	Notes	Updated "Notes" to include school administrators who were not evaluated.
6/1/2011		New element.

Data Element Number: **221807**

Data Element Name: **Personnel Evaluation, Instructional Practice Component**

A two-digit code (two decimal places are assumed) indicating the percent of an instructional staff member's evaluation that is based on instructional practice, as defined in Section 1012.34(3)(a)2, Florida Statues.

The percent reported for the Personnel Evaluation, Instructional Practice Component must be greater than or equal to 33 or less than or equal to 67.

Code   **Definition/Example**

Notes: Employees who are not instructional staff or instructional staff members who were not evaluated should be coded 00.

Length: 2

Data Type: Numeric

Year Implemented: 1112

State Standard: No

Use Types:

  State Reporting: Yes

  Local Accountability: Yes

Formats Required:

  Staff Demographic Information DB9 27x

Surveys Required:

  Survey 5   Yes

Appendixes:

None

Description of Changes:

Date	Field	Description
7/1/2015	Codes	Deleted examples of codes to avoid confusion on actual two-digit codes reported.
7/1/2015	Definition	Included another paragraph to the definition.
1/2/2014	Formats Requi	Moved data element from the Staff Fiscal Year Salaries format to the Staff Demographic Information format.
7/1/2012	Examples	Added examples for two-digit coding.
7/1/2012	Notes	Revised note to delete reference to charter school employees' exemption.
2/20/2012	Notes	Updated "Note" to include language for charter school exclusion.
11/22/2011	Notes	Updated "Notes" to include instructional staff members who were not evaluated.
6/1/2011		New element.

Data Element Number: **221808**

Data Element Name: **Personnel Evaluation, Measures of Student Performance**

A code to indicate the measures of student performance, as defined by Section 1012.34(7)(a)-(b), Florida Statutes, is based in the personnel evaluation of a classroom teacher or school administrator.

Code	Definition/Example
B	Exclusively (100%) on district-developed or district-selected end-of-course assessments
C	Exclusively (100%) on other standardized assessments, including nationally recognized standardized assessments
D	Exclusively (100%) on industry certification examinations
E	Exclusively (100%) on measurable learning targets / student learning objectives
F	Combination of assessments, with the state assessments accounting for the largest component
G	Combination of assessments, with the state assessments not accounting for the largest component
H	The classroom teacher or school administrator was not evaluated.
I	Combination of assessments, no state assessments.
J	Exclusively (100%) statewide VAM models
K	Exclusively (100%) on statewide assessments without VAM models
Z	Not a classroom teacher or school administrator.

None

Length: 1

Data Type: Alphabetic

Year Implemented: 1112

State Standard: No

Use Types:

   State Reporting: Yes

   Local Accountability: Yes

Formats Required:

   Staff Demographic Information DB9 27x

Data Element Number: **221808**

Data Element Name: **Personnel Evaluation, Measures of Student Performance**

Surveys Required:

Survey 5   Yes

Appendixes:

None

Description of Changes:

7/1/2016	Codes	Deleted code A to split into two codes – new codes J & K .
7/1/2015	Codes	Revised definition to code "E" and added code "I".
7/1/2015	Definition	Revised language to definition.
7/1/2015	Element Name	Data element name changed.
1/2/2014	Formats Requi	Moved data element from the Staff Fiscal Year Salaries format to the Staff Demographic Information format.
7/1/2012	Codes	Revised code 'H' to delete reference to charter school employees' exemption.
2/20/2012	Codes	Revised definition for code H to include language for charter school exclusion.
11/22/2011	Codes	Added code "H" to indicate no evaluation was done.
6/1/2011		New element.

Data Element Number: **221809**

Data Element Name: **Personnel Evaluation, Professional and Job Responsibilities Component**

A two-digit code (two decimal places are assumed) indicating the percent of an instructional staff member or school administrator's evaluation that is based on professional and job responsibilities, as defined by Section 1012.34(3)(a)4, Florida Statutes.

The percent reported for the Personnel Evaluation, Professional and Job Responsibilities Component must be less than or equal to 33.

Code	**Definition/Example**

Notes: Employees who are not school administrators or instructional staff members, or school administrators or instructional staff members who were not evaluated should be coded 00.

Length: 2

Data Type: Numeric

Year Implemented: 1112

State Standard: No

Use Types:

State Reporting: Yes

Local Accountability: Yes

Formats Required:

Staff Demographic Information DB9 27x

Surveys Required:

Survey 5   Yes

Appendixes:

None

Description of Changes:

7/1/2015	Codes	Deleted examples of codes to avoid confusion on actual two-digit codes reported.
7/1/2015	Definition	Included another paragraph to the definition.
1/2/2014	Formats Requi	Moved data element from the Staff Fiscal Year Salaries format to the Staff Demographic Information format.
7/1/2012	Examples	Added examples for two-digit coding.
7/1/2012	Notes	Revised note to delete reference to charter school employees' exemption.
2/20/2012	Notes	Updated "Note" to include language for charter school exclusion.
11/22/2011	Notes	Revision Description: Updated "Notes" to include school administrators or instructional staff members who were not evaluated.
6/1/2011		New element.

Year: 2018-19

Data Element Number: **221810**

Data Element Name: **Personnel Evaluation, Student Performance Component**

A two-digit code (two decimal places are assumed) indicating the percent of an instructional staff member or school administrator's evaluation that is based on performance of students, as defined in Section 1012.34(3)(a)1, Florida Statutes.

The percent reported for the Personnel Evaluation, Student Performance Component must be greater than or equal to 33 or less than or equal to 67.

Code   **Definition/Example**

Notes: Employees who are not school administrators or instructional staff members, or school administrators or instructional staff members who were not evaluated should be coded 00.

Length: 2

Data Type: Numeric

Year Implemented: 1112

State Standard: No

Use Types:

State Reporting: Yes

Local Accountability: Yes

Formats Required:

Staff Demographic Information DB9 27x

Surveys Required:

Survey 5   Yes

Appendixes:

None

Description of Changes:

7/1/2015	Codes	Deleted examples of codes to avoid confusion on actual two-digit codes reported.
7/1/2015	Definition	Revised language to definition and included another paragraph to the definition.
7/1/2015	Element Name	Data element name changed.
1/2/2014	Formats Requi	Moved data element from the Staff Fiscal Year Salaries format to the Staff Demographic Information format.
7/1/2012	Examples	Added examples for two-digit coding.
7/1/2012	Notes	Revised note to delete reference to charter school employees' exemption.
2/20/2012	Notes	Updated "Note" to include language for charter school exclusion.
11/22/2011	Codes	Updated "Notes" to include school administrators or instructional staff members who were not evaluated.

Data Element Number: **221810**

Data Element Name: **Personnel Evaluation, Student Performance Component**

6/1/2011   New element

Year: 2018-19

Data Element Number: **221811**

Data Element Name: **Mentor/Supervising Educator**

A code to indicate whether the staff member is a Mentor or Supervising Educator. [See Notes section for additional information.]

Code	Definition/Example
N	No, the staff member is not a mentor or supervising educator.
Y	Yes, the staff member is a mentor or supervising educator.
Z	Not Applicable (for reporting in Survey Period 5 only)

Notes: A Mentor/Supervising Educator is an individual who supervises or directs teacher preparation candidates during field experiences or student internships, provides mentoring to a district alternative certification program participant, or supervises or directs principal leadership candidates.

Length: 1

Data Type: Alphabetic

Year Implemented: 1213

State Standard: No

Use Types:

State Reporting: Yes

Local Accountability: Yes

Formats Required:

Staff Demographic Information DB9 27x

Surveys Required:

Survey 2   Yes

Survey 3   Yes

Appendixes:
None

Description of Changes:

7/1/2014	Codes	Added code "Z." Code required for reporting in Survey 5 but not listed on the data element.
7/1/2012		New Element
6/26/2012	Codes	Updated wording in the codes to match data element name.
6/26/2012	Notes	Revised the "Note" to give districts guidance on the particular staff this data element is targeting.
6/26/2012	Surveys Requi	Deleted Survey 5 as a required reporting period. Only required for Surveys 2 & 3.

Data Element Number: **221811**

Data Element Name: **Mentor/Supervising Educator**

6/26/2012 Element Name Revised the name of the data element to capture the selection of
staff to be included.

Data Element Number: **221812**

Data Element Name: **Reading Endorsement, Competency 1 (Adopted 2011)**

A code to indicate the instructional staff member's completion or non-completion of Competency 1 (Adopted 2011) required for a Reading Endorsement as adopted into State Board Rule 6A-4.0163 in September 2011.

Code	Definition/Example
C	The instructional staff member is in the process of completing the practicum for content area reading professional development (CAR-PD) or has completed CAR-PD in its entirety.
G	The instructional staff member is in the process of completing Next Generation Content Area Reading – Professional Development (NGCAR-PD) or has completed NGCAR-PD in its entirety.
N	No, the instructional staff member did not complete Competency 1 (Adopted 2011).
P	The instructional staff member is currently working toward completion of K-12 Reading certification.
R	The instructional staff member has met the requirement through K-12 Reading certification.
Y	Yes, the instructional staff member completed Competency 1 (Adopted 2011).
Z	Not applicable – not an instructional employee or not required for/applicable to this instructional staff member.

Notes: The Reading Endorsement has been revised based on research conducted after the National Reading Panel Report was released and was adopted into State Board Rule 6A-4.0163 in September 2011. The new endorsement merges the former Competencies 4 and 5 into Competency 4 and establishes the practicum (formerly Competency 6) as Competency 5. The rule requires that the new competencies and indicators be incorporated into reading endorsement courses by August 2012.

Length: 1

Data Type: Alphabetic

Year Implemented: 1213

State Standard: No

Use Types:

   State Reporting: Yes

   Local Accountability: Yes

Formats Required:

   Staff Demographic Information DB9 27x

Surveys Required:

   Survey 2   Yes

   Survey 3   Yes

Data Element Number: **221812**

Data Element Name: **Reading Endorsement, Competency 1 (Adopted 2011)**

Survey 5   Yes

Appendixes:

None

Description of Changes:

7/1/2012   New Element

Data Element Number: **221813**

Data Element Name: **Reading Endorsement, Competency 2 (Adopted 2011)**

A code to indicate the instructional staff member's completion or non-completion of Competency 2 (Adopted 2011) required for a Reading Endorsement as adopted into State Board Rule 6A-4.0163 in September 2011.

Code	Definition/Example
C	The instructional staff member is in the process of completing the practicum for content area reading professional development (CAR-PD) or has completed CAR-PD in its entirety.
G	The instructional staff member is in the process of completing Next Generation Content Area Reading – Professional Development (NGCAR-PD) or has completed NGCAR-PD in its entirety.
N	No, the instructional staff member did not complete Competency 2 (Adopted 2011).
P	The instructional staff member is currently working toward completion of K-12 Reading certification.
R	The instructional staff member has met the requirement through K-12 Reading certification.
Y	Yes, the instructional staff member completed Competency 2 (Adopted 2011).
Z	Not applicable – not an instructional employee or not required for/applicable to this instructional staff member.

Notes: The Reading Endorsement has been revised based on research conducted after the National Reading Panel Report was released and was adopted into State Board Rule 6A-4.0163 in September 2011. The new endorsement merges the former Competencies 4 and 5 into Competency 4 and establishes the practicum (formerly Competency 6) as Competency 5. The rule requires that the new competencies and indicators be incorporated into reading endorsement courses by August 2012.

Length: 1

Data Type: Alphabetic

Year Implemented: 1213

State Standard: No

Use Types:

State Reporting: Yes

Local Accountability: Yes

Formats Required:

Staff Demographic Information DB9 27x

Surveys Required:

Survey 2 Yes

Survey 3 Yes

Data Element Number: **221813**

Data Element Name: **Reading Endorsement, Competency 2 (Adopted 2011)**

Survey 5   Yes

Appendixes:

None

Description of Changes:

7/1/2012   New Element

Data Element Number: **221814**

Data Element Name: **Reading Endorsement, Competency 3 (Adopted 2011)**

A code to indicate the instructional staff member's completion or non-completion of Competency 3 (Adopted 2011) required for a Reading Endorsement as adopted into State Board Rule 6A-4.0163 in September 2011.

Code	Definition/Example
C	The instructional staff member is in the process of completing the practicum for content area reading professional development (CAR-PD) or has completed CAR-PD in its entirety.
G	The instructional staff member is in the process of completing Next Generation Content Area Reading – Professional Development (NGCAR-PD) or has completed NGCAR-PD in its entirety.
N	No, the instructional staff member did not complete Competency 3 (Adopted 2011).
P	The instructional staff member is currently working toward completion of K-12 Reading certification.
R	The instructional staff member has met the requirement through K-12 Reading certification.
Y	Yes, the instructional staff member completed Competency 3 (Adopted 2011).
Z	Not applicable – not an instructional employee or not required for/applicable to this instructional staff member.

Notes: The Reading Endorsement has been revised based on research conducted after the National Reading Panel Report was released and was adopted into State Board Rule 6A-4.0163 in September 2011. The new endorsement merges the former Competencies 4 and 5 into Competency 4 and establishes the practicum (formerly Competency 6) as Competency 5. The rule requires that the new competencies and indicators be incorporated into reading endorsement courses by August 2012.

Length: 1

Data Type: Alphabetic

Year Implemented: 1213

State Standard: No

Use Types:

   State Reporting: Yes

   Local Accountability: Yes

Formats Required:

   Staff Demographic Information DB9 27x

Surveys Required:

   Survey 2   Yes

   Survey 3   Yes

Data Element Number: **221814**

Data Element Name: **Reading Endorsement, Competency 3 (Adopted 2011)**

Survey 5   Yes

Appendixes:

None

Description of Changes:

7/1/2012   New Element

FLORIDA DEPARTMENT OF EDUCATION
DOE INFORMATION DATABASE REQUIREMENTS VOLUME II:
AUTOMATED STAFF INFORMATION SYSTEM
AUTOMATED STAFF DATA ELEMENTS
Year: 2018-19

Data Element Number: **221815**

Data Element Name: **Reading Endorsement, Competency 4 (Adopted 2011)**

A code to indicate the instructional staff member's completion or non-completion of Competency 4 (Adopted 2011) required for a Reading Endorsement as adopted into State Board Rule 6A-4.0163 in September 2011.

Code	Definition/Example
C	The instructional staff member is in the process of completing the practicum for content area reading professional development (CAR-PD) or has completed CAR-PD in its entirety.
G	The instructional staff member is in the process of completing Next Generation Content Area Reading – Professional Development (NGCAR-PD) or has completed NGCAR-PD in its entirety.
N	No, the instructional staff member did not complete Competency 4 (Adopted 2011).
P	The instructional staff member is currently working toward completion of K-12 Reading certification.
R	The instructional staff member has met the requirement through K-12 Reading certification.
Y	Yes, the instructional staff member completed Competency 4 (Adopted 2011).
Z	Not applicable – not an instructional employee or not required for/applicable to this instructional staff member.

Notes: The Reading Endorsement has been revised based on research conducted after the National Reading Panel Report was released and was adopted into State Board Rule 6A-4.0163 in September 2011. The new endorsement merges the former Competencies 4 and 5 into Competency 4 and establishes the practicum (formerly Competency 6) as Competency 5. The rule requires that the new competencies and indicators be incorporated into reading endorsement courses by August 2012.

Length: 1

Data Type: Alphabetic

Year Implemented: 1213

State Standard: No

Use Types:

   State Reporting: Yes

   Local Accountability: Yes

Formats Required:

   Staff Demographic Information DB9 27x

Surveys Required:
   Survey 2   Yes
   Survey 3   Yes

Data Element Number: **221815**

Data Element Name: **Reading Endorsement, Competency 4 (Adopted 2011)**

Survey 5   Yes

Appendixes:

None

Description of Changes:

7/1/2012   New Element

Data Element Number:　　**221816**

Data Element Name:　**Reading Endorsement, Competency 5 (Adopted 2011)**

A code to indicate the instructional staff member's completion or non-completion of Competency 5 (Adopted 2011) required for a Reading Endorsement as adopted into State Board Rule 6A-4.0163 in September 2011.

Code	Definition/Example
C	The instructional staff member is in the process of completing the practicum for content area reading professional development (CAR-PD) or has completed CAR-PD in its entirety.
G	The instructional staff member is in the process of completing Next Generation Content Area Reading – Professional Development (NGCAR-PD) or has completed NGCAR-PD in its entirety.
N	No, the instructional staff member did not complete Competency 5 (Adopted 2011).
P	The instructional staff member is currently working toward completion of K-12 Reading certification.
R	The instructional staff member has met the requirement through K-12 Reading certification.
Y	Yes, the instructional staff member completed Competency 5 (Adopted 2011).
Z	Not applicable – not an instructional employee or not required for/applicable to this instructional staff member.

Notes:　The Reading Endorsement has been revised based on research conducted after the National Reading Panel Report was released and was adopted into State Board Rule 6A-4.0163 in September 2011. The new endorsement merges the former Competencies 4 and 5 into Competency 4 and establishes the practicum (formerly Competency 6) as Competency 5. The rule requires that the new competencies and indicators be incorporated into reading endorsement courses by August 2012.

Length:　　　　　1

Data Type:　　　　Alphabetic

Year Implemented:　1213

State Standard:　　　No

Use Types:

　State Reporting:　　　Yes

　Local Accountability:　Yes

Formats Required:

　Staff Demographic Information DB9 27x

Surveys Required:

　Survey 2　　Yes

　Survey 3　　Yes

Data Element Number: **221816**

Data Element Name: **Reading Endorsement, Competency 5 (Adopted 2011)**

Survey 5   Yes

Appendixes:

None

Description of Changes:

7/1/2012   New Element

Data Element Number: **221817**

Data Element Name: **Salary Adjustment/Type**

An addition to the base salary schedule that is not a bonus and becomes part of the employee's permanent base salary and is considered compensation under s. 121.021(22), F.S. [Section 1012.22(c)1a, F.S.]

Report up to five types of Salary Adjustments and their corresponding monetary values. Report the Salary Adjustment type in positions 1, 9, 17, etc. followed by the corresponding Salary Adjustment value in the next seven positions.

The monetary value of the salary adjustment should be reported using two decimal places.

Code	Definition/Example
A	Instructional or school administrative employee rated as "highly effective" on the prior year personnel evaluation [s.1012.22 (1)(c)5a(II)b(I), F.S.]
B	Instructional or school administrative employee rated as "effective" on the prior year personnel evaluation [s.1012.22 (1)(c)5a(II)b(II), F.S.]
C	Cost-of-living adjustment [s.1012.22 (1)(c)2, F.S.]
D	Salary adjustment for salary schedule step
E	Advanced degree value that is part of the base salary for employees hired prior to July 1, 2011
F	Other salary adjustment
Z	No salary adjustment

Examples:
B0095000Z0000000Z0000000Z0000000Z0000000 = The employee received $950.00 for an effective rating on the employee's prior year personnel evaluation.

C0036000Z0000000Z0000000Z0000000Z0000000 = The employee receives $30 more a month for a "cost of living" salary adjustment. The Salary Adjustment value reported is $360.00 ($30 x 12 months).

Length: 40

Data Type: Alphanumeric

Year Implemented: 1314

State Standard: No

Use Types:

  State Reporting: Yes

  Local Accountability: Yes

Formats Required:

Data Element Number: **221817**

Data Element Name: **Salary Adjustment/Type**

Staff Payroll Information DB9 30x

Surveys Required:

Survey 2   Yes

Survey 3   Yes

Appendixes:

None

Description of Changes:

7/1/2013   New Element

Year: 2018-19

Data Element Number: **221818**

Data Element Name: **Salary, Annual**

The annual salary, before deductions and excluding additional compensations (such as supplements or bonuses), expected to be paid to the employee in this job. This amount is the base salary and any salary adjustments (compensation that became part of the employee's permanent base salary).

Code	Definition/Example
NNNNNNNNN	Example: 008550000 = $85,500.00

Notes: All zeros may be reported for temporary part-time or student employees.

