

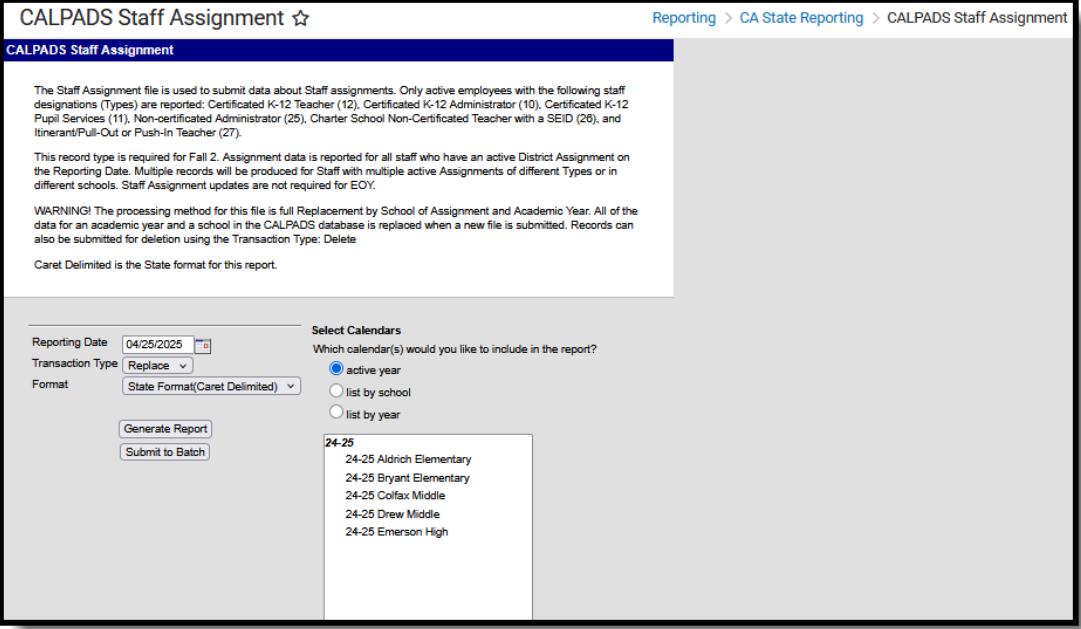
CALPADS Staff Assignment (SASS)

Last Modified on 12/14/2025 8:45 pm CST

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Tool Search: CALPADS Staff Assignment

The Staff Assignment file is used to submit data about staff teaching assignments. This information is reported for all certificated staff (Type 10, 11, 12, 25, 26, 27) who are actively employed on Information Day. Staff members must have a SEID, but staff with a SEID = 9999999999 do not report. Multiple records may be submitted when the staff person has multiple assignments in different schools or different Types.



CALPADS Staff Assignment ☆

Reporting > CA State Reporting > CALPADS Staff Assignment

CALPADS Staff Assignment

The Staff Assignment file is used to submit data about Staff assignments. Only active employees with the following staff designations (Types) are reported: Certificated K-12 Teacher (12), Certificated K-12 Administrator (10), Certificated K-12 Pupil Services (11), Non-certificated Administrator (25), Charter School Non-Certified Teacher with a SEID (26), and Itinerant/Pull-Out or Push-In Teacher (27).

This record type is required for Fall 2. Assignment data is reported for all staff who have an active District Assignment on the Reporting Date. Multiple records will be produced for Staff with multiple active Assignments of different Types or in different schools. Staff Assignment updates are not required for EOY.

WARNING! The processing method for this file is full Replacement by School of Assignment and Academic Year. All of the data for an academic year and a school in the CALPADS database is replaced when a new file is submitted. Records can also be submitted for deletion using the Transaction Type: Delete.

Caret Delimited is the State format for this report.

Reporting Date: 04/25/2025
Transaction Type: Replace
Format: State Format(Caret Delimited)

Select Calendars
Which calendar(s) would you like to include in the report?
 active year
 list by school
 list by year

24-25
24-25 Aldrich Elementary
24-25 Bryant Elementary
24-25 Coffax Middle
24-25 Drew Middle
24-25 Emerson High

Generate Report
Submit to Batch

CALPADS Staff Assignment

Report Logic

All staff who have an active District Employment record and an active District Assignment record with Type = 10, 11, 12, 25, 26 or 27 on the reporting date are included.

