

# CALPADS Staff Assignment (SASS)

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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-Certificated Teacher with a SED (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

Carat Delimited is the State format for this report.

Reporting Date: 07/01/2024  
 Transaction Type: Replace  
 Format: State Format(Carat Delimited)

Generate Report  
 Submit to Batch

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

23-24  
 23-24 Aldrich Elementary  
 23-24 Baird Elementary  
 23-24 Chowen Middle  
 23-24 Drew Middle  
 23-24 Emerson High  
 23-24 Franklin High

*CALPADS Staff Assignment Extract*

## 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.
- For districts using Campus HR, staff who have multiple Work Assignments report a second row with a (potentially) different Location; the percent reports from the Work Locations Percent field, when populated.

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 or 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 identity information.

To properly 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** field to either M: Male or F: Female.
3. Save the record when finished.

### Identities Editor

Identity	Current	Effective Date	Birth Date	District
Student , Luke W	X	07/30/2007	06/10/2002	Calaveras Unified

  

### Identity Information

PersonID: 2318

*Last Name	*First Name	Middle Name	Suffix
<input type="text" value="Student"/>	<input type="text" value="Luke"/>	<input type="text" value="Wesley"/>	<input type="text" value=""/>

*Gender	*Birth Date (Age: 17)	Soc Sec Number	
<input type="text" value="X: Non-binary"/>	<input type="text" value="06/10/2002"/>	<input type="text" value=""/>	No Image Available

Protected Identity Information

Legal Last Name	Legal First Name	Legal Middle Name	Legal Suffix
<input type="text" value="Student"/>	<input type="text" value="Luke"/>	<input type="text" value=""/>	<input type="text" value=""/>

Legal Gender

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 - Missing/Incorrect Data*

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

District: **SENR - Missing/Incorrect Data**

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

Preview: Results limited to 100 records per Rule

### Summary

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

recordType	yearID	schoolCalendar	startDate	endDate	noshow	endStatus	ssid	localStudentID	firstName	middleName	lastName	gender	suffix	birthDate
SEN0013	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

**SEN0013 - 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
SEN0013	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

**SEN0014 (via Stored Proc)** [Back To Summary](#)

No results

**SEN0014 - Enrollment Start Date Greater than Current Date plus 6 months (via Stored Proc)** [Back To Summary](#)

No results

**SEN0015 (via Stored Proc)** [Back To Summary](#)

recordType	yearID	schoolCalendar	startDate	endDate	noshow	endStatus	ssid	localStudentID	firstName	middleName	lastName	gender	suffix
SEN0015	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...](#)

## Report Editor

The following fields are available on the Staff Assignment Editor.

Field	Description
<b>Reporting Date</b>	Indicates the date of the report. This field displays the current date and includes active staff as of this date.
<b>Transaction Type</b>	Indicates the type of transaction that occurs - Replace or Delete.
<b>Format</b>	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.

Field	Description
<b>Ad hoc Filter</b>	Select which staff to include in the extract by choosing a filter that was created in the Filter Designer.
<b>Calendar Selection</b>	Select the calendar of Assignment. Calendars can be chosen by the active year, by the school name or by the year.
<b>Report Generation Options</b>	Choose the Generate Extract to display the results of the chosen items immediately. Choose the <a href="#">Submit to Batch</a> 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
<b>Record Type Code</b>	Type of data record being submitted. Chosen on the Extract Editor. Reports as SASS. <ul style="list-style-type: none"> <li>• Reports as <i>SASS.txt</i> for the State Format</li> <li>• Reports as <i>SASS.csv</i> for the CSV Format</li> </ul> <p><i>Alphanumeric, 4 characters</i></p>	Data not stored
<b>Transaction Type Code</b>	Action CALPADS should take with this record. Chosen on the Extract Editor. <ul style="list-style-type: none"> <li>• D = Delete</li> <li>• Blank = Replace (default)</li> </ul> <p><i>Alphanumeric, 1 character</i></p>	Data not stored
<b>Local Record ID</b>	This field does not report.	N/A

Data Elements	Description	Location
<p><b>Reporting LEA</b></p>	<p>A unique identifier for the educational service institution in which the Staff person is employed.</p> <p>When the reporting calendar is from a School with Type 15: Independently Reporting Charter, the State School Number reports (not the State District Number).</p> <p>This field reports the Secondary District Number when the reporting calendar has a School Type of 16: Secondary State District Number.</p> <p><i>Numeric, 7 digits</i></p>	<p>District Information &gt; State District Number</p> <p>District.number</p> <hr/> <p>School Information &gt; School Number</p> <p>School.number</p> <hr/> <p>School Information &gt; Type</p> <p>School.type</p>
<p><b>School of Assignment</b></p>	<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 &gt; State School Number</p> <p>School.Number</p> <hr/> <p>School Information &gt; CDS Number</p>
<p><b>Academic Year ID</b></p>	<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 &gt; Start Year/End Year</p> <p>Calendar.schoolYear</p>