Length: 9

Data Type: Numeric

Year Implemented: 1314

State Standard: No

Use Types:

State Reporting: Yes

Local Accountability: Yes

Formats Required:

Staff Payroll Information DB9 30x

Surveys Required:

Survey 2   Yes

Survey 3   Yes

Appendixes:

None

Description of Changes:

7/1/2013   New Element

Data Element Number: **221819**

Data Element Name: **Florida Education Identifier**

A code issued by the Florida Department of Education used to uniquely identify a person in Florida's education data system.

Code   **Definition/Example**

     FL123456789012 Florida Education Identifier (FLEID) for an employee.

     FLxxxxxxxxxxxx   Florida Education Identifier (FLEID) standard.

Notes:
The Florida Education Identifier is assigned to a person and used across the student and staff information database systems.
The Florida Education Identifier is abbreviated FLEID.
The Florida Education Identifier always begins with FL.

Length: 14

Data Type: Alphanumeric

Year Implemented: 1314

State Standard: Yes

Use Types:

  State Reporting: Yes

  Local Accountability: Yes

Formats Required:

  Staff Additional Compensation DB9 32x

  Staff Additional Job Assignments DB9 31x

  Staff Benefits DB9 33x

  Staff Demographic Information DB9 27x

  Staff Experience DB9 28x

  Staff Fiscal Year Benefits DB9 44x

  Staff Fiscal Year Salaries DB9 43x

  Staff Multidistrict Employee DB9 29x

  Staff Payroll Information DB9 30x

  Staff Professional Development DB9 36x

Surveys Required:

  Survey 2   Yes

  Survey 3   Yes

  Survey 5   Yes

  Survey 8   Yes

Data Element Number: **221819**

Data Element Name: **Florida Education Identifier**

Appendixes:
None

Description of Changes:

7/1/2013	New Element

Data Element Number: **221824**

Data Element Name: **Grandfathered Salary Schedule Pay Type Indicator**

Grandfathered Salary Schedule Pay Type Indicator denotes whether the instructional staff member or school administrator, that was hired prior to 07/01/2014, was appointed for the first time on or after 07/01/2014 to a position in the capacity of instructional personnel or school administrator and was placed on the performance salary schedule. (S. 1012.22 (1) (c)5.a. (II), F.S.)

Code	Definition/Example
N	Instructional staff member or school administrator was not appointed to a position that changed in capacity
Y	Instructional staff member or school administrator was appointed to a position that changed in capacity.
Z	Not applicable

Notes:
- A change in capacity during the reporting year where employee's Job Code changed from lines 09-19 to 21-43, inclusive, of the Public Schools Staff Survey - EEO-05; or changed from lines 21-43 to 09-19, inclusive.
- "Instructional personnel" means instructional personnel as defined in s. 1012.01(2)(a)-(d), F.S.
- "School administrator" means a school administrator as defined in s. 1012.01(3)(c), F.S.

Length: 1

Data Type: Alphabetic

Year   Implemented: 1617

State Standard: No

Use Types:

  State Reporting: Yes

  Local Accountability: Yes

Formats Required:

  Staff Payroll Information DB9 30x

Surveys Required:

  Survey 2   Yes

  Survey 3   Yes

Appendixes:

Description of Changes:

7/1/2017	Notes	Provided clarifying language in note for when 'change in capacity' applies.
7/1/2017	Definition	Revised definition to change the date requirement according to F.S. 1012.22(1)(c)4.a.
7/1/2016		New Element

Data Element Number: **221824**

Data Element Name: **Grandfathered Salary Schedule Pay Type Indicator**

FLORIDA DEPARTMENT OF EDUCATION
DOE INFORMATION DATA BASE REQUIREMENTS
VOLUME II: AUTOMATED STAFF INFORMATION SYSTEM

| Implementation Date: |
| Fiscal Year 1992-93 |
| July 1, 1992 |

APPENDIX A
FLORIDA EDUCATORS CERTIFICATE SUBJECT CODES

The file containing the codes is at NWRDC.

File Description: Subject Code Name File

Dataset Name: DPS.DISTRICT.K9.F61707.Yxxxx

FLORIDA DEPARTMENT OF EDUCATION
DOE INFORMATION DATABASE REQUIREMENTS
2018-19 AUTOMATED STAFF INFORMATION SYSTEM
APPENDIX B: DISTRICT NAME TABLE

District Number	District Name	Change	Date of Change
01	Alachua		
02	Baker		
03	Bay		
04	Bradford		
05	Brevard		
06	Broward		
07	Calhoun		
08	Charlotte		
09	Citrus		
10	Clay		
11	Collier		
12	Columbia		
13	Miami-Dade		
14	DeSoto		
15	Dixie		
16	Duval		
17	Escambia		
18	Flagler		
19	Franklin		
20	Gadsden		
21	Gilchrist		
22	Glades		
23	Gulf		
24	Hamilton		
25	Hardee		
26	Hendry		
27	Hernando		
28	Highlands		
29	Hillsborough		
30	Holmes		
31	Indian River		
32	Jackson		
33	Jefferson		
34	Lafayette		
35	Lake		
36	Lee		
37	Leon		
38	Levy		
39	Liberty		
40	Madison		
41	Manatee		
42	Marion		
43	Martin		
44	Monroe		
45	Nassau		
46	Okaloosa		
47	Okeechobee		
48	Orange		
49	Osceola		
50	Palm Beach		
51	Pasco		

District Number	District Name	Change	Date of Change
52	Pinellas		
53	Polk		
54	Putnam		
55	St. Johns		
56	St. Lucie		
57	Santa Rosa		
58	Sarasota		
59	Seminole		
60	Sumter		
61	Suwannee		
62	Taylor		
63	Union		
64	Volusia		
65	Wakulla		
66	Walton		
67	Washington		
68	Florida School for Deaf/Blind		
~~69~~	~~Washington Special~~	Deleted	7/13/2017
71	Florida Virtual School		
72	FAU - Lab School		
73	FSU - Lab School		
74	FAMU - Lab School		
75	UF - Lab School		
70	Eckerd Challenge Program (valid prior to 1994-95)		
76	Department of Corrections		
77	Community Colleges		
78	Florida Connections Academy (valid from 2004-05 through 2008-09)		
79	Florida Virtual Academy (valid from 2004-05 through 2008-09)		
88	Division of Public Schools (Academic Scholar Records)		
99	Other than a Florida Public School		

FLORIDA DEPARTMENT OF EDUCATION
DOE INFORMATION DATABASE REQUIREMENTS
2018-19 AUTOMATED STAFF INFORMATION SYSTEM
APPENDIX C: COUNTRY CODES

Implementation Date:
1995-95
July 1, 1995

CODE	COUNTRY
AF	Afghanistan
AB	Albania
AG	Algeria
AN	Andorra
AO	Angola
AV	Anguilla
AY	Antarctica
AC	Antigua and Barbuda
AX	Antilles
AE	Argentina
AD	Armenia
AA	Aruba
AS	Australia
AU	Austria
AJ	Azerbaijan
AI	Azores Islands, Portugal
BF	Bahamas
BA	Bahrain
BS	Baltic States
BG	Bangladesh
BB	Barbados
BI	Bassas Da India
BE	Belgium
BZ	Belize
BN	Benin
BD	Bermuda
BH	Bhutan
BL	Bolivia
BJ	Bonaire Island
BP	Bosnia and Herzegovina
BC	Botswana
BV	Bouvet Island
BR	Brazil
BT	British Virgin Islands
BW	British West Indies
BQ	Brunei Darussalam
BU	Bulgaria
BX	Burkina Faso, West Africa
BM	Burma
BY	Burundi
JB	Byelorussia SSR
CB	Cambodia
CM	Cameroon
CC	Canada
CV	Cape Verde
CJ	Cayman Islands
CP	Central African Republic
CD	Chad
CI	Chile
CH	China
KI	Christmas Island

FLORIDA DEPARTMENT OF EDUCATION
DOE INFORMATION DATABASE REQUIREMENTS
2018-19 AUTOMATED STAFF INFORMATION SYSTEM
APPENDIX C: COUNTRY CODES

Implementation Date:
1995-95
July 1, 1995

CODE	COUNTRY
CN	Clipperton Island
KG	Cocos Islands (Keeling)
CL	Colombia
CQ	Comoros
CF	Congo
CR	Coral Sea Island
CS	Costa Rica
DF	Croatia
CU	Cuba
DH	Curacao Island
CY	Cyprus
CX	Czechoslovakia
DT	Czech Republic
DK	Democratic Kampuchea
DA	Denmark
DJ	Djibouti
DO	Dominica
DR	Dominican Republic
EJ	East Timor
EC	Ecuador
EG	Egypt
ES	El Salvador
EN	England
EA	Equatorial Africa
EQ	Equatorial Guinea
ER	Eritrea
EE	Estonia
ET	Ethiopia
EU	Europa Island
FA	Falkland Islands (Malvinas)
FO	Faroe Islands
FJ	Fiji
FI	Finland
FR	France
FM	France, Metropolitian
FN	French Guiana
FP	French Polynesia
FS	French Southern and Antarctic Islands
JC	French Southern Territories
FW	French West Africa
GB	Gabon
GM	Gambia
GZ	Gaza Strip
GD	Georgia
GE	Germany
GH	Ghana
GI	Gibraltar
GO	Glorioso Islands
GR	Greece
GL	Greenland
GJ	Grenada

FLORIDA DEPARTMENT OF EDUCATION
DOE INFORMATION DATABASE REQUIREMENTS
2018-19 AUTOMATED STAFF INFORMATION SYSTEM
APPENDIX C: COUNTRY CODES

Implementation Date:
1995-95
July 1, 1995

CODE	COUNTRY
GP	Guadeloupe
GT	Guatemala
GF	Guernsey
FG	Guiana
GV	Guinea
GS	Guinea-Bissau
GY	Guyana
HA	Haiti
HM	Heard and McDonald Islands (Australia)
HO	Honduras
HK	Hong Kong
HU	Hungary
IC	Iceland
II	India
IX	Indian Ocean Territory (British)
IO	Indonesia
IR	Iran
IZ	Iraq
EI	Ireland
IS	Israel
IT	Italy
IV	Ivory Coast
JM	Jamaica
JN	Jan Meyan
JA	Japan
JO	Jordan
JD	Juan De Nova Island
KA	Kazakhstan
KE	Kenya
KB	Kiribati
KN	Korea, Peoples Republic of (North)
KR	Korea, Republic of (South)
KU	Kuwait
KC	Kyrgyzstan
LO	Lao, Peoples Democrat Republic of
LP	Lapland
LV	Latvia
LE	Lebanon
LT	Lesotho
LI	Liberia
LY	Libya
LB	Libyan Arab Jamahiriya
LS	Liechtenstein
LH	Lithuania
LU	Luxembourg
MC	Macau
MF	Madagascar
IM	Madeira Islands
MK	Malawi
MY	Malaysia
MV	Maldives

FLORIDA DEPARTMENT OF EDUCATION
DOE INFORMATION DATABASE REQUIREMENTS
2018-19 AUTOMATED STAFF INFORMATION SYSTEM
APPENDIX C: COUNTRY CODES

Implementation Date:
1995-95
July 1, 1995

CODE	COUNTRY
ML	Mali
XA	Malta
MB	Martinique
MR	Mauritania
MP	Mauritius
YT	Mayotte
NB	Melanesia
MX	Mexico
OE	Moldova, Republic of
MJ	Monaco
MG	Mongolia
MH	Montserrat
OJ	Moorea
MW	Morocco
MZ	Mozambique
OP	Myanmar
NK	Namibia
NR	Nauru
NP	Nepal
NL	Netherlands
NA	Netherlands Antilles
NN	Neutral Zone
NW	New Caledonia
NT	New Hibrides
NZ	New Zealand
NU	Nicaragua
NG	Niger
NI	Nigeria
QE	Niue
NF	Norfolk Island
NX	North Africa
QI	North Ireland
NO	Norway
OC	Oceania
MU	Oman
PI	Pacific Island
PK	Pakistan
PS	Palestine
PN	Panama
NQ	Papua New Guinea (Previously New Guinea)
PD	Paracel Islands
PX	Paraguay
PG	Persian Gulf States
PE	Peru
RP	Philippines
PC	Pitcairn Islands
PL	Poland
PY	Polynesia
PO	Portugal
QA	Qatar
RE	Reunion

FLORIDA DEPARTMENT OF EDUCATION
DOE INFORMATION DATABASE REQUIREMENTS
2018-19 AUTOMATED STAFF INFORMATION SYSTEM
APPENDIX C: COUNTRY CODES

Implementation Date:
1995-95
July 1, 1995

CODE	COUNTRY
RH	Rhodesia
RO	Romania
RU	Russian Federation
RW	Rwanda
QD	Samoa
SM	San Marino
SQ	Sao Tome and Principe
SA	Saudi Arabia
LD	Scotland
SG	Senegal
SE	Seychelles Islands
SL	Sierra Leone
SK	Sikkim
SN	Singapore
QH	Slovakia
JE	Slovenia
SI	Solomon Islands
SO	Somalia
JF	South Georgia and the South Sandwich Islands
SF	South Africa
UR	Soviet Union
SP	Spain
SS	Spanish Sahara
SR	Spratley Islands
CE	Sri Lanka, Ceylon
SB	St. Barthelemy
SH	St. Helena (Ascension Island)
SV	St. Kitts-Nevis
SJ	St. Lucia
ST	St. LVC Vincentucia
JS	St. Pierre and Miquelon
JH	St. Vincent and Grenadines
SU	Sudan
SX	Suriname
JK	Svalbard
WZ	Swaziland
SW	Sweden
SZ	Switzerland
SY	Syria
JJ	Syrian Aria Republic
TA	Tahaiti
TB	Taiwan, Province of China
TZ	Tanzania, United Republic of
TJ	Tajikistan
TH	Thailand
TO	Togo
TL	Tokelau
XT	Tonga
TD	Trinidad and Tobago
TR	Tromelin Island
TQ	Trust Territory of Pacific

FLORIDA DEPARTMENT OF EDUCATION
DOE INFORMATION DATABASE REQUIREMENTS
2018-19 AUTOMATED STAFF INFORMATION SYSTEM
APPENDIX C: COUNTRY CODES

Implementation Date:
1995-95
July 1, 1995

CODE	COUNTRY
TS	Tunisia
TU	Turkey
TE	Turkmen (S.S.R.)
TK	Turks and Caicos Islands
TY	Tuvalu
UG	Uganda
UA	Ukraine (Formerly, Ukrainian Soviet Socialist Republic)
UB	Union of Soviet Socialist Republic
TC	United Arab Emirates
UK	United Kingdom (Great Britain)
US	United States
UV	Upper Volta
UY	Uruguay
UD	Uzbekistan
TV	Vatican City
VN	Vanuatu
VE	Venezuela
VM	Vietnam
WL	Wales
WC	Wallis and Futuna Islands
WN	West Indies
WB	Western Sahara
WS	Western Samoa
YS	Yemen, Peoples Democratic Republic of
YE	Yemen, Arab Republic
YO	Yugoslavia
CG	Zaire
ZA	Zambia
ZB	Zimbabwe

The component number is a unique seven-digit number assigned by the district to each individual component and should remain the same during the life of the component. It is composed of the following codes:

POSITION 1: FUNCTION - A one-digit code which identifies the function which is the principal focus of the component (s 1012.98(4)(b)3., F.S.)

1	Subject Content/Academic Standards
2	Instructional Methodology/Faculty Development
3	Technology Integration/Digital Learning Support
4	Assessment and Data Analysis/Problem Solving
5	Classroom Management
6	School Safety/Safe Learning Environment/School Culture
7	Management/Leadership/Planning
8	General Support
9	Student Growth/Achievement/Success

POSITIONS 2-4: FOCUS AREA - A three-digit code which identifies the principal subject area upon which the component focuses.

INSTRUCTION: Components which focus on activities which deal directly with the teaching of pupils or with pupil-teacher interaction.

BASIC PROGRAMS: Basic programs include those instructional programs in grades PK-12 which are not part of the district or agency program in Exceptional Student Education, English Language Learners, Career and Technical Education or Adult/Community Education.

000	Art
2	Career Education
3	Computer Science/Technology Education
4	World Languages
5	Health/Nutrition
6	Humanities
7	Integrated Curriculum
8	Language Arts
9	Mathematics
10	Music
11	Physical Education
12	Prekindergarten
13	Reading
14	Safety/Driver Education
15	Science
16	Social Studies
17	Writing

FLORIDA DEPARTMENT OF EDUCATION
DOE INFORMATION DATA BASE REQUIREMENTS
2018-19 AUTOMATED STAFF INFORMATION SYSTEM
APPENDIX D: PROFESSIONAL DEVELOPMENT COMPONENT NUMBER

| Implementation Date: |
| Fiscal Year 1992-93 |
| July 1, 1992 |

EXCEPTIONAL STUDENT EDUCATION PROGRAMS: Exceptional student Education programs include programs for students with disabilities and students identified as gifted. Component activities are designed to increase the competencies of the participants in generating improved learning environments and improved student outcomes for exceptional students.

100	Instructional Strategies for students with disabilities
101	Classroom Management for students with disabilities
102	Assessment for students with disabilities
103	Procedural/Legal Requirements
104	Working With Aides, Volunteers, Mentors for students with disabilities
105	Curriculum for students with disabilities
106	Gifted and Talented

CAREER AND TECHNICAL EDUCATION PROGRAMS: Career and Technical education programs are those instruction programs which are provided in order to enable persons to develop an occupational proficiency or to expose them to the world of work.

200	Agribusiness and Natural Resource Education
201	Business Technology Education
202	Diversified Education
203	Family and Consumer Sciences
204	Health Science Education
205	Industrial Education
206	Marketing Education
207	Middle School Exploratory Career and Technical Education Wheel
208	Public Service Occupations Education
209	Technology Education
210	Career and Technical Education Instructional Support Services
211	Career and Technical Education, Unclassified

ADULT/COMMUNITY EDUCATION PROGRAMS: Adult education programs include adult basic and high school programs for adult students, which provide instruction in the basic skills of reading, writing or arithmetic in grades 1-8 or which provide instruction at the high school level or which prepare the student to take the GED Tests. Adult education programs also include community service, noncredit courses of an educational nature.

300	Adult Basic Education (ABE)
301	Adult Education, Unclassified
302	Adult English for Speakers of Other Languages (ESOL)
303	Adult General Education for Adults with Disabilities
304	Citizenship
305	General Education – Promotion (Adult High School)
306	General Education Development (GED) Preparatory
307	Career and Technical Education Preparatory Instruction
308	Workplace Readiness Skills

FLORIDA DEPARTMENT OF EDUCATION
DOE INFORMATION DATA BASE REQUIREMENTS
2018-19 AUTOMATED STAFF INFORMATION SYSTEM
APPENDIX D: PROFESSIONAL DEVELOPMENT COMPONENT NUMBER

Implementation Date:
Fiscal Year 1992-93
July 1, 1992

STUDENT AND INSTRUCTIONAL SUPPORT PROCESSES: Components which do not focus on any one basic program, but increase the competencies of the participants in generating improved learning environments. They include instructional support services (media, volunteers, multicultural education, organizational supports), student support services (social, counseling, psychological and health), and intervention and prevention programs.