- Staff must have a Staff State ID (SEID) in Census > Demographics > Person Identifiers that is not blank or 9999999999.
- Multiple records should be submitted when a staff member has multiple District Assignments with different Type codes. (One record per Type code per School. A staff person with three District Assignments with Type 12 in the same School reports one record. A staff person with one District Assignment with Type 12 and one with Type 11 reports two records).
- Submit Multiple records when a staff member has multiple District Assignments with the

same Type code in different schools.

- In Field 14, the FTE for all active assignments in a school with the same Type are summed for reporting. When the staff person has multiple District Assignments with Types 10,11 or 12, the Non-Classroom Assignment Codes from all appropriate district assignments are reported in Fields 15-21, up to a total of seven unique codes in all district assignments for a given Type.

Staff are not reported when the Exclude checkbox is marked on the staff person's District Assignment record.

Operational Keys

- Academic Year ID
- School of Assignment

This is a FULL REPLACEMENT file. This means that when a file is submitted/posted to CALPADS, and a later file with the same School of Assignment and Academic Year is submitted/posted, the records from the second file *are replaced*, rather than updated or added to, the records from the first file.

Non-Binary Gender Reporting

Schools can assign students a gender of M: Male, F: Female, X: Non-binary. This is done on the [Identities](#) tool and/or the [Demographics](#) tool.

CALPADS Extracts use the Legal Gender field included in the Protected Identity Information to report student and staff identity information.

To record a gender of X: Non-binary, on the Identities tool:

1. Assign the **Gender of X: Non-Binary** in the standard identify fields.
2. Assign the **Protected Identity Information Legal Gender** of M: Male, F: Female, or X: Non-binary.
3. Save the record when finished.

Identity Information

PersonID	25745		
*Last Name	*First Name	Middle Name	Suffix
Student	Luke	Bennet	<input type="button" value="▼"/>
*Gender	Pronouns		
X: Non-binary	T: They/Them		
*Birth Date (Age: 13)	Soc Sec Number (Show)	No Image Available	
08/21/2010	XXX-XX-XXXX		
<input type="checkbox"/> Protected Identity Information			
Legal Last Name	Legal First Name	Legal Middle Name	Legal Suffix
Student	Luke	<input type="text"/>	<input type="button" value="▼"/>
Legal Gender			
X: Non-binary			
Race/Ethnicity (Edit)			

Gender and Legal Gender Assignment

Validate SASS Data

Use the [Data Validation Report](#) to correct any student data prior to the submitting the CALPADS file to the state. Validation Groups and Validation Rules are provided by Infinite Campus for a specific CALPADS extract (listed below). These groups are used to return certain rules assigned to each group.

- [CALPADS SSID Enrollment](#)
- [CALPADS Student Information](#)
- [CALPADS Student Programs](#)
- [CALPADS Student English Language Acquisition](#)
- [CALPADS Student Discipline](#)
 - [Student Incident File](#)
 - [Student Incident Result File](#)
 - [Student Offense File](#)
- [CALPADS Staff Demographics](#)
- [CALPADS Staff Assignments](#)
- [CALPADS Course Section](#)
- [CALPADS Student Course Section](#)
- [CALPADS Work-Based Learning](#)
- [CALPADS Postsecondary Status Summary](#)

Modifications to the Validation Rules and Validation Groups can be made if your district has purchased the [Campus Analytics Suite](#); otherwise, they are read-only.

Users can select the **Missing or Incorrect Data** Validation Group, which returns any missing or incorrect data that is reported in the CALPADS Extract, like a missing enrollment exit reason or an incorrect date, for example.

Note that examples refer to CALPADS SENR.

Data Validation Report ☆

Reporting > Data Validation > Data Validation Report

Instructions

The Data Validation Report returns results from the Data Validation Group selected. The Summary section includes the number of occurrences for each Data Validation Rule; if a Baseline Rule is used its Total population will be returned along with the Rate of the primary Rule compared against the Baseline Rule. State Owned Data Validation Groups can be run against the State Dataset via DIS.