400	Academic Interventions
401	Assessment/Student Appraisal
402	Attendance
403	Behavioral Interventions (e.g., crisis, abuse, social skills)
404	Classroom Management and Organization/Learning Environments
405	Dropout Retrieval
406	Human Relations/Communication Skills
407	Instructional Media Services
408	Instructional Strategies
409	Instructional Support Services, Unclassified
410	Laws, Rules, Policies, Procedures
411	Learning Styles, Student Differences
412	Multicultural Education
413	Parent involvement, Parent Support
414	Physical and Mental Health Issues
415	Problem-Solving Teams
416	Professional Standards and Ethics
417	Program Administration, Evaluation, Accountability
418	Scholarships, Financial Aid, Education Transitions
419	Section 504/Americans with Disabilities Act
420	Service Coordination, Collaboration, Integration
421	Student Motivation
422	Students Records
423	Supplemental Academic Instruction
424	Working With Volunteers, Aides and Mentors

FLORIDA DEPARTMENT OF EDUCATION
DOE INFORMATION DATA BASE REQUIREMENTS
2018-19 AUTOMATED STAFF INFORMATION SYSTEM
APPENDIX D: PROFESSIONAL DEVELOPMENT COMPONENT NUMBER

Implementation Date:
Fiscal Year 1992-93
July 1, 1992

GENERAL SUPPORT: Components which focus on activities or services connected with establishing policy and the management of the school system or of individual schools or with the provision of facilities and services to staff. Central services include the activities of planning, research, evaluation, statistical analysis, data processing, monitoring and feedback on proficiency of implementing initiatives and standards.

500   Board of Education
501   Central Services – Planning/Program Evaluation/Continuous Improvement
502   District-Level Management
503   Diversity/Ethics
504   Fiscal Services
505   Food Services
506   General Support Services, Unclassified
507   Leadership Skills/Communication/Critical Thinking
508   Management Information Services
509   Office/Clerical Services
510   Plant Operation and Maintenance
511   Safety/Security
512   School Improvement – School Level
513   School-Level Management
514   Service on Advisory or Instructional Materials Councils
515   Transportation Services
516   Faculty Development
517   Instructional Leadership School Level
518   School Improvement – District Level
519   Professional Learning Standards
520   Personnel Evaluation System Implementation
521   Schools of Excellence

COMMUNITY SERVICES: Components which focus on activities which do not relate directly to the education of pupils in the school system but pertain to services provided to the community such as recreation and day care programs, civic activities or library services.

600   Community Services, Unclassified
601   Lay Advisory Councils
602   Parent Education

ENGLISH LANGUAGE LEARNERS: Professional development activities related to the teaching and learning of English Language Learners (ELL).

700   Instructional strategies for ELL students
701   Understanding and implementation of assessment of ELL students
702   Understanding and implementation of English language proficiency (ELP) standards and academic content standards for ELL students
703   Alignment of the curriculum in language instruction educational programs to ELP standards
704   Subject matter knowledge for teachers
705   Other

FLORIDA DEPARTMENT OF EDUCATION
DOE INFORMATION DATA BASE REQUIREMENTS
2018-19 AUTOMATED STAFF INFORMATION SYSTEM
APPENDIX D: PROFESSIONAL DEVELOPMENT COMPONENT NUMBER

Implementation Date:
Fiscal Year 1992-93
July 1, 1992

STUDENT GROWTH: Components which focus on professional learning intended to result in direct improvement or growth in student learning on expectations in course descriptions as assessed through state, district or school level growth or achievement measures.

800	State Assessments
801	District End of Course Assessments
802	School Level Assessments
803	Learning Goals and/or IEP Targets
804	Performance Assessments
805	Other

POSITIONS 5-7: SEQUENTIAL NUMBER - A three-digit code which assigns a sequential number (001-999) to each component with the same function and focus area.

FLORIDA DEPARTMENT OF EDUCATION
DOE INFORMATION DATA BASE REQUIREMENTS
VOLUME II: AUTOMATED STAFF INFORMATION SYSTEM
AUTOMATED STAFF DATA ELEMENTS

Implementation Date:
Fiscal Year 1990-91
July 1, 1990

APPENDIX E

JOB CODE ASSIGNMENTS

The job codes have been structured around the function categories 5100 to 9100 found in the Financial and Program Cost Accounting and Reporting Manual (Red Book) so that jobs found in a particular function will have codes beginning with the two digits which correspond to that function area. For example, teachers in basic education have job codes beginning with 51 and food service workers have job codes beginning with 76.

In addition, the job codes have been organized to form the following 11 categories of employees:

Categories of Employees

I.	Executive Administrators
II.	General Administrators
III.	School Administrators
IV.	Professional Staff
V.	Instructional Staff
VI.	Other Managers
VII.	Technicians
VIII.	Paraprofessionals and Administrative Support Workers
IX.	Skilled Crafts Workers
X.	Service Workers
XI.	Other - School Board Members

The first three categories (Executive Administrators, General Administrators and School Administrators) comprise the Administrative Staff. The Instructional Staff includes category V. (Instructional Staff) plus those in categories IV. (Professional Staff) and VI. (Other Managers) whose duties are instructional. Categories VII. through X. and non-instructional personnel in Categories IV. and VI. make up the Support Staff. Definitions and guidelines for the use and assignment of job codes and categories follow.

A basic premise that should be followed throughout the assignment of job codes is that an employee should be coded according to the job functions required rather than according to the job title or pay schedule for that job. No employee eligible for membership in a bargaining unit should be assigned a job code in Categories I., II. or III.

FLORIDA DEPARTMENT OF EDUCATION
DOE INFORMATION DATA BASE REQUIREMENTS
VOLUME II: AUTOMATED STAFF INFORMATION SYSTEM
AUTOMATED STAFF DATA ELEMENTS

Implementation Date:
Fiscal Year 1990-91
July 1, 1990

APPENDIX E

JOB CODE ASSIGNMENTS

Definitions and Guidelines for Use of Job Codes and Categories

I. **Executive Administrators**

Included here are persons with district-level administrative or policy-making duties who have broad authority for management policies and general school district operations. They often report directly to the superintendent and supervise other administrative employees. These staff members perform jobs which require leadership, discretion and independent judgment.

Included here are the superintendent and deputy, associate, assistant and area superintendents.

Executive administrators in the district should be assigned job codes based on the established hierarchy. That is, the administrator who is higher in the district hierarchy should be placed higher when assigning DOE job codes, regardless of the title that person actually holds in the district. If this category of employee does not exist in a particular district, that district should assign DOE job codes in another category, as appropriate.

II. **General Administrators**

These persons have general administrative duties within a department, subdivision or special area. They have a management and policy-making duties and often direct the work of other employees. Their duties may include recommending hiring, firing, advancements, etc.; evaluating employees; setting and adjusting work schedules; supervising work; handling employee complaints; and interviewing, selecting and training employees.

Included here are executive and general directors, directors, assistant directors, supervisors, coordinators and administrators on special assignment.

General administrators in the district should be assigned job codes based on the established hierarchy. That is, the administrator who is higher in the district hierarchy should be placed higher when assigning DOE job codes, regardless of the title that person actually holds in the district. If this category of employee does not exist in a particular district, that district should assign DOE job codes in another category, as appropriate.

III. **School Administrators**

These administrators include the following:

Principals - Staff members performing the assigned activities as the administrative head of a school to whom has been delegated responsibility for the coordination and direction of the activities of the school.

Assistant Principals - Staff members assisting the administrative head of the school.

Curriculum Coordinators and Deans - Staff members under the direction of the administrative head of the school who have responsibility for such things as disciplining students, assisting teachers with classroom management problems, providing information and guidance to other staff members to provide the curriculum of the school and similar duties.

FLORIDA DEPARTMENT OF EDUCATION
DOE INFORMATION DATA BASE REQUIREMENTS
VOLUME II: AUTOMATED STAFF INFORMATION SYSTEM
AUTOMATED STAFF DATA ELEMENTS

Implementation Date:
Fiscal Year 1990-91
July 1, 1990

APPENDIX E

JOB CODE ASSIGNMENTS

IV.   Professional Staff

These staff members perform activities of leadership, guidance and expertise in a field of specialization which requires knowledge of an advanced type. The work generally requires the consistent exercise of discretion and judgment in its performance.

Included here are specialists, managers, administrative assistants, architects, attorneys, accountants, computer programmers and teachers on special assignment.

V.   Instructional Staff

Instructional staff include the following:

Classroom teachers - Staff members assigned the professional activity of instructing students in courses in classroom situations, including basic instruction, exceptional student education, career and technical education and adult education. Substitute teachers are included here.

Pupil Personnel Services - Staff members responsible for advising students with regard to their abilities and aptitudes, educational and occupational opportunities, personal and social adjustments; providing placement services; performing educational evaluations; and similar functions. Included here are certified school counselors, social workers, occupational/placement specialists and school psychologists.

Librarians/Media Specialists - Staff members responsible for organizing and managing school libraries. These employees are responsible for preparing, caring for and making available to instructional programs the equipment, materials, scripts and other aids which assist teaching and learning through special appeal to the senses of sight and hearing, e.g., audio-visual services, etc.

Other Instructional Staff - Staff members who are part of the instructional staff but are not classified in one of the above categories. Included here are primary specialists, learning resource specialists, instructional trainers and similar positions.

Coaches: Reading/Math - Staff members responsible for providing professional development to teachers to generate improvement in reading/math instruction and reading/math achievement. These employees model effective instructional strategies; facilitate study groups; train teachers in data analysis; coach and mentor colleagues and, in general, provide daily support to classroom teachers. These employees are not teachers or resource teachers; they only work with students when modeling appropriate strategies for teachers or when conducting diagnostic assessments.

VI.   Other Managers

These staff members perform some managerial and supervisory functions while usually also performing general operations functions, clerical work or routine tasks. They may direct employees' work, plan the work schedule, control the flow and distribution of work or materials, train employees, handle complaints, authorize payments and appraise productivity and efficiency of employees.

Included here are managers such as word processing center managers, mail room managers and lunch room managers; foremen and lead workers.

FLORIDA DEPARTMENT OF EDUCATION
DOE INFORMATION DATA BASE REQUIREMENTS
VOLUME II: AUTOMATED STAFF INFORMATION SYSTEM
AUTOMATED STAFF DATA ELEMENTS

| **Implementation Date:** |
| Fiscal Year 1990-91 |
| July 1, 1990 |

APPENDIX E

JOB CODE ASSIGNMENTS

VII.   Technicians

Individuals whose occupations require a combination of knowledge and manual skill which can be obtained through about two years of post-high school education, such as is offered in many technical institutes and junior colleges, or through equivalent on-the-job training.

Included here are such staff members as computer programmers and operators, film inspectors, projectionists, graphic artists, draftsmen, engineering aides, licensed practical nurses, dietitians, photographers, radio operators, technical illustrators and technicians (medical, dental, electronic, physical science).

VIII.   Paraprofessionals and Administrative Support Workers

Included here are the following:

Administrative Support Workers - Individuals whose job requires skills and training in clerical-type work including activities such as preparing, transcribing, systematizing or preserving written communications and reports or operating equipment such as bookkeeping machines, word processors and tabulating machines. Include secretaries, clerks, bookkeepers, messengers and office machine operators.

Paraprofessionals - Individuals who provide instructional support services only when working under the direct supervision of a teacher. Included here are classroom aides in regular instruction, exceptional education aides, career and technical education aides, adult education aides, library aides, physical education and playground aides and other school-level aides and paraprofessionals. Non-instructional paraprofessional roles may include personal care services, clerical duties, parental involvement activities, non-instructional computer assistance, food service, non-instructional media center/library supervision, playground/cafeteria supervision, and translators. [Title I Paraprofessionals include all paraprofessionals who 1) work in a targeted assistance program and are paid with Title I funds or 2) in a Title I school wide program.]

IX.   Skilled Crafts Workers

Individuals who perform jobs which require special manual skill and a thorough and comprehensive knowledge of the processes involved in the work which is acquired through on-the-job training and experience or through apprenticeship or other formal training programs.

Include mechanics, repairmen, electricians, heavy equipment operators, stationery engineers, skilled machining occupations, carpenters, compositors and typesetters.

X.   Service Workers

Staff members performing a service for which there are no formal qualifications. Included here are those responsible for cleaning the buildings, school plants or supporting facilities; maintenance and operation of such equipment as heating and ventilation systems; preserving the security of school property; and keeping the school plant safe for occupancy and use.

Include garage laborers, car washers and greasers, gardeners and groundskeepers.

XI.   Other – School Board Members

FLORIDA DEPARTMENT OF EDUCATION
DOE INFORMATION DATA BASE REQUIREMENTS
VOLUME II: AUTOMATED STAFF INFORMATION SYSTEM
AUTOMATED STAFF DATA ELEMENTS

Implementation Date:
Fiscal Year 1990-91
July 1, 1990

APPENDIX E

JOB CODE ASSIGNMENTS

Job Classifications with Unique Last Digits

Each job has been given a unique title, abbreviated title and job code number. Certain job classifications have been given unique last digits within most, but not all, of the function categories. These are listed below.

I. Executive Administrators
    1   Superintendent
    2   Deputy Superintendent
    3   Associate Superintendent
    4   Assistant/Area Superintendent

II. General Administrators
    5   Executive/General Director
    6   Director
    7   Assistant Director
    8   Supervisor
    9   Coordinator
    10 Administrator on Special Assignment

IV. Professional Staff
    11 Specialist/Manager
    12 Administrative Assistant
    12. Teacher on Special Assignment

VI. Other Managers
    13 Manager
    14. Foreman
    15. Lead Worker

VIII. Paraprofessionals and Administrative Support Workers
    90 Executive Secretary
    91 Secretary
    92 Clerk Typist
    93 Clerk
    94 Office Aide
    95 Receptionist
    96 Data Entry Operator
    97 Bookkeeper
    98 Messenger/Deliveryman
    99 Other Clerical Staff

FLORIDA DEPARTMENT OF EDUCATION
DOE INFORMATION DATA BASE REQUIREMENTS
VOLUME II: AUTOMATED STAFF INFORMATION SYSTEM
AUTOMATED STAFF DATA ELEMENTS

Implementation Date:
Fiscal Year 1990-91
July 1, 1990

APPENDIX E

JOB CODE ASSIGNMENTS

51 Basic Instruction

Abbreviated Title	Job Code Number	Job Code Title
TEACHER, DR PREV-E	51001	Teacher, Dropout Prevention, Elementary
TEACHER, DR PREV-M/J	51002	Teacher, Dropout Prevention, Middle/Junior
TEACHER, DR PREV-SH	51003	Teacher, Dropout Prevention, Senior High
TEACHER, ART-E	51004	Teacher, Art, Elementary
TEACHER, ART M/J	51005	Teacher, Art, Middle/Junior
TEACHER, ART-SH	51006	Teacher, Art, Senior High
TEACHER, COMPU ED-E	51007	Teacher, Computer Education, Elementary
TEACHER, COMPU ED-M/J	51008	Teacher, Computer Education, Middle/Junior
TEACHER, COMPU ED-SH	51009	Teacher, Computer Education, Senior High
TEACHER, DANCE-M/J	51010	Teacher, Dance, Middle/Junior High
TEACHER, DANCE-SH	51011	Teacher, Dance, Senior High
TEACHER, DRAMA-M/J	51012	Teacher, Drama, Middle/Junior
TEACHER, DRAMA-SH	51013	Teacher, Drama, Senior High
TEACHER, EXPER ED-SH	51014	Teacher, Experiential Education, Senior High
TEACHER, FOR LAN-E	51015	Teacher, World Language, Elementary
TEACHER, FOR LAN-M/J	51016	Teacher, World Language, Middle/Junior
TEACHER, FOR LAN-SH	51017	Teacher, World Language, Senior High
TEACHER, HEALTH-E	51018	Teacher, Health, Elementary
TEACHER, HEALTH-M/J	51019	Teacher, Health, Middle/Junior
TEACHER, HEALTH-SH	51020	Teacher, Health, Senior high
TEACHER, HUM-M/J	51021	Teacher, Humanities, Middle/Junior High
TEACHER, HUM-SH	51022	Teacher, Humanities, Senior High
TEACHER, ISS-E	51023	Teacher, In-School Suspension, Elementary
TEACHER, ISS-M/J	51024	Teacher, In-School Suspension, Middle/Junior
TEACHER, ISS-SH	51025	Teacher, In-School Suspension, Senior High
TEACHER, LANG AR-E	51026	Teacher, Language Arts, Elementary
TEACHER, LANG AR-M/J	51027	Teacher, Language Arts, Middle/Junior
TEACHER, LANG AR-SH	51028	Teacher, Language Arts, Senior High
TEACHER, LIB/MED-M/J	51029	Teacher, Library/Media, Middle/Junior
TEACHER, LIB/MED-SH	51030	Teacher, Library/Media, Senior High
TEACHER, MATH-E	51031	Teacher, Mathematics, Elementary
TEACHER, MATH-M/J	51032	Teacher, Mathematics, Middle/Junior
TEACHER, MATH-SH	51033	Teacher, Mathematics, Senior High
TEACHER, MUSIC-E	51034	Teacher, Music, Elementary
TEACHER, MUSIC-M/J	51035	Teacher, Music, Middle/Junior
TEACHER, MUSIC-SH	51036	Teacher, Music, Senior High
TEACHER, PEER CN-M/J	51037	Teacher, Peer Counseling, Middle/Junior
TEACHER, PEER CN-SH	51038	Teacher, Peer Counseling, Senior High
TEACHER, PE-E	51039	Teacher, Physical Education, Elementary
TEACHER, PE-M/J	51040	Teacher, Physical Education, Middle/Junior
TEACHER, PE-SH	51041	Teacher, Physical Education, Senior High
TEACHER, READ, SH	51042	Teacher, Reading, Senior High
TEACHER, REM/CE-E	51043	Teacher, Remedial/Comp Ed, Elementary

FLORIDA DEPARTMENT OF EDUCATION
DOE INFORMATION DATA BASE REQUIREMENTS
VOLUME II: AUTOMATED STAFF INFORMATION SYSTEM
AUTOMATED STAFF DATA ELEMENTS

Implementation Date:
Fiscal Year 1990-91
July 1, 1990

APPENDIX E

JOB CODE ASSIGNMENTS

51 Basic Instruction *(Continued)*

Abbreviated Title	Job Code Number	Job Code Title
TEACHER, REM/CE-M/J	51044	Teacher, Remedial/Comp Ed, Middle/Junior
TEACHER, REM/CE-SH	51045	Teacher, Remedial/Comp Ed, Senior High
TEACHER, RSRCH/CRIT THNK-SH	51046	Teacher, Research/Critical Thinking, Senior High
TEACHER, ROTC/MIL TRNG-M/J	51047	Teacher, ROTC/Military Training, Middle/Junior
TEACHER, ROTC/MIL TRNG-SH	51048	Teacher, ROTC/Military Training, Senior High
TEACHER, DR ED-SH	51049	Teacher, Safety/Driver Education, Senior High
TEACHER, SCIENCE-E	51050	Teacher, Science, Elementary
TEACHER, SCIENCE-M/J	51051	Teacher, Science, Middle/Junior
TEACHER, SCIENCE-SH	51052	Teacher, Science, Senior High
TEACHER, LEAD DEV, SH	51053	Teacher, Leadership Skills Development, Senior High
TEACHER, KG	51054	Teacher, Self Contained, Kindergarten
TEACHER, FIRST	51055	Teacher, Self Contained, First Grade
TEACHER, SECOND	51056	Teacher, Self Contained, Second Grade
TEACHER, THIRD	51057	Teacher, Self Contained, Third Grade
TEACHER, FOURTH	51058	Teacher, Self Contained, Fourth Grade
TEACHER, FIFTH	51059	Teacher, Self Contained, Fifth Grade
TEACHER, SIXTH	51060	Teacher, Self Contained, Sixth Grade
TEACHER, SOC ST-E	51061	Teacher, Social Studies, Elementary
TEACHER, SOC ST-M/J	51062	Teacher, Social Studies, Middle/Junior
TEACHER, SOC ST-SH	51063	Teacher, Social Studies, Senior High
TEACHER, ST HALL-E	51064	Teacher, Study Hall, Elementary
TEACHER, ST HALL-M/J	51065	Teacher, Study Hall, Middle/Junior
TEACHER, ST HALL-SH	51066	Teacher, Study Hall, Senior High
TEACHER, UNGRADED-E	51067	Teacher, Ungraded Elementary
TEACHER, COMBIN-E	51068	Teacher, Combination, Elementary Grades
TEACHER, M/J	51069	Teacher, Middle/Junior High Classroom
TEACHER, SH	51070	Teacher, Senior High Classroom
TEACHER, OTHER	51071	Teacher, Other Classroom
TEACHER, CTE BASIC	51072	Teacher, Career and Technical Education Basic
TEACHER, TTL I-E	51073	Teacher, Title I, Elementary
TEACHER, TTL I-M/J	51074	Teacher, Title I, Middle/Junior
TEACHER, RSRCH/CRIT THNK-M/J	51075	Teacher, Research/Critical Thinking, Middle/Junior
INT RESOURCE TEACHER	51076	Intermediate Resource Teacher
BILINGUAL SPECIALIST	51077	Bilingual Specialist
LAB ASSISTANT	51078	Lab Assistant
TUTOR	51079	Tutor
SUB TEACH, BASIC	51080	Substitute Teacher, Basic Program
ATHLETIC COACH	51081	Athletic Coach
INTERPRETER, BASIC	51082	Interpreter, Basic Instruction
TEACHER, EXPLOR, M/J	51083	Teacher, Exploratory and Experiential Education, Middle/Junior High
TEACHER, READ - E	51084	Teacher, Reading, Elementary
TEACHER, READ - M/J	51085	Teacher, Reading, Middle/Junior High