Report Options

Data Validation Group *
 SENR - Missing/Incorrect

Data Validation Group Description
 This group shows Missing/Incorrect Data in the SENR.

Report Data Source
 Local Dataset
 State Dataset 

Output Options

Report Processing
 Generate Now
 Submit to Batch Queue

Format Type
 HTML
 CSV

Batch Queue List

Start Date	End Date	Report Title	Queued Time ↓	Status
mo./day/yr. 	mo./day/yr. 		No records available.	

Buttons
 Generate Reset

Data Validation Report - Missing/Incorrect Data

The report first lists a Summary of the issues found and the total number of occurrences.

SENR - Missing/Incorrect Data

District: 

Time: Wed Sep 01 08:36:36 CDT 2021

Preview: Results limited to 100 records per Rule

Summary

Rule	Severity	Occurrences
SENR0013 (via Stored Proc)	Warning	1
SENR0013 - Enrollment Start Date before Birth Date (via Stored Proc)	Warning	1
SENR0014 (via Stored Proc)	Warning	0
SENR0014 - Enrollment Start Date Greater than Current Date plus 6 months (via Stored Proc)	Warning	0
SENR0015 (via Stored Proc)	Warning	1
SENR0015 - Missing Exit Date (via Stored Proc)	Warning	1
SENR0018 (via Stored Proc)	Warning	1
SENR0018 - Invalid exit date for the submitted Exit Reason (via Stored Proc)	Warning	1
SENR0019 (via Stored Proc)	Warning	1
SENR0019 - Enrollment Exit Date Greater than Current Date plus 30 days (via Stored Proc)	Warning	1
SENR0020 (via Stored Proc)	Warning	819

Validate Report Summary List

Then, click the Rule in the Summary column (for HTML format), or scroll through the report to see which students meet the criteria of the rule logic.

SENR0013 (via Stored Proc) [Back To Summary](#)

recordType	yearID	schoolCalendar	startDate	endDate	noShow	endStatus	ssid	localStudentID	firstName	middleName	lastName	gender	suffix	birthDate
SENR0013	2020-2021	20-21 High School	2020-12-28 00:00:00.0		false		123456789	123456	John		Student	M	SR	2020-12-29 00:00:00.0

SENR0013 - Enrollment Start Date before Birth Date (via Stored Proc) [Back To Summary](#)

recordType	yearID	schoolCalendar	startDate	endDate	noShow	endStatus	ssid	localStudentID	firstName	middleName	lastName	gender	suffix	birthDate
SENR0013	2020-2021	20-21 High School	2020-12-28 00:00:00.0		false		123456789	123456	John		Student	M	SR	2020-12-29 00:00:00.0

SENR0014 (via Stored Proc) [Back To Summary](#)

No results

SENR0014 - Enrollment Start Date Greater than Current Date plus 6 months (via Stored Proc) [Back To Summary](#)

No results

SENR0015 (via Stored Proc) [Back To Summary](#)

recordType	yearID	schoolCalendar	startDate	endDate	noShow	endStatus	ssid	localStudentID	firstName	middleName	lastName	gender	suffix
SENR0015	2020-2021	20-21 High School	2020-09-01 00:00:00.0		false	E130	234567890	123456	David		Student	M	

Validate Report Results

Refer to the tables below, which includes the rule, rule logic and location, for correcting the data.

Missing or Incorrect Data

The Missing or Incorrect Data Report uses the following rules and logic (open the Click here to Expand section below to see each rule).

This report returns only those staff members whose District Assignment End Date is not populated or whose End Date is before or the same as the calendar end date and after or the same as the calendar start date.