FLORIDA DEPARTMENT OF EDUCATION
DOE INFORMATION DATA BASE REQUIREMENTS
VOLUME II: AUTOMATED STAFF INFORMATION SYSTEM
AUTOMATED STAFF DATA ELEMENTS

Implementation Date:
Fiscal Year 1990-91
July 1, 1990

APPENDIX E

JOB CODE ASSIGNMENTS

51 Basic Instruction *(Continued)*

Abbreviated Title	Job Code Number	Job Code Title
TSA, BASIC	51090	Teacher on Special Assignment, Basic Instruction
PARAPROFESSIONAL, KG	51101	Paraprofessional, Kindergarten
PARAPROFESSIONAL, FIRST	51102	Paraprofessional, First Grade
PARAPROFESSIONAL, SECOND	51103	Paraprofessional, Second Grade
PARAPROFESSIONAL, THIRD	51104	Paraprofessional, Third Grade
PARAPROFESSIONAL, FOURTH	51105	Paraprofessional, Fourth Grade
PARAPROFESSIONAL, FIFTH	51106	Paraprofessional, Fifth Grade
PARAPROFESSIONAL, SIXTH	51107	Paraprofessional, Sixth Grade
PARAPROFESSIONAL, ELEM	51108	Paraprofessional, Elementary
PARAPROFESSIONAL, M/J	51109	Paraprofessional, Middle/Junior High
PARAPROFESSIONAL, SH	51110	Paraprofessional, Senior High
PARAPROFESSIONAL, TTL I-E	51111	Paraprofessional, Title I, Elementary
PARAPROFESSIONAL, TTL I-M/J	51112	Paraprofessional, Title I, Middle/Junior High
PARAPROFESSIONAL, TTL I-SH	51113	Paraprofessional, Title I, Senior High
PARAPROFESSIONAL, OTH BA	51114	Paraprofessional, Other Basic Program
SUB PARAPROFESSIONAL	51115	Substitute Paraprofessional

FLORIDA DEPARTMENT OF EDUCATION
DOE INFORMATION DATA BASE REQUIREMENTS
VOLUME II: AUTOMATED STAFF INFORMATION SYSTEM
AUTOMATED STAFF DATA ELEMENTS

Implementation Date:
Fiscal Year 1990-91
July 1, 1990

APPENDIX E

JOB CODE ASSIGNMENTS

52 Exceptional Student Education

Abbreviated Title	Job Code Number	Job Code Title
TEACHER, ID	52001	Teacher, Intellectual Disabilities
TEACHER, OI	52003	Teacher, Orthopedically Impaired
TEACHER, DHH	52004	Teacher, Deaf or Hard of Hearing
TEACHER, VI	52005	Teacher, Visually Impaired
TEACHER, EBD	52006	Teacher, Emotional/Behavioral Disabilities
TEACHER, SLD	52007	Teacher, Specific Learning Disabled
TEACHER, GIFTED	52008	Teacher, Gifted
TEACHER, H/H	52009	Teacher, Hospital/Homebound
TEACHER, ASD	52010	Teacher, Autism Spectrum Disorder
TEACHER, DSI	52013	Teacher, Dual-Sensory Impaired
TEACHER, VE	52014	Teacher, Varying Exceptionalities
TEACHER, PK HDC	52015	Teacher, Prekindergarten Handicapped
PHYSICAL THERAPIST	52016	Physical Therapist
OCC THERAPIST	52017	Occupational Therapist
SP/LANG PATH	52018	Speech and Language Pathologist
O/M SPECIALIST	52019	Orientation & Mobility Specialist
MUSIC THERAPIST	52020	Music Therapist
REC THERAPIST	52021	Recreation Therapist
JOB COACH	52022	Job Coach, Exceptional Student Education
TUTOR COMP/ATTEND	52027	Tutor Companion/Attendant
INTERPRETER, EX ED	52028	Interpreter, Exceptional Student Education
ART SPEC	52029	Art Specialist
PT ASST	52030	Physical Therapist Assistant, Licensed
OT ASST	52031	Occupational Therapy Assistant, Licensed
SP THERAPY AIDE	52032	Speech Therapy Aide
TEACHER, ADAPTIVE PE	52033	Teacher, Adaptive Physical Education
TEACHER, TBI	52034	Teacher, Traumatic Brain Injury
BUS AIDE, EX ST ED	52051	Bus Aide, Exceptional Student Education
SELF-CARE AIDE, EX ST ED	52052	Self-Care Aide, Exceptional Student Education
PARAPROFESSIONAL, ESE AGES 0-2	52053	Paraprofessional, ESE, Ages 0-2
PARAPROFESSIONAL, ESE AGES 3-5	52054	Paraprofessional, ESE, Ages 3-5
PARAPROFESSIONAL, ESE AGES 6-21	52055	Paraprofessional, ESE, Ages 6-21
SUB TEACH, EX ST ED	52080	Substitute Teacher, Exceptional Student Education
TSA, EX ST ED	52090	Teacher on Special Assignment, Exceptional Education

FLORIDA DEPARTMENT OF EDUCATION
DOE INFORMATION DATA BASE REQUIREMENTS
VOLUME II: AUTOMATED STAFF INFORMATION SYSTEM
AUTOMATED STAFF DATA ELEMENTS

Implementation Date:
Fiscal Year 1990-91
July 1, 1990

APPENDIX E

JOB CODE ASSIGNMENTS

53 Career and Technical Education

Abbreviated Title	Job Code Number	Job Code Title
TEACHER, AGRI/NRE	53001	Teacher, Agribusiness/Natural Resources Education
TEACHER, BUSINESS ED	53002	Teacher, Business Technology Education
TEACHER, DIVERS ED	53003	Teacher, Diversified Education
TEACHER, HEALTH ED	53004	Teacher, Health Science Education
TEACHER, FAM/CONS	53005	Teacher, Family and Consumer Sciences
TEACHER, TECH ED	53006	Teacher, Technology Education
TEACHER, IND ED	53007	Teacher, Industrial Education
TEACHER, MARKETING	53008	Teacher, Marketing Education
TEACHER, PUB SER	53009	Teacher, Public Service Education
TEACHER, CTE OR/EXP	53010	Teacher, Career and Technical Education Orientation/Exploration
TEACHER, CTE-ISS	53011	Teacher, Career and Technical Education Instructional Support Services
TEACHER, SAIL	53012	Teacher, System for Applied Individualized Learning (SAIL)
WORK-STUDY COOR	53013	Work-Study Coordinator
TEACHER, OTH CTE	53014	Teacher, Other Career and Technical Education
PARAPROFESSIONAL, CTE	53050	Paraprofessional, Career and Technical Education
SUB TEACHER, CTE	53080	Substitute Teacher, Career and Technical Education
TSA, CTE	53090	Teacher on Special Assignment, Career and Technical Education

APPENDIX E

JOB CODE ASSIGNMENTS

54 Adult Education

Abbreviated Title	Job Code Number	Job Code Title
TEACHER, ADULT ED	54001	Teacher, Adult Education
PARAPROFESSIONAL, ADULT ED	54050	Paraprofessional, Adult Education
SUB TEACH ADULT ED	54080	Substitute Teacher, Adult Education
TSA, ADULT ED	54090	Teacher on Special Assignment, Adult Education

APPENDIX E

JOB CODE ASSIGNMENTS

55 Prekindergarten

Abbreviated Title	Job Code Number	Job Code Title
PARAPROFESSIONAL, PK	55051	Paraprofessional, Prekindergarten
TEACHER, PK	55052	Teacher, Self Contained, Prekindergarten
SUB TEACH, PK	55080	Substitute Teacher, Prekindergarten

APPENDIX E

JOB CODE ASSIGNMENTS

59 Other Education

Abbreviated Title	Job Code Number	Job Code Title
TEACHER, OTHER INS	59001	Teacher, Other Instruction
PARAPROFESSIONAL, OTH INS	59050	Paraprofessional, Other Instruction
SUB TEACH, OTH INS	59080	Substitute Teacher, Other Instruction
TSA, OTH INS	59090	Teacher on Special Assignment, Other Instruction

APPENDIX E

JOB CODE ASSIGNMENTS

61 Pupil Personnel Services

Abbreviated Title	Job Code Number	Job Code Title
DEP SUPER, PPS	61001	Deputy Superintendent, Pupil Personnel Services
ASSOC SUPER, PPS	61002	Associate Superintendent, Pupil Personnel Services
ASST SUPER, PPS	61003	Assistant/Area Superintendent, Pupil Personnel Services
EXEC DIR, PPS	61004	Executive/General Director, Pupil Personnel Services
DIR, PPS	61005	Director, Pupil Personnel Services
ASST DIR, PPS	61006	Assistant Director, Pupil Personnel Services
SUPP, PPS	61007	Supervisor, Pupil Personnel Services
COOR, PPS	61008	Coordinator, Pupil Personnel Services
ADMIN SA, PPS	61009	Administrator on Special Assignment, Pupil Personnel Services
SPEC, PPS	61010	Specialist/Manager, Pupil Personnel Services
ADMIN ASST, PPS	61011	Administrative Assistant, Pupil Personnel Services
TSA, PPS	61012	Teacher on Special Assignment, Pupil Personnel Services
STUDENT SER WORKER	61020	Student Services Worker
SCH RES OFFICER	61021	School Resource Officer
PARENT ED SPEC	61022	Parent Education Specialist
RECRUITER, MIG ED	61023	Recruiter, Migrant Education
DROPOUT PV SPEC	61024	Dropout Prevention Specialist
CHILD FIND SPEC	61025	Child Find Specialist
DIAGNOSTIC SPEC	61026	Diagnostic Specialist
RESIDENT SUP	61040	Residential Supervisor
ASST RESIDENT SUP	61041	Assistant Residential Supervisor
RESIDENT INSTRUC	61042	Residential Instructor
ASST RESIDENT INST	61043	Assistant Residential Instructor
EXEC SEC, PPS	61090	Executive Secretary, Pupil Personnel Services
SEC, PPS	61091	Secretary, Pupil Personnel Services
CLERK TYP, PPS	61092	Clerk Typist, Pupil Personnel Services
CLERK, PPS	61093	Clerk, Pupil Personnel Services
OFF AIDE, PPS	61094	Office Aide, Pupil Personnel Services
RECEP, PPS	61095	Receptionist, Pupil Personnel Services
DATA ENTRY OP, PPS	61096	Data Entry Operator, Pupil Personnel Services
BOOKKEEPER, PPS	61097	Bookkeeper, Pupil Personnel Services
MESSENGER, PPS	61098	Messenger/Deliveryman, Pupil Personnel Services
OTH CLER, PPS	61099	Other Clerical Staff, Pupil Personnel Services

FLORIDA DEPARTMENT OF EDUCATION
DOE INFORMATION DATA BASE REQUIREMENTS
VOLUME II: AUTOMATED STAFF INFORMATION SYSTEM
AUTOMATED STAFF DATA ELEMENTS

Implementation Date:
Fiscal Year 1990-91
July 1, 1990

APPENDIX E

JOB CODE ASSIGNMENTS

61 Attendance/Social Work

Abbreviated Title	Job Code Number	Job Code Title
DEP SUPER, ATT/SW	61101	Deputy Superintendent, Attendance/Social Work
ASSOC SUPER, ATT/SW	61102	Associate Superintendent, Attendance/Social Work
ASST SUPER, ATT/SW	61103	Assistant/Area Superintendent, Attendance/Social Work
EXEC DIR, ATT/SOC WK	61104	Executive/General Director, Attendance/Social Work
DIR, ATT/SOC WK	61105	Director, Attendance/Social Work
ASST DIR, ATT/SOC WK	61106	Assistant Director, Attendance/Social Work
SUP, ATT/SOC WK	61107	Supervisor, Attendance/Social Work
COOR, ATT/SOC WK	61108	Coordinator, Attendance/Social Work
ADMIN SA ATT/SW	61109	Administrator on Special Assignment, Attendance/Social Work
SPEC, ATT/SW	61110	Specialist/Manager, Attendance/Social Work
ADMIN ASST, ATT/SW	61111	Administrative Assistant, Attendance/Social Work
TSA, ATT/SW	61112	Teacher on Special Assignment, Attendance/Social Work
DIR, ATTENDANCE	61119	Director, Attendance
DIR, SOCIAL WORK	61120	Director, Social Work
SUP, ATTENDANCE	61121	Supervisor, Attendance
SUP, SOCIAL WORK	61122	Supervisor, Social Work
COOR, ATTENDANCE	61123	Coordinator, Attendance
COOR, SOCIAL WORK	61124	Coordinator, Social Work
ATTENDANCE ASST	61130	Attendance Assistant/Truancy Officer
SCH SOC WK	61131	School Social Worker
EXEC SEC, ATT/SOC WK	61190	Executive Secretary, Attendance/Social Work
SEC, ATT/SOC WK	61191	Secretary, Attendance/Social Work
CLERK TYP, ATT/SOC WK	61192	Clerk Typist, Attendance/Social Work
CLERK, ATT/SOC WK	61193	Clerk, Attendance/Social Work
OFF AIDE, ATT/SOC WK	61194	Office Aide, Attendance/Social Work
RECEP, ATT/SOC WK	61195	Receptionist, Attendance/Social Work
DATA EN OP, ATT/SW	61196	Data Entry Operator, Attendance/Social Work
BOOKKEEPER, ATT/SW	61197	Bookkeeper, Attendance/Social Work
MESSENGER, ATT/SW	61198	Messenger/Deliveryman, Attendance/Social Work
OTH CLER, ATT/SW	61199	Other Clerical Staff, Attendance/Social Work

Implementation Date:
Fiscal Year 1990-91
July 1, 1990

APPENDIX E

JOB CODE ASSIGNMENTS

61 Guidance Services

Abbreviated Title	Job Code Number	Job Code Title
DEP SUPER, GUIDANCE	61201	Deputy Superintendent, Guidance Services
ASSOC SUPER, GUID	61202	Associate Superintendent, Guidance Services
ASST SUPER, GUID	61203	Assistant/Area Superintendent, Guidance Services
EXEC DIR, GUIDANCE	61204	Executive/General Director, Guidance Services
DIR, GUIDANCE	61205	Director, Guidance Services
ASST DIR, GUIDANCE	61206	Assistant Director, Guidance Services
SUP, GUIDANCE	61207	Supervisor, Guidance Services
COOR, GUIDANCE	61208	Coordinator, Guidance Services
ADMIN SA, GUIDANCE	61209	Administrator on Special Assignment, Guidance Svcs
SPEC, GUIDANCE	61210	Specialist/Manager, Guidance Services
ADMIN ASST, GUIDANCE	61211	Administrative Assistant, Guidance Services
TSA, GUIDANCE	61212	Teacher on Special Assignment, Guidance Services
DIR, CAREER ED	61219	Director, Career Education
SUP, CAREER ED	61220	Supervisor, Career Education
COOR, CAREER ED	61221	Coordinator, Career Education
DIR, ELEM GUIDANCE	61222	Director, Elementary Guidance
SUP, ELEM GUIDANCE	61223	Supervisor, Elementary Guidance
COOR, ELEM GUIDANCE	61224	Coordinator, Elementary Guidance
DIR, SECON GUIDANCE	61225	Director, Secondary Guidance
SUP, SECON GUIDANCE	61226	Supervisor, Secondary Guidance
COOR, SECON GUIDANCE	61227	Coordinator, Secondary Guidance
DIR, OCC/PL SER	61228	Director, Occupational and Placement Services
SUP, OCC/PL SER	61229	Supervisor, Occupational and Placement Services
COOR, OCC/PL SER	61230	Coordinator, Occupational and Placement Services
COUNSELOR-E	61231	Counselor, Elementary School
COUNSELOR-M/J	61232	Counselor, Middle/Junior High
COUNSELOR-SH	61233	Counselor, Senior High School
COUNSELOR-ADULT/CTE	61234	Counselor, Adult/Career and Technical Education School
COUNSELOR-EX ED	61235	Counselor, Exceptional Education School
COUNSELOR-OTH SCH	61236	Counselor, Other Type School
COUNSELOR-CAREER ED	61237	Counselor, Career Education
CAREER SPEC	61238	Career Specialist
JOB DEV COUNSELOR	61239	Job Development Counselor
EXEC SEC, GUIDANCE	61290	Executive Secretary, Guidance Services
SEC, GUIDANCE	61291	Secretary, Guidance Services
CLERK TYP, GUIDANCE	61292	Clerk Typist, Guidance Services
CLERK, GUIDANCE	61293	Clerk, Guidance Services
OFF AIDE, GUIDANCE	61294	Office Aide, Guidance Services
RECEP, GUIDANCE	61295	Receptionist, Guidance Services
DATA ENT OP, GUID	61296	Data Entry Operator, Guidance Services
BOOKKEEPER, GUIDANCE	61297	Bookkeeper, Guidance Services
MESSENGER, GUIDANCE	61298	Messenger/Deliveryman, Guidance Services
OTH CLER, GUIDANCE	61299	Other Clerical Staff, Guidance Services

FLORIDA DEPARTMENT OF EDUCATION
DOE INFORMATION DATA BASE REQUIREMENTS
VOLUME II: AUTOMATED STAFF INFORMATION SYSTEM
AUTOMATED STAFF DATA ELEMENTS

| Implementation Date: |
| Fiscal Year 1990-91 |
| July 1, 1990 |

APPENDIX E

JOB CODE ASSIGNMENTS

61 Health Services

Abbreviated Title	Job Code Number	Job Code Title
DEP SUPER, HEALTH	61301	Deputy Superintendent, Health Services
ASSOC SUPER, HEALTH	61302	Associate Superintendent, Health Services
ASST SUPER, HEALTH	61303	Assistant/Area Superintendent, Health Services
EXEC DIR, HEALTH SER	61304	Executive/General Director, Health Services
DIR, HEALTH SER	61305	Director, Health Services
ASST DIR, HEALTH SER	61306	Assistant Director, Health Services
SUP, HEALTH SER	61307	Supervisor, Health Services
COOR, HEALTH SER	61308	Coordinator, Health Services
ADMIN SA, HEALTH	61309	Administrator on Special Assignment, Health Services
SPEC, HEALTH	61310	Specialist/Manager, Health Services
ADMIN ASST, HEALTH	61311	Administrative Assistant, Health Services
TSA, HEALTH	61312	Teacher on Special Assignment, Health Services
NURSE, RN	61320	Nurse, Registered (RN)
NURSE, LPN	61321	Nurse, Licensed Practical (LPN)
DOCTOR	61322	Doctor
DENTIST	61323	Dentist
DENTAL ASST/ORAL HYG	61324	Dental Assistant/Oral Hygienist
NURSE ASST	61325	Nurse's Assistant
NUTRITION SPEC	61326	Nutritional Specialist
SUBSTANCE ABUSE COOR	61327	Substance Abuse Coordinator
COMMUNITY HEALTH ADV	61328	Community Health Advocate
PHARMACY AIDE	61329	Pharmacy Aide
CLINIC ATTENDANT	61330	Clinic Attendant/Health Aide
HEALTH SER TRAINER	61331	Health Services Trainer
AUDIOLOGIST	61332	Audiologist
EXEC SEC, HEALTH SER	61390	Executive Secretary, Health Services
SEC, HEALTH SER	61391	Secretary, Health Services
CLERK TYP, HEALTH SER	61392	Clerk Typist, Health Services
CLERK, HEALTH SER	61393	Clerk, Health Services
OFF AIDE, HEALTH SER	61394	Office Aide, Health Services
RECEP, HEALTH SER	61395	Receptionist, Health Services
DATA ENT OP, HEALTH	61396	Data Entry Operator, Health Services
BOOKKEEPER, HEALTH	61397	Bookkeeper, Health Services
MESSENGER, HEALTH	61398	Messenger/Deliveryman, Health Services
OTH CLER, HEALTH	61399	Other Clerical Staff, Health Services

FLORIDA DEPARTMENT OF EDUCATION
DOE INFORMATION DATA BASE REQUIREMENTS
VOLUME II: AUTOMATED STAFF INFORMATION SYSTEM
AUTOMATED STAFF DATA ELEMENTS

| **Implementation Date:** |
| Fiscal Year 1990-91 |
| July 1, 1990 |

APPENDIX E

JOB CODE ASSIGNMENTS

61 Psychological Services

Abbreviated Title	Job Code Number	Job Code Title
DEP SUPER, PSYCH	61401	Deputy Superintendent, Psychological Services
ASSOC SUPER, PSYCH	61402	Associate Superintendent, Psychological Services
ASST SUPER, PSYCH	61403	Assistant/Area Superintendent, Psychological Services
EXEC DIR, PSYCH SER	61404	Executive/General Director, Psychological services
DIR, PSYCH SER	61405	Director, Psychological Services
ASST DIR, PSYCH SER	61406	Assistant Director, Psychological Services
SUP, PSYCH SER	61407	Supervisor, Psychological Services
COOR, PSYCH SER	61408	Coordinator, Psychological Services
ADMIN SA, PSYCH	61409	Administrator on Special Assignment, Psychological Services
SPEC, PSYCH	61410	Specialist/Manager, Psychological Services
ADMIN ASST, PSYCH	61411	Administrative Assistant, Psychological Services
TSA, PSYCH	61412	Teacher on Special Assignment, Psychological Services
SCHOOL PSYCHOLOGIST	61420	School Psychologist
PSYCHOMETRIST	61421	Psychometrist
EXEC SEC, PSYCH SER	61490	Executive Secretary, Psychological Services
SEC, PSYCH SER	61491	Secretary, Psychological Services
CLERK TYP, PSYCH SER	61492	Clerk Typist, Psychological Services
CLERK, PSYCH SER	61493	Clerk, Psychological Services
OFF AIDE, PSYCH SER	61494	Office Aide, Psychological Services
RECEP, PSYCH SER	61495	Receptionist, Psychological Services
DATA ENT OP, PSYCH	61496	Data Entry Operator, Psychological Services
BOOKKEEPER, PSYCH	61497	Bookkeeper, Psychological Services
MESSENGER, PSYCH	61498	Messenger/Deliveryman, Psychological Services
OTH CLER, PSYCH	61499	Other Clerical Staff, Psychological Services

APPENDIX E

JOB CODE ASSIGNMENTS

62 Instructional Media

Abbreviated Title	Job Code Number	Job Code Title
DEP SUPER, MEDIA	62001	Deputy Superintendent, Instructional Media
ASSOC SUPER, MEDIA	62002	Associate Superintendent, Instructional Media
ASST SUPER, MEDIA	62003	Assistant/Area Superintendent, Instructional Media
EXEC DIR, MEDIA	62004	Executive/General Director, Instructional Media
DIR, MEDIA	62005	Director, Instructional Media
ASST DIR, MEDIA	62006	Assistant Director, Instructional Media
SUP, MEDIA	62007	Supervisor, Instructional Media
COOR, MEDIA	62008	Coordinator, Instructional Media
ADMIN SA, MEDIA	62009	Administrator on Special Assignment, Instructional Media Services
SPEC, MEDIA	62010	Specialist/Manager, Instructional Media Services
ADMIN ASST, MEDIA	62011	Administrative Assistant, Instructional Media Services
TSA, MEDIA	62012	Teacher on Special Assignment, Instructional Media Services
MANAGER, MEDIA	62013	Manager, Instructional Media Services
FOREMAN, MEDIA	62014	Foreman, Instructional Media Services
LEAD WK, MEDIA	62015	Lead Worker, Instructional Media Services
DIR, TEXTBOOKS	62016	Director, Textbooks
COOR, TEXTBOOKS	62017	Coordinator, Textbooks
SUP, TEXTBOOKS	62018	Supervisor, Textbooks
DIR, LIB/MEDIA	62019	Director, Library/Media Services
COOR, LIB/MEDIA	62020	Coordinator, Library/Media Services
SUP, LIB/MEDIA	62021	Supervisor, Library/Media Services
INS TV PROG SPEC	62022	Instructional Television Program Specialist
LIB/MED SPEC-E	62030	School Librarian/Media Specialist, Elementary School
LIB/MED SPEC-M/J	62031	School Librarian/Media Specialist, Middle/Junior High
LIB/MED SPEC-SH	62032	School Librarian/Media Specialist, Senior High
LIB/MED SPEC-CTE/AD	62033	School Librarian/Media Specialist, Career and Technical Education/Adult School
LIB/MED SPEC-OTHER	62034	School Librarian/Media Specialist, Other Type School
LIB/MED SPEC-DIST	62035	Librarian/Media Specialist, District Office
LIB/MEDIA AIDE	62040	Library/Media Aide
LIB TECH ASST	62077	Library Technical Assistant
FILM TECH	62078	Film Technician
INST EQUIP REPAIR MAN	62079	Instructional Equipment Repair Manager
AV TECHNICIAN	62080	Audio Visual Technician
ELECTRONICS, MEDIA	62081	Electronics Technician, Instructional Media
MEDIA TECHNICIAN	62082	Media Technician
SOFTWARE TECH	62083	Software Support Technician
OTHER MEDIA STAFF	62084	Other Instructional Media Staff

APPENDIX E

JOB CODE ASSIGNMENTS

62 Instructional Media *(Continued)*

Abbreviated Title	Job Code Number	Job Code Title
EXEC SEC, MEDIA	62090	Executive Secretary, Instructional Media Services
SEC, MEDIA	62091	Secretary, Instructional Media Services
CLERK TYP, MEDIA	62092	Clerk Typist, Instructional Medial Services
CLERK, MEDIA	62093	Clerk, Instructional Media Services
OFF AIDE, MEDIA	62094	Office Aide, Instructional Media Services
RECEP, MEDIA	62095	Receptionist, Instructional Media Services
DATA ENT OP, MEDIA	62096	Data Entry Operator, Instructional Media Services
BOOKKEEPER, MEDIA	62097	Bookkeeper, Instructional Media Services
MESSENGER, MEDIA	62098	Messenger/Deliveryman, Instructional Media Services
OTH CLER, MEDIA	62099	Other Clerical Staff, Instructional Media Services

APPENDIX E

JOB CODE ASSIGNMENTS

63 Instructional/Curriculum Development Services

Abbreviated Title	Job Code Number	Job Code Title
DEP SUPER, INS/CUR	63001	Deputy Superintendent, Instruction/Curriculum
ASSOC SUPER, INS/CUR	63002	Associate Superintendent, Instruction/Curriculum
ASST SUPER, INS/CUR	63003	Assistant/Area Superintendent, Instruction/Curriculum
EXEC DIR, INS/CUR	63004	Executive/General Director, Instruction/Curriculum
DIR, INS/CUR	63005	Director, Instruction/Curriculum
ASST DIR, INS/CUR	63006	Assistant Director, Instruction/Curriculum
SUP, INS/CUR	63007	Supervisor, Instruction/Curriculum
COOR, INS/CUR	63008	Coordinator, Instruction/Curriculum
ADMIN SA, INS/CUR	63009	Administrator on Special Assignment, Instruction/Curriculum
SPEC, INS/CUR	63010	Specialist/Manager, Instruction/Curriculum
ADMIN ASST, INS/CUR	63011	Administrative Assistant, Instruction/Curriculum
TSA, INS/CUR	63012	Teacher on Special Assignment, Instruction/Curriculum
DIR, EL ED	63016	Director, Elementary Education
DIR, MIDDLE/JR	63017	Director, Middle/Junior High Education
DIR/SEC ED	63018	Director, Secondary Education
DIR, CTE	63019	Director, Career and Technical Education
DIR, EX ST ED	63020	Director, Exceptional Student Education
DIR/ADULT ED	63021	Director, Adult Education
DIR, TTL I PROG	63022	Director, Title I Programs
DIR, FED PROG	63023	Director, Federal Programs
SUP/COOR, DANCE	63024	Supervisor/Coordinator, Dance
SUP/COOR, DRAMA	63025	Supervisor/Coordinator, Drama
SUP/COOR, FOR LANG	63026	Supervisor/Coordinator, World Language
SUP/COOR, HEALTH	63027	Supervisor/Coordinator, Health
SUP/COOR, LANG ARTS	63028	Supervisor/Coordinator, Language Arts
SUP/COOR, LIB/MEDIA	63029	Supervisor/Coordinator, Library/Media
SUP/COOR, MATH	63030	Supervisor/Coordinator, Mathematics
SUP/COOR, MUSIC	63031	Supervisor/Coordinator, Music
SUP/COOR, PE	63032	Supervisor/Coordinator, Physical Education
SUP/COOR, COMP ED	63033	Supervisor/Coordinator, Remedial/Compensatory Education
SUP/COOR, ROTC	63034	Supervisor/Coordinator, ROTC
SUP/COOR, DRIVER ED	63035	Supervisor/Coordinator, Safety/Driver Education
SUP/COOR, SCIENCE	63036	Supervisor/Coordinator, Science
SUP/COOR, SOC ST	63037	Supervisor/Coordinator, Social Studies
SUP/COOR, ADULT ED	63038	Supervisor/Coordinator, Adult Education
SUP/COOR, OTHER	63039	Supervisor/Coordinator, Other Educational Services
SUP/COOR, EX ED	63040	Supervisor/Coordinator, Exceptional Education
SUP/COOR,ID	63041	Supervisor/Coordinator, Intellectual Disabilities
SUP/COOR, PI	63043	Supervisor/Coordinator, Physically Impaired
SUP/COOR, PT/OT	63044	Supervisor/Coordinator, Physical and Occupational Therapy

APPENDIX E

JOB CODE ASSIGNMENTS

63 Instructional/Curriculum Development Services *(Continued)*

Abbreviated Title	Job Code Number	Job Code Title
SUP/COOR, SP/LANG	63045	Supervisor/Coordinator, Speech & Language Impaired
SUP/COOR, DHH	63046	Supervisor/Coordinator, Deaf or Hard of Hearing
SUP/COOR, VI	63047	Supervisor/Coordinator, Visually Impaired
SUP/COOR, SLD	63048	Supervisor/Coordinator, Specific Learning Disabled
SUP/COOR, GIFTED	63049	Supervisor/Coordinator, Gifted
SUP/COOR, H/H	63050	Supervisor/Coordinator, Hospital/Homebound
SUP/COOR, ASD	63051	Supervisor/Coordinator, Autism Spectrum Disorder
SUP/COOR, DSI	63052	Supervisor/Coordinator, Dual-Sensory Impaired
SUP/COOR, VE	63055	Supervisor/Coordinator, Varying Exceptionalities
SUP/COOR, PK HDC	63056	Supervisor/Coordinator, Prekindergarten Handicapped
SUP/COOR, OTHER ESE	63057	Supervisor/Coordinator, Other ESE Programs
SUP/COOR, STAFFING	63058	Supervisor/Coordinator, Staffing & Admissions
SUP/COOR, CTE	63059	Supervisor/Coordinator, Career and Technical Education
SUP/COOR, AGRI/NRE	63060	Supervisor/Coordinator, Agribusiness Natural Resources Education
SUP/COOR, BUSINESS ED	63061	Supervisor/Coordinator, Business Technology Education
SUP/COOR, DIVERS ED	63062	Supervisor/Coordinator, Diversified Education
SUP/COOR, HEALTH ED	63063	Supervisor/Coordinator, Health Science Education
SUP/COOR, FAM/CONS	63064	Supervisor/Coordinator, Family and Consumer Science
SUP/COOR, TECH ED	63065	Supervisor/Coordinator, Technology Education
SUP/COOR, IND ED	63066	Supervisor/Coordinator, Industrial Education
SUP/COOR, MARKETING	63067	Supervisor/Coordinator, Marketing Education
SUP/COOR, PUB SER	63068	Supervisor/Coordinator, Public Service Education
SUP/COOR, CTE OR/EXP	63069	Supervisor/Coordinator, Career and Technical Education Orientation/Exploration
SUP/COOR, OTH CTE	63070	Supervisor/Coordinator, Other Career and Technical Education Programs
SUP/COOR, CTE-ISS	63071	Supervisor/Coordinator, Career and Technical Education Instructional Support Services
SUP/COOR, MIGRANT ED	63072	Supervisor/Coordinator, Migrant Education
SUP/COOR, TTL I	63073	Supervisor/Coordinator, Title I
SUP/COOR, VOLUNTEER	63074	Supervisor/Coordinator, Volunteer Program
SUP/COOR, PREP	63075	Supervisor/Coordinator, PREP
SUP/COOR, EARLY CH	63076	Supervisor/Coordinator, Early Childhood Education
PROJECT COOR	63077	Project Coordinator
ASST PROJECT COOR	63078	Assistant Project Coordinator
SUP/COOR, ART	63079	Supervisor/Coordinator, Art

APPENDIX E

JOB CODE ASSIGNMENTS

63 Instructional/Curriculum Development Services *(Continued)*

Abbreviated Title	Job Code Number	Job Code Title
SUP/COOR, COMPU ED	63080	Supervisor/Coordinator, Computer Education
SUP/COOR, EBD	63081	Supervisor/Coordinator, Emotional/Behavioral Disabilities
SUP/COOR, DROPOUT PV	63082	Supervisor/Coordinator, Dropout Prevention
COOR, COMM ED	63083	Coordinator, Community Education
SUP/COOR, EL ED	63084	Supervisor/Coordinator, Elementary Education
SUP/COOR, MIDDLE/JR	63085	Supervisor/Coordinator, Middle/Junior High Education
SUP/COOR, SEC ED	63086	Supervisor/Coordinator, Secondary Education
SUP/COOR, BILINGUAL	63087	Supervisor/Coordinator, Bilingual Education
EXEC SEC, INS/CUR	63090	Executive Secretary, Instruction/Curriculum Development Services
SEC, INS/CUR	63091	Secretary, Instruction/Curriculum Development Services
CLERK TYP, INS/CUR	63092	Clerk Typist, Instruction/Curriculum Development Services
CLERK, INS/CUR	63093	Clerk, Instruction/Curriculum
OFF AIDE, INS/CUR	63094	Office Aide, Instruction/Curriculum Development Services
RECEP, INS/CUR	63095	Receptionist, Instruction/Curriculum Development Services
DATA ENT OP, INS/CUR	63096	Data Entry Operator, Instruction/Curriculum
BOOKKEEPER, INS/CUR	63097	Bookkeeper, Instruction/Curriculum
MESSENGER, INS/CUR	63098	Messenger/Deliveryman, Instruction/Curriculum
OTH CLER, INS/CUR	63099	Other Clerical Staff, Instruction/Curriculum
PRIMARY SPECIALIST	63100	Primary Specialist
PROGRAM SPEC	63101	Program Specialist
STAFFING SPEC	63102	Staffing Specialist
LEARN RES SPEC	63103	Learning Resource Specialist
TECHNOLOGY SPEC	63104	Technology Specialist
BEHAVIOR SPEC	63105	Behavior Specialist
DIR, COMM ED	63106	Director, Community Education
SUP/COOR, HEAD START	63107	Supervisor/Coordinator, Head Start

APPENDIX E

JOB CODE ASSIGNMENTS

64 Instructional Staff Training Services

Abbreviated Title	Job Code Number	Job Code Title
DEP SUPER, ST TRNG	64001	Deputy Superintendent, Instructional Staff Training Services
ASSOC SUPER, ST TRNG	64002	Associate Superintendent, Instructional Staff Training Services
ASST SUPER, ST TRNG	64003	Assistant/Area Superintendent, Instructional Staff Training Services
EXEC DIR, ST TRNG	64004	Executive/General Director, Instructional Staff Training Services
DIR, ST TRNG	64005	Director, Instructional Staff Training Services
ASST DIR, ST TRNG	64006	Assistant Director, Instructional Staff Training Services
SUP, ST TRNG	64007	Supervisor, Instructional Staff Training Services
COOR, ST TRNG	64008	Coordinator, Instructional Staff Training Services
ADMIN SA, ST TRNG	64009	Administrator on Special Assignment, Instructional Staff Training Services
SPEC, ST TRNG	64010	Specialist/Manager, Instructional Staff Training Services
ADMIN ASST, ST TRNG	64011	Administrative Assistant, Instructional Staff Training Services
TSA, ST TRNG	64012	Teacher on Special Assignment, Instructional Staff Training Services
DIR, TEC	64016	Director, Teacher Education Center
SUP/COOR, TEC	64017	Supervisor/Coordinator, Teacher Education Center
DIR, PROF ORIEN PROG	64018	Director, Professional Orientation Program
SUP/COOR,	64019	Supervisor/Coordinator, Professional Orientation Program
PROF ORIEN PROG TRAINER, INS	64020	Trainer, Instructional
RDG COACH - E	64021	Reading Coach, Elementary
RDG COACH – M/J	64022	Reading Coach, Middle/Junior
RDG COACH - SH	64023	Reading Coach, Senior High
MATH COACH - E	64024	Math Coach, Elementary
MATH COACH – M/J	64025	Math Coach, Middle/Junior
MATH COACH - SH	64026	Math Coach, Senior High
EXEC SEC, ST TRNG	64090	Executive Secretary, Instructional Staff Training Services
SEC, ST TRNG	64091	Secretary, Instructional Staff Training Services
CLERK TYP, ST TRNG	64092	Clerk Typist, Instructional Staff Training Services
CLERK, ST TRNG	64093	Clerk, Instructional Staff Training Services
OFF AIDE, ST TRNG	64094	Office Aide, Instructional Staff Training Services
RECEP, ST TRNG	64095	Receptionist, Instructional Staff Training Services
DATA ENT OP, ST TRNG	64096	Data Entry Operator, Instructional Staff Training Services
BOOKKEEPER, ST TRNG	64097	Bookkeeper, Instructional Staff Training Services
MESSENGER, ST TRNG	64098	Messenger/Deliveryman, Instructional Staff Training Services
OTH CLER, ST TRNG	64099	Other Clerical Staff, Instructional Staff Training Services