- ▶ [Click here to expand...](#)

Rule Number	Issue	Logic	Location

Rule Number	Issue	Logic	Location
SASS0118	Staff Job Classification FTE Percentage Less than one or Employee on Leave Percentage Greater Than 0	Indicates the Staff Job Classification FTE Percentage for a staff member who is or who is not on leave is not a valid value. <ul style="list-style-type: none"> • Staff members who are on leave need to have a FTE Percentage of zero. • Staff members not on leave need to have a FTE Percentage that is equal to or more than 1. 	District Assignments > FTE of Assignment EmploymentAssignment.fte
SASS0119	Staff Job Classification FTE Percentage Greater Than or equal to 200	Indicates the entered value for Staff Job Classification FTE Percentage is more than 200. The correct value must be less than or equal to 200.	District Assignments > FTE of Assignment EmploymentAssignment.fte

Rule Number	Issue	Logic	Location
SASS0120	Missing Non Classroom Based Job Assignment Code	<p>Indicates the Non-Classroom Based Job Assignment Codes is missing for a staff person who has a Staff Job Classification Code = 10, 11 or 25.</p> <p>When the Staff Job Classification Code is one of the following, one or more of the Non-Classroom Based Job Assignment Codes must be populated:</p> <ul style="list-style-type: none"> • 10: Certificated K-12 Administrator • 11: Certificated K-12 Pupil Services • 25: Non-certificated Administrator 	<p>District Assignments > Type EmploymentAssignment.type</p> <p>District Assignments > Non-Classroom Assignment Code 1-7 EmploymentAssignment.nonClassroom1-7</p>
SASS0219	Invalid Non Classroom Based Job Assignment Code and Staff Job Classification Code combination values	<p>Indicates the Staff Job Classification Code and Non-Classroom Based Job Assignment Code are not valid combinations as defined in the CALPADS Valid Code Combinations document (available on the CALPADS System Documentation).</p>	<p>District Assignments > Type EmploymentAssignment.type</p> <p>District Assignments > Non-Classroom Assignment Code 1-7 or Assignment Code EmploymentAssignment.nonClassroom1-7</p>

Rule Number	Issue	Logic	Location
SASS0257	Invalid Assignment Code for Employee on Leave	<p>Indicates there is an invalid assignment code for an employee who is on leave.</p> <p>When an employee has an Assignment Code of Employee on Leave, all Non-classroom Based or Support Assignment fields must be blank for the same SEID, Academic Year and Reporting LEA.</p> <p>A SASS record is submitted for a staff where any of the Nonclassroom Based or Support Assignment Codes 1-7 are 6018, and any other of the Nonclassroom Based or Support Assignment Codes in the same record are not null or one or more additional SASS records exist for the same SEID, Academic Year, and Reporting LEA where any of the Nonclassroom Based or Support Assignment Codes 1-7 does not equal 6018. This applies for the inverse of this language - the first record that is not equal to 6018 and additional Nonclassroom Based Codes = 6018.</p>	<p>District Assignments > Non-Classroom Assignment Code 1-7 or Assignment Code</p> <p>EmploymentAssignment.nonClassroom1-7</p> <p>Demographics > Person Identifiers > Staff ID</p> <p>Person.staffID</p>

Rule Number	Issue	Logic	Location
Report Editor			

The following fields are available on the Staff Assignment Editor.

Field	Description
Reporting Date	Indicates the date of the report. This field displays the current date and includes active staff as of this date.
Transaction Type	Indicates the type of transaction that occurs - Replace or Delete.
Format	Determines how the report generates. Select State Format (Caret Delimited) when submitting records to the state. Other formats available for testing and review purposes are CSV and HTML.
Ad hoc Filter	Select which staff to include in the extract by choosing a filter that was created in the Filter Designer.
Calendar Selection	Select the calendar of Assignment. Calendars can be chosen by the active year, by the school name or by the year.
Report Generation Options	Choose the Generate Extract to display the results of the chosen items immediately. Choose the Submit to Batch option to generate the report at a specified time. This option is helpful when generating large amounts of data.

Generate the Staff Assignment File

1. Enter the **Reporting Date** in *mmddyy* format, or use the calendar icon to select a date.
2. Select the **Transaction Type** from the dropdown list - Replace or Delete.
3. Select the **Format** of the file. The State Format (Caret Delimited) should be chosen when submitting records to the state. Other formats available for testing and review purposes are CSV and HTML.
4. Use the **Ad hoc Filter** to select staff already included in a filter. This is not required.
5. Select the **Calendars** to include in the file.
6. Click the **Generate Extract** button. Or generate the extract at a specified time using the **Submit to Batch** button. The file appears in a new window in the selected format.