FLORIDA DEPARTMENT OF EDUCATION
DOE INFORMATION DATA BASE REQUIREMENTS
VOLUME II: AUTOMATED STAFF INFORMATION SYSTEM
AUTOMATED STAFF DATA ELEMENTS

| **Implementation Date:** |
| Fiscal Year 1990-91 |
| July 1, 1990 |

APPENDIX E

JOB CODE ASSIGNMENTS

65 Instruction Related Technology

Abbreviated Title	Job Code Number	Job Code Title
DEP SUPER, IT	65001	Deputy Superintendent, Instructional Technology
ASSOC SUPER, IT	65002	Associate Superintendent, Instructional Technology
ASST SUPER, IT	65003	Assistant/Area Superintendent, Instructional Technology
EXEC DIR, IT	65004	Executive/General Director, Instructional Technology
DIR, IT	65005	Director, Instructional Technology
ASST DIR, IT	65006	Assistant Director, Instructional Technology
SUP, IT	65007	Supervisor, Instructional Technology
COOR, IT	65008	Coordinator, Instructional Technology
ADMIN SA, IT	65009	Administrator on Special Assignment, Instructional Technology
SPEC, IT	65010	Specialist/Manager, Instructional Technology
ADMIN ASST, IT	65011	Administrative Assistant, Instructional Technology
TSA, IT	65012	Teacher on Special Assignment, Instructional Technology
COMP SYS ANALYST, IT	65020	Computer Systems Analyst, Instructional Technology
COMP SYS USER ED, IT	65021	Computer Systems User Educator, Instructional Technology
COMP PROG, IT	65022	Computer Programmer, Instructional Technology
COMP OP, IT	65023	Computer Operator, Instructional Technology
DATA ENTRY SUP, IT	65024	Data Entry Supervisor, Instructional Technology
LEAD COMP OP, IT	65025	Lead Computer Operator, Instructional Technology
MICROFILM CLERK, IT	65026	Microfilm Clerk, Instructional Technology
COMP NET SPEC, IT	65027	Computer Network Specialist, Instructional Technology
PROG ANALYST, IT	65028	Programmer Analyst, Instructional Technology
SR PROG ANALYST, IT	65029	Senior Programmer Analyst, Instructional Technology
PROJECT MAN, IT	65030	Project Manager, Instructional Technology
ASST COMP PROG, IT	65031	Assistant Computer Programmer, Instructional Technology
TELECOMM SPEC, IT	65032	Telecommunications Specialist, Instructional Technology
TECH, IT	65033	Technician, Instructional Technology
INFO SPEC, IT	65034	Information Specialist, Instructional Technology
SYS SUPPORT SPEC, IT	65035	Systems Support Specialist, Instructional Technology
EXEC SEC, IT	65090	Executive Secretary, Instructional Technology
SEC, IT	65091	Secretary, Instructional Technology
CLERK TYP, IT	65092	Clerk Typist, Instructional Technology
CLERK, IT	65093	Clerk, Instructional Technology
OFF AIDE, IT	65094	Office Aide, Instructional Technology
RECEP, IT	65095	Receptionist, Instructional Technology
DATA ENTRY OP, IT	65096	Data Entry Operator, Instructional Technology
BOOKKEEPER, IT	65097	Bookkeeper, Instructional Technology
MESSENGER, IT	65098	Messenger/Deliveryman, Instructional Technology
OTH CLER, IT	65099	Other Clerical Staff, Instructional Technology

FLORIDA DEPARTMENT OF EDUCATION
DOE INFORMATION DATA BASE REQUIREMENTS
VOLUME II: AUTOMATED STAFF INFORMATION SYSTEM
AUTOMATED STAFF DATA ELEMENTS

Implementation Date:
Fiscal Year 1990-91
July 1, 1990

APPENDIX E

JOB CODE ASSIGNMENTS

71 School Board

Abbreviated Title	Job Code Number	Job Code Title
BOARD MEMBER	71001	Board Member
BOARD COUNSEL	71002	Board General Counsel
OTH BOARD ATTORNEY	71003	Other Board Attorney
BOARD AUDITOR	71004	Board Auditor
OTH BOARD EMP	71005	Other Board Employee (Assigned to Board)
ADMIN ASST, BOARD	71011	Administrative Assistant, School Board
LEGAL SEC, SCH BOARD	71089	Legal Secretary, School Board
EXEC SEC, SCH BOARD	71090	Executive Secretary, School Board
SEC, SCH BOARD	71091	Secretary, Board Members (s)
CLERK TYP, SCH BOARD	71092	Clerk Typist, Board Member(s)
CLERK, SCH BOARD	71093	Clerk, School Board
OFF AIDE, SCH BOARD	71094	Office Aide, Board Member (s)
RECEP, SCHOOL BOARD	71095	Receptionist, Board Member(s)
DATA ENT OP, SCH BD	71096	Data Entry Operator, School Board
BOOKKEEPER, SCH BD	71097	Bookkeeper, School Board
MESSENGER, SCH BD	71098	Messenger/Deliveryman, School Board
OTH CLER, SCH BD	71099	Other Clerical Staff, School Board

FLORIDA DEPARTMENT OF EDUCATION
DOE INFORMATION DATA BASE REQUIREMENTS
VOLUME II: AUTOMATED STAFF INFORMATION SYSTEM
AUTOMATED STAFF DATA ELEMENTS

Implementation Date:
Fiscal Year 1990-91
July 1, 1990

APPENDIX E

JOB CODE ASSIGNMENTS

72 General Administration

Abbreviated Title	Job Code Number	Job Code Title
SUPERINTENDENT	72000	District Superintendent
DEP SUPER, ADMIN	72001	Deputy Superintendent, Administration
ASSOC SUPER, ADMIN	72002	Associate Superintendent, Administration
ASST SUPER, ADMIN	72003	Assistant/Area Superintendent, Administration
EXEC DIR, ADMIN	72004	Executive/General Director, Administration
DIR, ADMIN	72005	Director, Administration
ASST DIR, ADMIN	72006	Assistant Director, Administration
SUP, ADMIN	72007	Supervisor, Administration
COOR, ADMIN	72008	Coordinator, Administration
ADMIN SA, ADMIN	72009	Administrator on Special Assignment, Administration
SPEC, ADMIN	72010	Specialist/Manager, Administration
ADMIN ASST, ADMIN	72011	Administrative Assistant, Administration
TSA, ADMIN	72012	Teacher on Special Assignment, Administration
STAFF ATTORNEY	72020	Staff Attorney
ADMIN INTERN	72022	Administrative Intern
NEGOTIATOR	72023	Negotiator
FTE ADMIN	72024	FTE Administrator
EXEC SEC, ADMIN	72090	Executive Secretary, Administration
SEC, ADMIN	72091	Secretary, Administration
CLERK TYP, ADMIN	72092	Clerk Typist, Administration
CLERK, ADMIN	72093	Clerk, Administration
OFF AIDE, ADMIN	72094	Office Aide, Administration
RECEP, ADMIN	72095	Receptionist, Administration
DATA ENT OP, ADMIN	72096	Data Entry Operator, Administration
BOOKKEEPER, ADMIN	72097	Bookkeeper, Administration
MESSENGER, ADMIN	72098	Messenger/Deliveryman, Administration
OTH CLER, ADMIN	72099	Other Clerical Staff, Administration

FLORIDA DEPARTMENT OF EDUCATION
DOE INFORMATION DATA BASE REQUIREMENTS
VOLUME II: AUTOMATED STAFF INFORMATION SYSTEM
AUTOMATED STAFF DATA ELEMENTS

Implementation Date:
Fiscal Year 1990-91
July 1, 1990

APPENDIX E

JOB CODE ASSIGNMENTS

73 School Administration

Abbreviated Title	Job Code Number	Job Code Title
PRINCIPAL-E	73001	Principal, Elementary School
PRINCIPAL-M/J	73002	Principal, Middle/Junior High
PRINCIPAL-SH	73003	Principal, Senior High
PRINCIPAL-OTHER	73004	Principal, Other Elementary Secondary School
PRINCIPAL-EX ED	73005	Principal, Exceptional Student School
PRINCIPAL-ADULT	73006	Principal, Adult School
DIR, CTE CTR	73007	Director, Career and Technical Education Center
ASST PRIN-E	73008	Assistant Principal, Elementary
ASST PRIN-M/J	73009	Assistant Principal, Middle/Junior High
ASST PRIN-SH	73010	Assistant Principal, Senior High
ASST PRIN-OTHER	73011	Assistant Principal, Other Elementary Secondary School
ASST PRIN-EX ED	73012	Assistant Principal, Exceptional Student School
ASST PRIN-ADULT	73013	Assistant Principal, Adult School
ASST DIR, CTE CTR	73014	Assistant Director, Career and Technical Education Center
CURR COOR-E	73015	Curriculum Coordinator/Assistant Principal for Curriculum, Elementary
CURR COOR-M/J	73016	Curriculum Coordinator/Assistant Principal for Curriculum, Middle/Junior High
CURR COOR-SH	73017	Curriculum Coordinator/Assistant Principal for Curriculum, Senior High
CURR COOR-OTHER	73018	Curriculum Coordinator/Assistant Principal for Curriculum, Other Type School
DEAN-E	73019	Dean/Assistant Principal for Student Affairs, Elementary
DEAN-M/J	73020	Dean/Assistant Principal for Student Affairs, Middle/Junior High
DEAN-SH	73021	Dean/Assistant Principal for Student Affairs, Senior High
DEAN-OTHER	73022	Dean/Assistant Principal for Student Affairs, Other Type School
ACTIVITIES DIR	73023	Activities Director
ATHLETIC DIR	73024	Athletic Director
BUSINESS DIR	73025	Business Director
REGISTRAR	73026	Registrar
ATTENDANCE CLERK	73027	Attendance Clerk
ADMIN ASST, SCH	73028	Administrative Assistant, School
LABORER, SCH	73029	Laborer, School
TEACHER, APP TR I	73030	Teacher, Apprentice Trainer I
TEACHER, APP TR II	73031	Teacher, Apprentice Trainer II
TEACHER, ATH TR	73032	Teacher, Athletic Trainer
ATHLETIC TR	73033	Athletic Trainer
EXEC SEC, SCH	73090	Executive Secretary, School
SEC, SCH	73091	Secretary, School

FLORIDA DEPARTMENT OF EDUCATION
DOE INFORMATION DATA BASE REQUIREMENTS
VOLUME II: AUTOMATED STAFF INFORMATION SYSTEM
AUTOMATED STAFF DATA ELEMENTS

Implementation Date:
Fiscal Year 1990-91
July 1, 1990

APPENDIX E

JOB CODE ASSIGNMENTS

73 School Administration *(Continued)*

Abbreviated Title	Job Code Number	Job Code Title
CLERK TYPIST, SCH	73092	Clerk Typist, School
CLERK, SCH	73093	Clerk, School
OFF AIDE, SCH	73094	Office Aide, School
RECEP, SCH	73095	Receptionist, School
DATA ENTRY OP, SCH	73096	Data Entry Operator, School
BOOKKEEPER, SCH	73097	Bookkeeper, School
MESSENGER, SCH	73098	Messenger/Deliveryman, School
OTH CLER, SCH	73099	Other Clerical Staff, School
INTERN PRIN-E	73101	Intern Principal, Elementary School
INTERN PRIN-M/J	73102	Intern Principal, Middle/Junior High
INTERN PRIN-SH	73103	Intern Principal, Senior High
INTERN PRIN-OTHER	73104	Intern Principal, Other Elementary Secondary School
INTERN PRIN-EX ED	73105	Intern Principal, Exceptional Student School
INTERN PRIN-ADULT	73106	Intern Principal, Adult School
INTERN DIR, CTE CTR	73107	Intern Director, Career and Technical Education Center
INTERN AP-E	73108	Intern Assistant Principal, Elementary School
INTERN AP-M/J	73109	Intern Assistant Principal, Middle/Junior High
INTERN AP-SH	73110	Intern Assistant Principal, Senior High
INTERN AP-OTHER	73111	Intern Assistant Principal, Other Elementary Secondary School
INTERN AP-EX ED	73112	Intern Assistant Principal, Exceptional Student School
INTERN AP-ADULT	73113	Intern Assistant Principal, Adult School
INTERN AD, CTE CTR	73114	Intern Assistant Director, Career and Technical Education Center
INTERIM PRIN-E	73201	Interim Principal, Elementary School
INTERIM PRIN-M/J	73202	Interim Principal, Middle/Junior High
INTERIM PRIN-SH	73203	Interim Principal, Senior High
INTERIM PRIN-OTHER	73204	Interim Principal, Other Elementary Secondary School
INTERIM PRIN-EX ED	73205	Interim Principal, Exceptional Student School
INTERIM PRIN-ADULT	73206	Interim Principal, Adult School
INTERIM DIR, CTE CTR	73207	Interim Director, Career and Technical Education Center
INTERIM AP-E	73208	Interim Assistant Principal, Elementary School
INTERIM AP-M/J	73209	Interim Assistant Principal, Middle/Junior High
INTERIM AP-SH	73210	Interim Assistant Principal, Senior High
INTERIM AP-OTHER	73211	Interim Assistant Principal, Other Elementary Secondary School
INTERIM AP-EX ED	73212	Interim Assistant Principal, Exceptional Student School
INTERIM AP-ADULT	73213	Interim Assistant Principal, Adult School
INTERIM AD, CTE CTR	73214	Interim Assistant Director, Career and Technical Education Center

APPENDIX E

JOB CODE ASSIGNMENTS

74 Facilities Acquisition and Construction

Abbreviated Title	Job Code Number	Job Code Title
DEP SUPER, FACIL	74001	Deputy Superintendent, Facilities/Construction
ASSOC SUPER, FACIL	74002	Associate Superintendent, Facilities/Construction
ASST SUPER, FACIL	74003	Assistant/Area Superintendent, Facilities/Construction
EXEC DIR, FACIL	74004	Executive/General Director, Facilities/Construction
DIR/FACIL	74005	Director, Facilities/Construction
ASST DIR, FACIL	74006	Assistant Director, Facilities/Construction
SUP, FACIL	74007	Supervisor, Facilities/Construction
COOR, FACIL	74008	Coordinator, Facilities/Construction
ADMIN SA, FACIL	74009	Administrator on Special Assignment, Facilities/Construction
SPEC, FACIL	74010	Specialist, Facilities/Construction
ADMIN ASST, FACIL	74011	Administrative Assistant, Facilities/Construction
TSA, FACIL	74012	Teacher on Special Assignment, Facilities/Construction
MANAGER, FACIL	74013	Manager, Facilities/Construction
FOREMAN, FACIL	74014	Foreman, Facilities/Construction
LEAD WK, FACIL	74015	Lead Worker, Facilities/Construction
DIR, FACIL PL	74016	Director, Facilities Planning
SUP, FACIL PL	74017	Supervisor, Facilities Planning
COOR, FACIL PL	74018	Coordinator, Facilities Planning
FACILITIES PLANNER	74020	Facilities Planner
CHIEF ARCHITECT	74021	Chief Architect
OTHER ARCHITECT	74022	Other District Architect
BLDG INSPECTOR	74023	Building Inspector
PROJECT MAN, FACIL	74024	Project Manager, Facilities/Construction
MECH ENGINEER	74025	Mechanical Engineer
CIVIL ENGINEER	74026	Civil Engineer
ELEC ENGINEER	74027	Electrical Engineer
DRAFTSMAN	74028	Draftsman
STAT ENGINEER	74029	Stationary Engineer
MATERIALS SPEC, FACIL	74030	Materials Specialist, Facilities/Construction
ACCOUNTANT, FACIL	74031	Accountant, Facilities/Construction
LABORER, FACIL	74032	Laborer, Facilities/Construction
OTH FACIL ST	74033	Other Facilities Staff
EXEC SEC, FACIL	74090	Executive Secretary, Facilities/Construction
SEC, FACIL	74091	Secretary, Facilities/Construction
CLERK TYP, FACIL	74092	Clerk Typist, Facilities/Construction
CLERK, FACIL	74093	Clerk, Facilities/Construction
OFF AIDE, FACIL	74094	Office Aide, Facilities/Construction
RECEP, FACIL	74095	Receptionist, Facilities/Construction

FLORIDA DEPARTMENT OF EDUCATION
DOE INFORMATION DATA BASE REQUIREMENTS
VOLUME II: AUTOMATED STAFF INFORMATION SYSTEM
AUTOMATED STAFF DATA ELEMENTS

Implementation Date:
Fiscal Year 1990-91
July 1, 1990

APPENDIX E

JOB CODE ASSIGNMENTS

74 Facilities Acquisition and Construction *(Continued)*

Abbreviated Title	Job Code Number	Job Code Title
DATA ENT OP, FACIL	74096	Data Entry Operator, Facilities/Construction
BOOKKEEPER, FACIL	74097	Bookkeeper, Facilities/Construction
MESSENGER, FACIL	74098	Messenger/Deliveryman, Facilities/Construction
OTH CLER, FACIL	74099	Other Clerical Staff, Facilities/Construction

FLORIDA DEPARTMENT OF EDUCATION
DOE INFORMATION DATA BASE REQUIREMENTS
VOLUME II: AUTOMATED STAFF INFORMATION SYSTEM
AUTOMATED STAFF DATA ELEMENTS

Implementation Date:
Fiscal Year 1990-91
July 1, 1990

APPENDIX E

JOB CODE ASSIGNMENTS

75 Fiscal Services

Abbreviated Title	Job Code Number	Job Code Title
DEP SUPER, FISCAL	75001	Deputy Superintendent, Business & Finance
ASSOC SUPER, FISCAL	75002	Associate Superintendent, Business & Finance
ASST SUPER, FISCAL	75003	Assistant/Area Superintendent, Business & Finance
EXEC DIR, FISCAL	75004	Executive/General Director, Business & Finance
DIR, FISCAL	75005	Director, Business & Finance
ASST DIR, FISCAL	75006	Assistant Director, Business & Finance
SUP, FISCAL	75007	Supervisor, Business & Finance
COOR, FISCAL	75008	Coordinator, Business & Finance
ADMIN SA, FISCAL	75009	Administrator on Special Assignment, Business & Finance
SPEC, FISCAL	75010	Specialist/Manager, Fiscal Services
ADMIN ASST, FISCAL	75011	Administrative Assistant, Fiscal Services
TSA, FISCAL	75012	Teacher on Special Assignment, Fiscal Services
MANAGER FISCAL	75013	Manager, Fiscal Services
DIR, BUDGET	75016	Director, Budgeting
DIR, ACCOUNTING	75017	Director, Accounting
SUP/COOR, BUDGET	75018	Supervisor/Coordinator, Budgeting
SUP/COOR, INT AUDIT	75019	Supervisor/Coordinator, Internal Auditing
SUP/COOR, ACCOUNTING	75020	Supervisor/Coordinator, Accounting
SUP/COOR, PAYROLL	75021	Supervisor/Coordinator, Payroll
SUP/COOR, INVEST	75022	Supervisor/Coordinator, Investments
FINANCE OFFICER	75023	Finance Officer/Comptroller
ASST FINANCE OFFICER	75024	Assistant Finance Officer/Comptroller
BUDGET ANALYST	75030	Fiscal/Budget Analyst
ACCOUNTANT	75031	Accountant
ACCOUNT CLERK	75032	Account Clerk/Payroll Clerk
INT AUDITOR	75033	Internal Accounts Auditor
OTH FISCAL EMP	75034	Other Fiscal Personnel
EXEC SEC, FISCAL	75090	Executive Secretary, Business & Finance
SEC, FISCAL	75091	Secretary, Business & Finance
CLERK TYP, FISCAL	75092	Clerk Typist, Business & Finance
CLERK, FISCAL	75093	Clerk, Fiscal Services
OFF AIDE, FISCAL	75094	Office Aide, Business & Finance
RECEP, FISCAL	75095	Receptionist, Business & Finance
DATA ENT OP, FISCAL	75096	Data Entry Operator, Fiscal Services
BOOKKEEPER, FISCAL	75097	Bookkeeper, Fiscal Services
MESSENGER, FISCAL	75098	Messenger/Deliveryman, Fiscal Services
OTH CLER, FISCAL	75099	Other Clerical Staff, Fiscal Services