Staff Assignment File

Data Elements	Description	Location

Data Elements	Description	Location
Record Type Code	Type of data record being submitted. Chosen on the Extract Editor. Reports as SASS. <ul style="list-style-type: none"> Reports as <i>SASS.txt</i> for the State Format Reports as <i>SASS.csv</i> for the CSV Format <i>Alphanumeric, 4 characters</i>	Data not stored
Transaction Type Code	Action CALPADS should take with this record. Chosen on the Extract Editor. <ul style="list-style-type: none"> D = Delete Blank = Replace (default) <i>Alphanumeric, 1 character</i>	Data not stored
Local Record ID	This field does not report.	N/A
Reporting LEA	A unique identifier for the educational service institution in which the Staff person is employed. When the reporting calendar is from a School with Type 15: Independently Reporting Charter, the State School Number reports (not the State District Number). This field reports the Secondary District Number when the reporting calendar has a School Type of 16: Secondary State District Number. <i>Numeric, 7 digits</i>	District Information > State District Number District.number <hr/> School Information > School Number School.number <hr/> School Information > Type School.type

Data Elements	Description	Location
School of Assignment	<p>A unique identifier for the school where a Staff person is assigned. District-level staff should have a District Assignment in a School that has the State District Number entered as the State School Number.</p> <p>When the CDS Number field is populated on the School editor, that value reports.</p> <p><i>Numeric, 7 digits</i></p>	<p>School Information > State School Number</p> <p>School.Number</p> <hr/> <p>School Information > CDS Number</p>
Academic Year ID	<p>A unique identifier assigned to a specific Academic Year. An Academic Year is the period during which school is in regular session and provides a required number of days of instruction.</p> <p><i>Date field, 9 characters (CCYY-CCYY)</i></p>	<p>School Year Setup > Start Year/End Year</p> <p>Calendar.schoolYear</p>
SEID	<p>A unique identifier assigned to each Educator in the California public education system by the California Commission on Teacher Credentialing.</p> <p><i>Alphanumeric, 10 characters</i></p>	<p>Demographics > Person Identifiers > Staff ID</p> <p>Person.staffID</p>
Local Staff ID	<p>A unique identifier assigned to a Staff member by the local educational agency.</p> <p><i>Numeric, up to 10 digits</i></p>	<p>Census > People > Demographics > Person Identifiers > Staff Number</p> <p>Person.staffNumber</p>

Data Elements	Description	Location
Staff First Name	<p>The legal first name of the staff person. This information is reported from the current identity record.</p> <p>When the Legal First Name field is populated, information reports from that field.</p> <p>Name fields may only include alphabetic letters, numbers, periods, hyphens, or apostrophes.</p> <p><i>Alphanumeric, 30 characters</i></p>	<p>Demographics > Person Information > First Name</p> <p>Identity.firstName</p> <hr/> <p>Identities > Identity Information > Protected Identity Information > Legal First Name</p> <p>Identity.legalFirstName</p>
Staff Last Name	<p>The legal last name of the staff person. This information is reported from the current identity record.</p> <p>When the Legal Last Name field is populated, information reports from that field.</p> <p>Name fields may only include alphabetic letters, numbers, periods, hyphens, or apostrophes.</p> <p><i>Alphanumeric, 50 characters</i></p>	<p>Demographics > Person Information > Last Name</p> <p>Identity.lastName</p> <hr/> <p>Identities > Identity Information > Protected Identity Information > Legal Last Name</p> <p>Identity.legalLastName</p>
Staff Birth Date	<p>Birth date of the staff person. This information is reported from the current identity record.</p> <p><i>Date field, 10 characters (CCYYMMDD)</i></p>	<p>Demographics > Person Information > Birth Date</p> <p>Identity.birthDate</p>

Data Elements	Description	Location
Staff Gender Code	<p>Gender of the staff person. This information is reported from the current identity record.</p> <p>When the Legal Gender field is populated, information reports from that field.</p> <p>See the Non-Binary Gender Reporting section for additional information.</p> <p><i>Alphanumeric, 1 character (M or F)</i></p>	<p>Demographics > Person Information > Gender</p> <p>Identity.gender</p> <hr/> <p>Identities > Identity Information > Protected Identity Information > Legal Gender</p> <p>Identity.legalGender</p>
Staff Job Classification Code	<p>A coded value representing the Educational Service Job Classification.</p> <p>See the Job Classification Codes for a list of options.</p> <p><i>Numeric, 2 digits</i></p>	<p>District Assignments > Type</p> <p>EmploymentAssignment.type</p>

Data Elements	Description	Location
Staff Job Classification FTE Percentage	<p>Calculation of the staff person's FTE reported to a tenth of a percentage. Valid range is 1.0 to 200.0.</p> <p>Staff who have multiple district assignments of the same type reports the sum of FTE from all assignments within the same type in the same school.</p> <p>Staff who have multiple district assignments in different school reports the sum of the FTE from all assignments of the same type in the same school.</p> <p>Enter FTE as a percentage on the District Assignment editor. A value of 1.0 FTE reports as 100. A value of .5 reports as 50.</p> <p>FTE does not have to be calculated for each teaching assignment when the teacher has multiple assignments. It is appropriate to enter the total FTE on one of the assignments and leave the rest blank.</p> <p><i>Numeric, 5 characters (NNN.N)</i></p>	<p>District Assignments > FTE of Assignment</p> <p>EmploymentAssignment.fte</p>

Data Elements	Description	Location
Non-Classroom Support Code 1	<p>A coded value representing the Support/Non-Classroom Based Job Assignment. See the Non-Classroom Support Codes for a list of options.</p> <ul style="list-style-type: none"> • When Type 10 or 25, reports the Assignment Code when it is equal to 0100-0160, 0171, 0199, 0301-0302, 0307, 0318 or 6018. • When Type 11, reports the Assignment Code when it is equal to 0202-0226, 0228, 0400, 0407, 6018, or 6020. • When Type 12, 26 or 27, reports the Assignment Code when it is equal to 6006-6007, 6010-6011, 6014, 6017-6020 or 6099. • When the Assignment Code is not equal to one of the above, the value reports from Non-Classroom Assignment Code 1 when populated. <div data-bbox="414 1260 854 1417" style="background-color: #e0f2e0; padding: 10px; border-radius: 5px;"> <p>Do NOT enter the same code in both the Assignment Code and Non-Classroom Support Code 1 field.</p> </div> <p><i>Numeric, 4 digits</i></p>	<p>District Assignments > Non-Classroom Assignment Code 1 or Assignment Code</p> <p>EmploymentAssignment.nonClassroom1</p>

Data Elements	Description	Location
Non-Classroom Support Code 2	<p>A coded value representing the Support/Non-Classroom Based Job Assignment.</p> <p>When Type is 10, 11, 12, 25, 26 or 27, and the value from the Assignment Code reports in the previous field, the value reports from the Non-Classroom Assignment Code 1 field unless it is the same code that reports in the previous field. Then, the code reports from the Non-Classroom Assignment Code 2 when set.</p> <p>Otherwise, a blank field reports.</p> <p>See the Non-Classroom Support Codes for a list of options.</p> <p><i>Numeric, 4 digits</i></p>	<p>District Assignments > Non-Classroom Assignment Code 2</p> <p>EmploymentAssignment.nonClassroom2</p> <p>ersonnel Master > Work Assignments > Non-Classroom Support Code</p>
Non-Classroom Support Code 3	<p>A coded value representing the Support/Non-Classroom Based Job Assignment.</p> <p>When Type is 10, 11, 12, 25, 26 or 27, and the value from the Assignment Code reports in the previous field, the value reports from the Non-Classroom Assignment Code 1 field unless it is the same code that reports in the previous field. Then, the code reports from the Non-Classroom Assignment Code 3 when set.</p> <p>See the Non-Classroom Support Codes for a list of options.</p> <p><i>Numeric, 4 digits</i></p>	<p>District Assignments > Non-Classroom Assignment Code 3</p> <p>EmploymentAssignment.nonClassroom3</p>