APPENDIX E

JOB CODE ASSIGNMENTS

76 Food Services

Abbreviated Title	Job Code Number	Job Code Title
DEP SUPER, FOOD SER	76001	Deputy Superintendent, Food Services
ASSOC SUPER, FOOD SER	76002	Associate Superintendent, Food Services
ASST SUPER, FOOD SER	76003	Assistant/Area Superintendent, Food Services
EXEC DIR, FOOD SER	76004	Executive/General Director, Food Services
DIR, FOOD SER	76005	Director, Food Services
ASST DIR, FOOD SER	76006	Assistant Director, Food Services
SUP, FOOD SER	76007	Supervisor, Food Services
COOR, FOOD SER	76008	Coordinator, Food Services
ADMIN SA, FOOD SER	76009	Administrator on Special Assignment, Food Services
SPEC, FOOD SER	76010	Specialist/Manager, Food Services
ADMIN ASST, FOOD SER	76011	Administrative Assistant, Food Services
TSA, FOOD SER	76012	Teacher on Special Assignment, Food Services
MANAGER, FOOD SER	76013	Manager, Food Services
ASST FOOD SER MANAGER	76016	Assistant Food Service Manager
BAKER	76020	Baker
COOK	76021	Cook
SALAD MAKER	76022	Salad Maker
FOOD SER WORKER	76023	School Food Service Worker/Assistant
LUNCH ROOM AIDE	76024	Lunch Room Aide
CASHIER, FOOD SER	76025	Cashier, Food Services
STORES CLERK, FOOD SER	76027	Stores Clerk/Buyer, Food Services
FOOD SER DRIVER	76028	Food Service Driver
OTH FOOD SER EMP	76029	Other Food Service Personnel
SUB FOOD SER WK	76030	Substitute Food Service Worker
EXEC SEC, FOOD SER	76090	Executive Secretary, Food Services
SEC, FOOD SER	76091	Secretary, Food Services
CLERK TYP, FOOD SER	76092	Clerk Typist, Food Services
CLERK, FOOD SER	76093	Clerk, Food Services
OFF AIDE, FOOD SER	76094	Office Aide, Food Services
RECEP, FOOD SER	76095	Receptionist, Food Services
DATA ENT OP, FOOD SER	76096	Data Entry Operator, Food Services
BOOKKEEPER, FOOD SER	76097	Bookkeeper, Food Services
MESSENGER, FOOD SER	76098	Messenger/Deliveryman, Food Services
OTH CLER, FOOD SER	76099	Other Clerical Staff, Food Services

FLORIDA DEPARTMENT OF EDUCATION
DOE INFORMATION DATA BASE REQUIREMENTS
VOLUME II: AUTOMATED STAFF INFORMATION SYSTEM
AUTOMATED STAFF DATA ELEMENTS

| **Implementation Date:** |
| Fiscal Year 1990-91 |
| July 1, 1990 |

APPENDIX E

JOB CODE ASSIGNMENTS

77 Central Services

Abbreviated Title	Job Code Number	Job Code Title
DEP SUPER, CEN SER	77001	Deputy Superintendent, Central Services
ASSOC SUPER, CEN SER	77002	Associate Superintendent, Central Services
ASST SUPER, CEN SER	77003	Assistant/Area Superintendent, Central Services
EXEC DIR, CEN SER	77004	Executive/General Director, Central Services
DIR, CEN SER	77005	Director, Central Services
ASST DIR, CEN SER	77006	Assistant Director, Central Services
SUP, CEN SER	77007	Supervisor, Central Services
COOR, CEN SER	77008	Coordinator, Central Services
ADMIN SA, CEN SER	77009	Administrator on Special Assignment, Central Services
SPEC, CEN SER	77010	Specialist/Manager, Central Services
ADMIN ASST, CEN SER	77011	Administrative Assistant, Central Services
TSA, CEN SER	77012	Teacher on Special Assignment, Central Services
MANAGER, CEN SER	77013	Manager, Central Services
EXEC SEC, CEN SER	77090	Executive Secretary, Central Services
SEC, CEN SER	77091	Secretary, Central Services
CLERK TYP, CEN SER	77092	Clerk Typist, Central Services
CLERK, CEN SER	77093	Clerk, Central Services
OFF AIDE, CEN SER	77094	Office Aide, Central Services
RECEP, CEN SER	77095	Receptionist, Central Services
DATA ENT OP, CEN SER	77096	Data Entry Operator, Central Services
BOOKKEEPER, CEN SER	77097	Bookkeeper, Central Services
MESSENGER, CEN SER	77098	Messenger/Deliveryman, Central Services
OTH CLER, CEN SER	77099	Other Clerical Staff, Central Services

	Implementation Date: Fiscal Year 1990-91 July 1, 1990

APPENDIX E

JOB CODE ASSIGNMENTS

77 Planning, Research Development and Evaluation Services

Abbreviated Title	Job Code Number	Job Code Title
DEP SUPER, P/R/E	77101	Deputy Superintendent, Planning, Research & Evaluation
ASSOC SUPER, P/R/E	77102	Associate Superintendent, Planning, Research & Evaluation
ASST SUPER, P/R/E	77103	Assistant/Area Superintendent, Planning, Research & Evaluation
EXEC DIR, P/R/E	77104	Executive/General Director, Planning, Research & Evaluation
DIR, P/R/E	77105	Director, Planning, Research & Evaluation
ASST DIR, P/R/E	77106	Assistant Director, Planning, Research & Evaluation
SUP, P/R/E	77107	Supervisor, Planning Research & Evaluation
COOR, P/R/E	77108	Coordinator, Planning, Research & Evaluation
ADMIN SA, P/R/E	77109	Administrator on Special Assignment, Planning, Research & Evaluation
SPEC, P/R/E	77110	Specialist/Manager, Planning, Research & Evaluation
ADMIN ASST, P/R/E	77111	Administrative Assistant, Planning, Research & Evaluation
TSA, P/R/E	77112	Teacher on Special Assignment, Planning, Research & Evaluation
DIR, RES/EVAL	77117	Director, Research & Evaluation
SUP, RES/EVAL	77118	Supervisor, Research & Evaluation
COOR, RES/EVAL	77119	Coordinator, Research & Evaluation
DIR, PLAN	77120	Director, Planning
SUP, PLAN	77121	Supervisor, Planning
COOR, PLAN	77122	Coordinator, Planning
PLANNING SPEC	77130	Planning Specialist
EVAL SPEC	77131	Testing/Evaluation/Assessment Specialist
ED DIAG	77132	Educational Diagnostician
OTH DIAG	77133	Other Diagnosticians
TESTING ASST	77134	Testing Assistant
EXEC SEC, P/R/E	77190	Executive Secretary, Planning, Research & Evaluation
SEC, P/R/E	77191	Secretary, Planning, Research & Evaluation
CLERK TYP, P/R/E	77192	Clerk Typist, Planning, Research & Evaluation
CLERK, P/R/E	77193	Clerk, Planning, Research & Evaluation
OFF AIDE, P/R/E	77194	Office Aide, Planning, Research & Evaluation
RECEP, P/R/E	77195	Receptionist, Planning, Research & Evaluation
DATA ENT OP, P/R/E	77196	Data Entry Operator, Planning, Research & Evaluation
BOOKKEEPER, P/R/E	77197	Bookkeeper, Planning, Research & Evaluation
MESSENGER, P/R/E	77198	Messenger/Deliveryman, Planning, Research & Evaluation
OTH CLER, P/R/E	77199	Other Clerical Staff, Planning Research & Evaluation

FLORIDA DEPARTMENT OF EDUCATION
DOE INFORMATION DATA BASE REQUIREMENTS
VOLUME II: AUTOMATED STAFF INFORMATION SYSTEM
AUTOMATED STAFF DATA ELEMENTS

Implementation Date:
Fiscal Year 1990-91
July 1, 1990

APPENDIX E

JOB CODE ASSIGNMENTS

77 Information Services

Abbreviated Title	Job Code Number	Job Code Title
DEP SUPER, INFO	77201	Deputy Superintendent, Information Services
ASSOC SUPER, INFO	77202	Associate Superintendent, Information Services
ASST SUPER, INFO	77203	Assistant/Area Superintendent, Information Services
EXEC DIR, INFO SER	77204	Executive/General Director, Information Services
DIR, INFO SER	77205	Director, Information Services
ASST DIR, INFO SER	77206	Assistant Director, Information Services
SUP, INFO SER	77207	Supervisor, Information Services
COOR, INFO SER	77208	Coordinator, Information Services
ADMIN SA, INFO	77209	Administrator on Special Assignment, Information Services
SPEC, INFO	77210	Specialist/Manager, Information Services
ADMIN ASST, INFO	77211	Administrative Assistant, Information Services
TSA, INFO	77212	Teacher on Special Assignment, Information Services
MANAGER, INFO	77213	Manager, Information Services
PUB REL INFO SPEC	77220	Public Relations information Specialist
WP MANAGER	77221	Word Processing Center Manager
WP OPERATOR	77222	Word Processing Operator
GRAPHICS ARTIST	77223	Graphics Artist
PHOTOGRAPHER	77224	Photographer
DATA ANALYST	77225	Data Analyst
RESEARCH ASSOC	77226	Research Associate
RECORDS/FORMS ANAL	77227	Records/Forms Analyst
EXEC SEC, INFO SER	77290	Executive Secretary, Information Services
SEC, INFO SER	77291	Secretary, Information Services
CLERK TYP, INFO SER	77292	Clerk Typist, Information Services
CLERK, INFO	77293	Clerk, Information Services
OFF AIDE, INFO SER	77294	Office Aide, Information Services
RECEP, INFO SER	77295	Receptionist, Information Services
DATA ENT OP, INFO	77296	Data Entry Operator, Information Services
BOOKKEEPER, INFO	77297	Bookkeeper, Information Services
MESSENGER, INFO	77298	Messenger/Deliveryman, Information Services
OTH CLER, INFO	77299	Other Clerical Staff, Information Services

FLORIDA DEPARTMENT OF EDUCATION
DOE INFORMATION DATA BASE REQUIREMENTS
VOLUME II: AUTOMATED STAFF INFORMATION SYSTEM
AUTOMATED STAFF DATA ELEMENTS

Implementation Date:
Fiscal Year 1990-91
July 1, 1990

APPENDIX E

JOB CODE ASSIGNMENTS

77 Staff Services

Abbreviated Title	Job Code Number	Job Code Title
DEP SUPER, STAFF	77301	Deputy Superintendent, Staff Services
ASSOC SUPER, STAFF	77302	Associate Superintendent, Staff Services
ASST SUPER, STAFF	77303	Assistant/Area Superintendent, Staff Services
EXEC DIR, STAFF	77304	Executive/General Director, Staff Services
DIR, STAFF	77305	Director, Staff Services
ASST DIR, STAFF	77306	Assistant Director, Staff Services
SUP, STAFF	77307	Supervisor, Staff Services
COOR, STAFF	77308	Coordinator, Staff Services
ADMIN SA, STAFF	77309	Administrator on Special Assignment, Staff Services
SPEC, STAFF	77310	Specialist/Manager, Staff Services
ADMIN ASST, STAFF	77311	Administrative Assistant, Staff Services
TSA, STAFF	77312	Teacher on Special Assignment, Staff Services
DIR, RISK MAN	77316	Director, Risk Management
SUP, RISK MAN	77317	Supervisor, Risk Management
COOR, RISK MAN	77318	Coordinator, Risk Management
DIR, EMP REL	77319	Director, Employee Relations
SUP, EMP REL	77320	Supervisor, Employee Relations
COOR, EMP REL	77321	Coordinator, Employee Relations
DIR, PERS	77322	Director, Personnel
SUP, PERS	77323	Supervisor, Personnel
COOR, PERS	77324	Coordinator, Personnel
ASST CERT	77325	Assistant for Certification
ASST RET	77326	Assistant for Retirement
CLAIMS REP	77327	Claims Representative
TRAINER, NONINST	77328	Trainer, Non-instructional
SR PERS ANALYST	77329	Senior Personnel Analyst
PERS SPEC	77330	Personnel Specialist
AFF ACTION SPEC	77331	Affirmative Action/Title IX Specialist
INSURANCE SPEC	77332	Insurance Specialist
EQUITY OFF	77333	Equity Officer
SALARY ADMIN	77334	Salary Administrator
RECRUITER	77335	Recruiter
HUMAN REL SPEC	77336	Human Relations Specialist
CERT SPEC	77337	Certification Specialist
SUP, HRMD TRNG	77338	Supervisor, Human Resource Management Development Training
EXEC SEC, STAFF SER	77390	Executive Secretary, Staff Services
SEC, STAFF SER	77391	Secretary, Staff Services
CLERK TYP, STAFF SER	77392	Clerk Typist, Staff Services
CLERK, STAFF	77393	Clerk, Staff Services

FLORIDA DEPARTMENT OF EDUCATION
DOE INFORMATION DATA BASE REQUIREMENTS
VOLUME II: AUTOMATED STAFF INFORMATION SYSTEM
AUTOMATED STAFF DATA ELEMENTS

| Implementation Date: |
| Fiscal Year 1990-91 |
| July 1, 1990 |

APPENDIX E

JOB CODE ASSIGNMENTS

77 Staff Services *(Continued)*

Abbreviated Title	Job Code Number	Job Code Title
OFF AIDE, STAFF SER	77394	Office Aide, Staff Services
RECEP, STAFF SER	77395	Receptionist, Staff Services
DATA ENT OP, STAFF	77396	Data Entry Operator, Staff Services
BOOKKEEPER, STAFF	77397	Bookkeeper, Staff Services
MESSENGER, STAFF	77398	Messenger/Deliveryman, Staff Services
OTH CLER, STAFF	77399	Other Clerical Staff, Staff Services

APPENDIX E

JOB CODE ASSIGNMENTS

77 Statistical Services

Abbreviated Title	Job Code Number	Job Code Title
STATISTICIAN	77420	Statistician
STAT AIDE	77421	Statistical Aide/Clerk

APPENDIX E

JOB CODE ASSIGNMENTS

77 Internal Services

Abbreviated Title	Job Code Number	Job Code Title
DEP SUPER, INT SER	77601	Deputy Superintendent, Internal Services
ASSOC SUPER, INT SER	77602	Associate Superintendent, Internal Services
ASST SUPER, INT SER	77603	Assistant/Area Superintendent, Internal Services
EXEC DIR, INT SER	77604	Executive/General Director, Internal Services
DIR, INT SER	77605	Director, Internal Services
ASST DIR, INT SER	77606	Assistant Director, Internal Services
SUP, INT SER	77607	Supervisor, Internal Services
COOR, INT SER	77608	Coordinator, Internal Services
ADMIN SA, INT SER	77609	Administrator on Special Assignment, Internal Service
SPEC, INT SER	77610	Specialist/Manager, Internal Services
ADMIN ASST, INT SER	77611	Administrative Assistant, Internal Services
TSA, INT SER	77612	Teacher on Special Assignment, Internal Services
MANAGER, INT SER	77613	Manager, Internal Services
FOREMAN, INT SER	77614	Foreman, Internal Services
LEAD WK, INT SER	77615	Lead Worker, Internal Services
DIR, PROP REC	77616	Director, Property Records
SUP, PROP REC	77617	Supervisor, Property Records
COOR, PROP REC	77618	Coordinator, Property Records
DIR, WAREHOUSING	77619	Director, Warehousing
SUP, WAREHOUSING	77620	Supervisor, Warehousing
COOR, WAREHOUSING	77621	Coordinator, Warehousing
DIR, PURCHASING	77622	Director, Purchasing
SUP, PURCHASING	77623	Supervisor, Purchasing
COOR, PURCHASING	77624	Coordinator, Purchasing
PROP CONTROL SPEC	77625	Property Control Specialist
STOREROOM MANAGER	77626	Storeroom Manager
WAREHOUSEMAN	77627	Storekeeper/Warehouseman
SHIP/REC CLERK	77628	Shipping/Receiving Clerk
TEXTBOOK SPEC, WHSE	77629	Textbook Specialist, Warehouse
DUP EQUIP OP	77630	Duplicating/Reproduction Equipment Operator
PRINTER	77631	Printer/Print Manager
PRODUCTION SPEC	77632	Production Specialist
CAMERAMAN	77633	Cameraman (Print Shop)
OFFSET PRESSMAN	77634	Offset Pressman
BINDERY TECH	77635	Bindery Technician
MICROGRAPHICS TECH	77636	Micrographics Technician
PURCHASING AGENT	77637	Purchasing Agent/Buyer
SUPPLIES SPEC	77638	Supplies Specialist
WAREHOUSE MANAGER	77639	Warehouse Manager
FOREMAN, PRINT SHOP	77640	Foreman, Print Shop

APPENDIX E

JOB CODE ASSIGNMENTS

77 Internal Services *(Continued)*

Abbreviated Title	Job Code Number	Job Code Title
RECORDS SPEC	77641	Records Specialist/Technician
GRAPHICS SPEC	77642	Graphics Production Specialist
MATERIALS SPEC, INT	77643	Materials Control/Testing Specialist, Internal Services
MAILROOM SUP	77644	Mail Room Supervisor
COURIER	77645	Mail Delivery Clerk/Courier
EXEC SEC, INT SER	77690	Executive Secretary, Internal Services
SEC, INT SER	77691	Secretary, Internal Services
CLERK TYP, INT SER	77692	Clerk Typist, Internal Services
CLERK, INT SER	77693	Clerk, Internal Services
OFF AIDE, INT SER	77694	Office Aide, Internal Services
RECEP, INT SER	77695	Receptionist, Internal Services
DATA ENT OP, INT SER	77696	Data Entry Operator, Internal Services
BOOKKEEPER, INT SER	77697	Bookkeeper, Internal Services
MESSENGER, INT SER	77698	Messenger/Deliveryman, Internal Services
OTH CLER, INT SER	77699	Other Clerical Staff, Internal Services

APPENDIX E

JOB CODE ASSIGNMENTS

78 Pupil Transportation Services

Abbreviated Title	Job Code Number	Job Code Title
DEP SUPER, TRANS	78001	Deputy Superintendent, Transportation
ASSOC SUPER, TRANS	78002	Associate Superintendent, Transportation
ASST SUPER, TRANS	78003	Assistant/Area Superintendent, Transportation
EXEC DIR, TRANS	78004	Executive/General Director, Transportation
DIR, TRANS	78005	Director, Transportation
ASST DIR, TRANS	78006	Assistant Director, Transportation
SUP, TRANS	78007	Supervisor, Transportation
COOR, TRANS	78008	Coordinator, Transportation
ADMIN SA, TRANS	78009	Administrator on Special Assignment, Transportation
SPEC, TRANS	78010	Specialist/Manager, Transportation
ADMIN ASST, TRANS	78011	Administrative Assistant, Transportation
TSA, TRANS	78012	Teacher on Special Assignment, Transportation
MANAGER, TRANS	78013	Manager, Transportation
FOREMAN, TRANS	78014	Foreman, Transportation
LEAD WK, TRANS	78015	Lead Worker, Transportation
ROUTE COOR	78020	Route Coordinator/Manager
OTH ROUTING EMP	78021	Other Routing Personnel/Assistants
SUP/COOR, EX ED TRANS	78022	Supervisor/Coordinator of Exceptional Education Transportation
SUP/COOR, VEH SER	78023	Supervisor/Coordinator, Vehicle Service
MECHANIC	78024	Mechanic
MECHANIC HELPER	78025	Mechanic's Helper
PAINT & BODY EMP	78026	Paint & Body Personnel
PARTS EMP	78027	Parts Personnel
GAS ATTEND	78028	Gas Attendant/Tire Personnel
DISPATCHER, TRANS	78029	Dispatcher, Transportation
BUS DRIVER	78030	Bus Driver
SUB BUS DRIVER	78031	Relief Driver/Substitute
BUS AIDE	78032	Bus Aide/Bus Attendant
BUS DRIVER TRAINER	78033	Bus Driver Trainer/Safety Specialist
OTH TRANS EMP	78034	Other Transportation Personnel
SHOP SUPER	78035	Shop Supervisor
BUS INSPECT	78036	Bus Inspector
EXEC SEC, TRANS	78090	Executive Secretary, Transportation
SEC, TRANS	78091	Secretary, Transportation
CLERK TYP, TRANS	78092	Clerk Typist, Transportation
CLERK, TRANS	78093	Clerk, Transportation
OFF AIDE, TRANS	78094	Office Aide, Transportation
RECEP, TRANS	78095	Receptionist, Transportation
DATA ENT OP, TRANS	78096	Data Entry Operator, Transportation
BOOKKEEPER, TRANS	78097	Bookkeeper, Transportation
MESSENGER, TRANS	78098	Messenger/Deliveryman, Transportation
OTH CLER, TRANS	78099	Other Clerical Staff, Transportation