Data Elements	Description	Location
Non-Classroom Support Code 4	<p>A coded value representing the Support/Non-Classroom Based Job Assignment.</p> <p>When Type is 10, 11, 12, 25, 26 or 27, and the value from the Assignment Code reports in the previous field, the value reports from the Non-Classroom Assignment Code 1 field unless it is the same code that reports in the previous field. Then, the code reports from the Non-Classroom Assignment Code 4 when set.</p> <p>See the Non-Classroom Support Codes for a list of options.</p> <p><i>Numeric, 4 digits</i></p>	<p>District Assignments > Non-Classroom Assignment Code 4</p> <p>EmploymentAssignment.nonClassroom4</p>
Non-Classroom Support Code 5	<p>A coded value representing the Support/Non-Classroom Based Job Assignment.</p> <p>When Type is 10, 11, 12, 25, 26 or 27, and the value from the Assignment Code reports in the previous field, the value reports from the Non-Classroom Assignment Code 1 field unless it is the same code that reports in the previous field. Then, the code reports from the Non-Classroom Assignment Code 5 when set.</p> <p>See the Non-Classroom Support Codes for a list of options.</p> <p><i>Numeric, 4 digits</i></p>	<p>District Assignments > Non-Classroom Assignment Code 5</p> <p>EmploymentAssignment.nonClassroom5</p>

Data Elements	Description	Location
Non-Classroom Support Code 6	<p>A coded value representing the Support/Non-Classroom Based Job Assignment.</p> <p>When Type is 10, 11, 12, 25, 26 or 27, and the value from the Assignment Code reports in the previous field, the value reports from the Non-Classroom Assignment Code 1 field unless it is the same code that reports in the previous field. Then, the code reports from the Non-Classroom Assignment Code 6 when set.</p> <p>See the Non-Classroom Support Codes for a list of options.</p> <p><i>Numeric, 4 digits</i></p>	<p>District Assignments > Non-Classroom Assignment Code 6</p> <p>EmploymentAssignment.nonClassroom6</p>
Non-Classroom Support Code 7	<p>A coded value representing the Support/Non-Classroom Based Job Assignment.</p> <p>When Type is 10, 11, 12, 25, 26 or 27, and the value from the Assignment Code reports in the previous field, the value reports from the Non-Classroom Assignment Code 1 field unless it is the same code that reports in the previous field. Then, the code reports from the Non-Classroom Assignment Code 7 when set.</p> <p>See the Non-Classroom Support Codes for a list of options.</p> <p><i>Numeric, 4 digits</i></p>	<p>District Assignments > Non-Classroom Assignment Code 7</p> <p>EmploymentAssignment.nonClassroom7</p>

Job Classification Codes

The Job Classification Codes listed here are the only ones reported in the CALPADS Staff Assignment extract. For a complete list of the Job Classification Codes, see the [California](#)

[**District Assignments**](#) page.

Code	Name	Description
10	Certificated K-12 Administrator	An employee of the Education Service Institution in a position requiring certification but who is not required to provide direct instruction to pupils or direct services to pupils (services such as those provided by a pupil services employee. This category does not include mentor teachers.
11	Certificated K-12 Pupil Services	An employee of an Educational Service Institution who is in a position requiring a standard designated services credential, health and development credential, or a library media teacher credential and who performs direct services to pupils (counselors, guidance and welfare personnel, library media teachers, psychologists, etc.). Program specialists as defined in Education Code Section 56368 are also to be reported as pupil service employees.
12	Certificated K-12 Teacher	An employee of the Educational Service Institution who holds a position requiring certification or other state alternative and whose duties require direct instruction to the pupils in the school(s) of that district, including mentor teachers and in some cases, long-term substitute teachers.
25	Non-certificated Administrator	An employee of an Educational Service Institution at the administrative level (assistant, deputy or associate superintendent, or higher) who has been waived of the requirement of having to possess an administrative services credential.
26	Charter School Non-Cert Teacher	An employee of a charter school that is providing instruction in a non-core course (as defined in the school's charter) who has been waived of the requirement of having to obtain a teaching credential.
27	Itinerant or Pull-out/Push-in Teacher	A Staff member is one who travels from school to school, providing special materials, consultation with school personnel, and individualized instruction in disability specific skills that encompass what is known as the expanded core curriculum.