FLORIDA DEPARTMENT OF EDUCATION
DOE INFORMATION DATA BASE REQUIREMENTS
VOLUME II: AUTOMATED STAFF INFORMATION SYSTEM
AUTOMATED STAFF DATA ELEMENTS

Implementation Date:
Fiscal Year 1990-91
July 1, 1990

APPENDIX E

JOB CODE ASSIGNMENTS

FLORIDA DEPARTMENT OF EDUCATION
DOE INFORMATION DATA BASE REQUIREMENTS
VOLUME II: AUTOMATED STAFF INFORMATION SYSTEM
AUTOMATED STAFF DATA ELEMENTS

Implementation Date:
Fiscal Year 1990-91
July 1, 1990

APPENDIX E

JOB CODE ASSIGNMENTS

79 Operation of Plant

Abbreviated Title	Job Code Number	Job Code Title
DEP SUPER, OP	79001	Deputy Superintendent, Operations
ASSOC SUPER, OP	79002	Associate Superintendent, Operations
ASST SUPER, OP	79003	Assistant/Area Superintendent, Operations
EXEC DIR, OP	79004	Executive/General Director, Operations
DIR, OP	79005	Director, Operations
ASST DIR, OP	79006	Assistant Director, Operations
SUP, OP	79007	Supervisor, Operations
COOR, OP	79008	Coordinator, Operations
ADMIN SA, OP	79009	Administrator on Special Assignment, Operations
SPEC, OP	79010	Specialist/Manager, Operations
ADMIN ASST, OP	79011	Administrative Assistant, Operations
TSA, OP	79012	Teacher on Special Assignment, Operations
MANAGER, OP	79013	Manager, Operations
FOREMAN, OP	79014	Foreman, Operations
LEAD WK, OP	79015	Lead Worker, Operations
UTILITIES MANAGER	79016	Utilities Manager
SUP, SECURITY	79017	Supervisor of Security
ENERGY MANAGER	79018	Energy Manager
INVESTIGATOR	79020	Special Investigator
SAFETY OFF	79021	Safety and Security Officer
SAFETY INSPECTOR	79022	Loss Prevention/Fire & Safety Inspector
SECURITY GUARD	79023	Security Guard/Night Watchman
CROSSING GUARD, SCH	79024	Crossing Guard, School
HEAD CUSTODIAN	79025	Head Custodian/Maintenance Unit Manager
CUSTODIAN	79026	Custodian
MAID	79027	Maid
PEST CONTROL WK	79028	Insect/Pest Control Worker
GARDENER	79029	Landscape Gardener/Worker
COMM TECH	79032	Communications Technician
DISPATCHER, OP	79033	Dispatcher, Operations
SUB CUSTODIAN	79034	Substitute Custodian
LABORER, OP	79035	Laborer, Operations
GROUNDS MAIN TECH	79036	Grounds Maintenance Technician/Tree Surgeon
ENVIRONMENTAL ENG	79037	Environmental Engineer
EXEC SEC, OP	79090	Executive Secretary, Operations
SEC, OP	79091	Secretary, Operations
CLERK TYP, OP	79092	Clerk Typist, Operations
CLERK, OP	79093	Clerk, Operations
OFF AIDE, OP	79094	Office Aide, Operations
RECEP, OP	79095	Receptionist, Operations
DATA ENT OP, OP	79096	Data Entry Operator, Operations
BOOKKEEPER, OP	79097	Bookkeeper, Operations
MESSENGER, OP	79098	Messenger/Deliveryman, Operations
OTH CLER, OP	79099	Other Clerical Staff, Operations

APPENDIX E

JOB CODE ASSIGNMENTS

81 Maintenance of Plant

Abbreviated Title	Job Code Number	Job Code Title
DEP SUPER, MAIN	81001	Deputy Superintendent, Maintenance
ASSOS SUPER, MAIN	81002	Associate Superintendent, Maintenance
ASST SUPER, MAIN	81003	Assistant/Area Superintendent, Maintenance
EXEC DIR, MAIN	81004	Executive/General Director, Maintenance
DIR, MAIN	81005	Director, Maintenance
ASST DIR, MAIN	81006	Assistant Director, Maintenance
SUP, MAIN	81007	Supervisor, Maintenance
COOR, MAIN	81008	Coordinator, Maintenance
ADMIN SA, MAIN	81009	Administrator on Special Assignment, Maintenance
SPEC, MAIN	81010	Specialist/Manager, Maintenance
ADMIN ASST, MAIN	81011	Administrative Assistant, Maintenance
TSA, MAIN	81012	Teacher on Special Assignment, Maintenance
MANAGER, MAIN	81013	Manager, Maintenance
FOREMAN, MAIN	81014	Foreman, Maintenance
LEAD WK, MAIN	81015	Lead Worker, Maintenance
EQUIP OP	81020	Equipment Operator
TRUCK DRIVER	81021	Truck Driver
WASTE PLANT OP	81022	Wastewater Plant Operator
AC MECHANIC	81024	Air Conditioning and Refrigeration Mechanic
BOILER MECHANIC	81025	Boiler Mechanic
ELECTRICIAN	81026	Electrician
PLUMBER	81027	Plumber
WELDER	81028	Welder
CARPENTER	81029	Carpenter
MASON	81030	Mason
CARPET REPAIRMAN	81031	Carpet & Tile Repairman
GLAZIER	81032	Glazier (Window Repairman)
PAINTER	81033	Painter
ROOFER	81034	Roofer
SHEET METAL WK	81035	Sheet Metal Worker
REFINISHER	81036	Refinisher
EQUIP MECHANIC	81037	Equipment Mechanic
SMALL ENGINE MECH	81038	Small Engine Mechanic
HVY EQUIP MECH	81039	Heavy Equipment Mechanic
APPL REPAIRMAN	81040	Appliance Repairman
LOCKSMITH	81041	Locksmith
OFF MACH REPAIRMAN	81042	Office Machine Repairman
MAIN WK	81043	Maintenance Worker/Trades worker
CABINET MAKER	81044	Millshop Worker/Cabinet Maker
ELECTRONICS, MAIN	81045	Electronics Technician, Maintenance
MECHANICS, OTHER	81046	Other Mechanics
VENETIAN BL REPAIRS	81047	Venetian Blind Repairman
FURNITURE REPAIR	81048	Furniture Repairman
PLASTERER	81049	Plasterer

FLORIDA DEPARTMENT OF EDUCATION
DOE INFORMATION DATA BASE REQUIREMENTS
VOLUME II: AUTOMATED STAFF INFORMATION SYSTEM
AUTOMATED STAFF DATA ELEMENTS

Implementation Date:
Fiscal Year 1990-91
July 1, 1990

APPENDIX E

JOB CODE ASSIGNMENTS

81 Maintenance of Plant *(Continued)*

Abbreviated Title	Job Code Number	Job Code Title
OTH MAIN PERS	81050	Other Maintenance Personnel
EXEC SEC, MAIN	81090	Executive Secretary, Maintenance
SEC, MAIN	81091	Secretary, Maintenance
CLERK TYP, MAIN	81092	Clerk Typist, Maintenance
CLERK, MAIN	81093	Clerk, Maintenance
OFF AIDE, MAIN	81094	Office Aide, Maintenance
RECEP, MAIN	81095	Receptionist, Maintenance
DATA ENT OP, MAIN	81096	Data Entry Operator, Maintenance
BOOKKEEPER, MAIN	81097	Bookkeeper, Maintenance
MESSENGER, MAIN	81098	Messenger/Deliveryman, Maintenance
OTH CLER, MAIN	81099	Other Clerical Staff, Maintenance

FLORIDA DEPARTMENT OF EDUCATION
DOE INFORMATION DATA BASE REQUIREMENTS
VOLUME II: AUTOMATED STAFF INFORMATION SYSTEM
AUTOMATED STAFF DATA ELEMENTS

Implementation Date:
Fiscal Year 1990-91
July 1, 1990

APPENDIX E

JOB CODE ASSIGNMENTS

82 Administrative Technology Services

Abbreviated Title	Job Code Number	Job Code Title
DEP SUPER, AT	82001	Deputy Superintendent, Administrative Technology
ASSOC SUPER, AT	82002	Associate Superintendent, Administrative Technology
ASST SUPER, AT	82003	Assistant/Area Superintendent, Administrative Technology
EXEC DIR, AT	82004	Executive/General Director, Administrative Technology
DIR, AT	82005	Director, Administrative Technology
ASST DIR, AT	82006	Assistant Director, Administrative Technology
SUP, AT	82007	Supervisor, Administrative Technology
COOR, AT	82008	Coordinator, Administrative Technology
ADMIN SA, AT	82009	Administrator on Special Assignment, Administrative Technology
SPEC, AT	82010	Specialist/Manager, Administrative Technology
ADMIN ASST, AT	82011	Administrative Assistant, Administrative Technology
TSA, AT	82012	Teacher on Special Assignment, Administrative Technology
COMP SYS ANALYST, AT	82020	Computer Systems Analyst, Administrative Technology
COMP SYS USER ED, AT	82021	Computer Systems User Educator, Administrative Technology
COMP PROG, AT	82022	Computer Programmer, Administrative Technology
COMP OP, AT	82023	Computer Operator, Administrative Technology
DATA ENTRY SUP, AT	82024	Data Entry Supervisor, Administrative Technology
LEAD COMP OP, AT	82025	Lead Computer Operator, Administrative Technology
MICROFILM CLERK, AT	82026	Microfilm Clerk, Administrative Technology
COMP NET SPEC, AT	82027	Computer Network Specialist, Administrative Technology
PROG ANALYST, AT	82028	Programmer Analyst, Administrative Technology
SR PROG ANALYST, AT	82029	Senior Programmer Analyst, Administrative Technology
PROJECT MAN, AT	82030	Project Manager, Administrative Technology
ASST COMP PROG, AT	82031	Assistant Computer Programmer, Administrative Technology
TELECOMM SPEC, AT	82032	Telecommunications Specialist, Administrative Technology
TECH, AT	82033	Technician, Administrative Technology
INFO SPEC, AT	82034	Information Specialist, Administrative Technology
SYS SUPPORT SPEC, AT	82035	Systems Support Specialist, Administrative Technology
EXEC SEC, AT	82090	Executive Secretary, Administrative Technology
SEC, AT	82091	Secretary, Administrative Technology

APPENDIX E

JOB CODE ASSIGNMENTS

82 Administrative Technology Services *(Continued)*

Abbreviated Title	Job Code Number	Job Code Title
CLERK TYP, AT	82092	Clerk Typist, Administrative Technology
CLERK, AT	82093	Clerk, Administrative Technology
OFF AIDE, AT	82094	Office Aide, Administrative Technology
RECEP, AT	82095	Receptionist, Administrative Technology
DATA ENTRY OP, AT	82096	Data Entry Operator, Administrative Technology
BOOKKEEPER, AT	82097	Bookkeeper, Administrative Technology
MESSENGER, AT	82098	Messenger/Deliveryman, Administrative Technology
OTH CLER, AT	82099	Other Clerical Staff, Administrative Technology

APPENDIX E

JOB CODE ASSIGNMENTS

91 Community Services

Abbreviated Title	Job Code Number	Job Code Title
DEP SUPER, COMM	91001	Deputy Superintendent, Community Services
ASSOC SUPER, COMM	91002	Associate Superintendent, Community Services
ASST SUPER, COMM	91003	Assistant/Area Superintendent, Community Services
EXEC DIR, COMM	91004	Executive/General Director, Community Services
DIR, COMM	91005	Director, Community Services
ASST DIR, COMM	91006	Assistant Director, Community Services
SUP, COMM	91007	Supervisor, Community Services
COOR, COMM	91008	Coordinator, Community Services
ADMIN SA, COMM	91009	Administrator on Special Assignment, Community Services
SPEC, COMM	91010	Specialist/Manager, Community Services
ADMIN ASST, COMM	91011	Administrative Assistant, Community Services
TSA, COMM	91012	Teacher on Special Assignment, Community Services
REC SPEC	91030	Recreation Specialist
ACTIVITIES LEADER	91031	Activities Leader
PARENT SPEC, COMM	91032	Parent Specialist, Community Services
AIDE, COMM	91033	Aide, Community Services
OTH COMM PERS	91034	Other Community Services Personnel
EXEC SEC, COMM	91090	Executive Secretary, Community Services
SEC, COMM	91091	Secretary, Community Services
CLERK TYP, COMM	91092	Clerk Typist, Community Services
CLERK, COMM	91093	Clerk, Community Services
OFF AIDE, COMM	91094	Office Aide, Community Services
RECEP, COMM	91095	Receptionist, Community Services
DATA ENT OP, COMM	91096	Data Entry Operator, Community Services
BOOKKEEPER, COMM	91097	Bookkeeper, Community Services
MESSENGER, COMM	91098	Messenger/Deliveryman, Community Services
OTH CLER, COMM	91099	Other Clerical Staff, Community Services

FLORIDA DEPARTMENT OF EDUCATION DOE INFORMATION DATABASE REQUIREMENTS 2018-19 AUTOMATED STAFF INFORMATION SYSTEM APPENDIX H: STATE CODES	
STATE	**CODE**
Alabama	AL
Alaska	AK
Arizona	AZ
Arkansas	AR
California	CA
Colorado	CO
Connecticut	CT
Delaware	DE
District of Columbia	DC
Florida	FL
Georgia	GA
Hawaii	HI
Idaho	ID
Illinois	IL
Indiana	IN
Iowa	IA
Kansas	KS
Kentucky	KY
Louisiana	LA
Maine	ME
Maryland	MD
Massachusetts	MA
Michigan	MI
Minnesota	MN
Mississippi	MS
Missouri	MO
Montana	MT
Nebraska	NE
Nevada	NV
New Hampshire	NH
New Jersey	NJ
New Mexico	NM
New York	NY
North Carolina	NC
North Dakota	ND
Ohio	OH
Oklahoma	OK
Oregon	OR
Pennsylvania	PA
Rhode Island	RI
South Carolina	SC
South Dakota	SD
Tennessee	TN
Texas	TX
Utah	UT
Vermont	VT
Virginia	VA
Washington	WA
West Virginia	WV
Wisconsin	WI
Wyoming	WY

FLORIDA DEPARTMENT OF EDUCATION
DOE INFORMATION DATABASE REQUIREMENTS
2018-19 AUTOMATED STAFF INFORMATION SYSTEM
APPENDIX I: SELECTED BENEFITS DEFINITIONS

Implementation Da te:
Fiscal Year 1992- 93
July 1, 1 992

CODE	BENEFITS	DEFINITION
A	Health and Hospitalization	Employer contribution towards medical benefits provided through major medical insurance and/or health maintenance organizations.
B	Life Insurance	Employer contribution towards term or whole life and/or accidental death benefits.
C	Social Security	Employer contribution required under the Federal Insurance Contributions Act for retirement, survivors and disability tax (insurance tax for Old Age Survivors and Disability Insurance - OASDI).
D	Florida Retirement System	A defined benefit plan, qualified under Section 401(a) of the Internal Revenue Code and established by Chapter 121, Florida Statutes, and administrated under Chapter 60S-6.001 of the Florida Administrative Code. Include the Florida Teachers' Retirement System personnel here.
E	Commercial or Mutual Insurance Annuity Plan	Tax shelter annuities reported on Internal Revenue Service Code 403(B).
F	Unemployment Compensation	Insurance to partially compensate for a specific period of time that employees' are involuntarily terminated.
G	Workers' Compensation	Insurance protecting employees and their dependents against financial loss resulting from death, disability or injury that occurs during the course of employment.
K	Cafeteria Plan	A flexible benefit plan generally that complies with the requirements of Internal Revenue Code Section 125 and offers a choice of two or more qualified benefits or a choice between cash and one or more qualified benefits. A qualified benefit is a nontaxable benefit that is included in a cafeteria plan (i.e., group term life, accident and health insurance, dependent care assistance and cash-or-deferred arrangements.)
L	Other	Those benefits not included in codes A – G, K, M and N.
M	Medicare	Employer contributions required under Federal Insurance Contributions Act for a system of federal reimbursement for medical care to certain eligible elderly and disabled individuals.
N	Cafeteria Plan - Administrative Costs	Fees paid to a third party administrator for a Cafeteria Plan.

FLORIDA DEPARTMENT OF EDUCATION
DOE INFORMATION DATABASE REQUIREMENTS
2018-19 AUTOMATED STAFF INFORMATION SYSTEM
APPENDIX J: EQUAL EMPLOYMENT OPPORTUNITY (EEO) LINE NUMBERS

NO	ACTIVITY ASSIGNMENT
01	Superintendent
02	Deputy, Assistant, Associate, Area Superintendent – Instructional
03	Director, Supervisor, Coordinator - Instructional
04	**Official, Administrator, Manager - Instructional (Total, lines 01-03)**
05	Deputy, Assistant, Associate, Area Superintendent – Noninstructional
06	Director, Supervisor, Coordinator - Noninstructional
07	**Official, Administrator, Manager - Noninstructional (Total, lines 05-06)**
08	Consultants, Supervisors of Instruction
09	Principal, Elementary
10	Principal, Middle/Junior
11	Principal, Senior High
12	Principal, Other Type School
13	**Principals (Total, lines 09-12)**
14	Assistant Principal, Elementary
15	Assistant Principal, Middle/Junior
16	Assistant Principal, Senior High
17	Assistant Principal, Other Type School
18	**Assistant Principals (Total, lines 14-17)**
19	Deans, Curriculum Coordinators, Registrars
20	Community Education Coordinators
21	Prekindergarten Teachers
22	Kindergarten Teachers
23	Elementary Classroom Teachers, 1-3
24	Elementary Classroom Teachers, 4-6
25	Primary Education Specialists
26	Other Elementary Teachers
27	**Elementary Teachers (Total, lines 21-26)**
28	Secondary Classroom Teachers, 7-8
29	Secondary Classroom Teachers, 9-12
30	Other Secondary Teachers
31	**Secondary Classroom Teachers (Total, lines 28-30)**
32	Exceptional Student Education Teachers
33	Other Teachers
34	Guidance Counselors, Elementary
35	Guidance Counselors, Middle/Junior
36	Guidance Counselors, Senior High
37	Guidance Counselors, Other Type School
38	Career Specialist
39	**Guidance (Total, lines 34-38)**
40	Social Worker
41	School Psychologist

NO	ACTIVITY ASSIGNMENT	06
42	Librarian / Audio-Visual	July 1, 20 05
43	Other Professional Staff – Nonadministrative/Instructional	
44	Other Professional Staff – Nonadministrative/Noninstructional	
45	Paraprofessionals, K-3	
46	Paraprofessionals, 4-12	
47	Exceptional Student Ed Paraprofessionals	
48	Other Aides	
49	**Paraprofessionals/Aides (Total, lines 45-48)**	
50	Technicians	
51	Administrative Support Workers	
52	Service Workers	
53	Skilled Crafts	
54	Laborers, Unskilled	
55	**Full-Time Employees (Total, lines 01-54)**	

Staff EEO Categories	
01-20	Administrative Staff
21-43	Instructional Staff [21-33 for Classroom Teachers ONLY]
44-54	Support Staff

A file containing the job codes and EEO line numbers is at NWRDC.	
File Description:	Job Code File
Dataset Name:	DPS.DISTRICT.GU.F62056.Yxxxx
Record Format:	DPS.DISTRICT.FORMAT.Yxxxx
An Excel version of the crosswalk for job codes and EEO line numbers is available from the Department.	