Data Elements	Description	Location
<p><b>SEID</b></p>	<p>A unique identifier assigned to each Educator in the California public education system by the California Commission on Teacher Credentialing.</p> <p>When Campus Human Resources is enabled, this field reports from the <a href="#">HR General Information</a> editor.</p> <p><i>Alphanumeric, 10 characters</i></p>	<p>Demographics &gt; Person Identifiers &gt; Staff ID</p> <p>Person.staffID</p> <hr/> <p>HR &gt; Personnel &gt; Personnel Master &gt; HR General &gt; State Number</p>
<p><b>Local Staff ID</b></p>	<p>A unique identifier assigned to a Staff member by the local educational agency.</p> <p>When Campus Human Resources is enabled, this field reports from the <a href="#">HR General Information</a> editor.</p> <p><i>Numeric, up to 10 digits</i></p>	<p>Census &gt; People &gt; Demographics &gt; Person Identifiers &gt; Staff Number</p> <p>Person.staffNumber</p> <hr/> <p>Personnel Master &gt; HR General &gt; Personnel Number</p>
<p><b>Staff First Name</b></p>	<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>When Campus Human Resources is enabled, this field reports from the <a href="#">HR General Information</a> editor.</p> <p>Name fields may only include alphabetic letters, numbers, periods, hyphens, or apostrophes.</p> <p><i>Alphanumeric, 30 characters</i></p>	<p>Demographics &gt; Person Information &gt; First Name</p> <p>Identity.firstName</p> <hr/> <p>Identities &gt; Identity Information &gt; Protected Identity Information &gt; Legal First Name</p> <p>Identity.legalFirstName</p> <hr/> <p>Personnel Master &gt; HR General &gt; First Name</p>



Data Elements	Description	Location
<p><b>Staff Last Name</b></p>	<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>When Campus Human Resources is enabled, this field reports from the <a href="#">HR General Information</a> editor.</p> <p>Name fields may only include alphabetic letters, numbers, periods, hyphens, or apostrophes.</p> <p><i>Alphanumeric, 50 characters</i></p>	<p>Demographics &gt; Person Information &gt; Last Name</p> <p>Identity.lastName</p> <hr/> <p>Identities &gt; Identity Information &gt; Protected Identity Information &gt; Legal Last Name</p> <p>Identity.legalLastName</p> <hr/> <p>Personnel Master &gt; HR General &gt; Last Name</p>
<p><b>Staff Birth Date</b></p>	<p>Birth date of the staff person. This information is reported from the current identity record.</p> <p>When Campus Human Resources is enabled, this field reports from the <a href="#">HR General Information</a> editor.</p> <p><i>Date field, 10 characters (CCYYMMDD)</i></p>	<p>Demographics &gt; Person Information &gt; Birth Date</p> <p>Identity.birthDate</p> <hr/> <p>Personnel Master &gt; HR General &gt; Birth Date</p>

Data Elements	Description	Location
<b>Staff Gender Code</b>	<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>When Campus Human Resources is enabled, this field reports from the <a href="#">HR General Information</a> editor.</p> <p>See the <a href="#">Non-Binary Gender Reporting</a> section for additional information.</p> <p><i>Alphanumeric, 1 character (M or F)</i></p>	<p>Demographics &gt; Person Information &gt; Gender</p> <p>Identity.gender</p> <hr/> <p>Identities &gt; Identity Information &gt; Protected Identity Information &gt; Legal Gender</p> <p>Identity.legalGender</p> <hr/> <p>Personnel Master &gt; HR General &gt; Gender</p>
<b>Staff Job Classification Code</b>	<p>A coded value representing the Educational Service Job Classification.</p> <p>See the <a href="#">Job Classification Codes</a> for a list of options.</p> <p><i>Numeric, 2 digits</i></p>	<p>District Assignments &gt; Type</p> <p>EmploymentAssignment.type</p>
<b>Staff Job Classification FTE Percentage</b>	<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><b>For districts not using Campus Human Resources:</b></p>	<p>District Assignments &gt; FTE of Assignment</p> <p>EmploymentAssignment.fte</p> <hr/> <p>Personnel Master &gt; Work Assignments &gt; Work Locations &gt; Percent</p> <p>Personnel Master &gt; Work Assignments &gt; Position FTE</p>

Data Elements	Description	Location
	<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><b>For districts using Campus Human Resources:</b> When Campus Human Resources is enabled, this field reports from the <a href="#">HR Work Assignments</a> editor.</p> <p>Enter FTE as a numeric value on the Work Assignments editor. A value of 1 FTE reports as 100 when the report is generated. A value of .5 reports as 50.</p> <p>When a staff person had multiple work locations at different percent values, the value is calculated by multiplying the <b>Position FTE</b> value by the <b>Work Location Percent</b> field.</p> <p><i>Numeric, 5 characters (NNN.N)</i></p>	

Data Elements	Description	Location
<p><b>Non-Classroom Support Code 1</b></p>	<p>A coded value representing the Support/Non-Classroom Based Job Assignment. See the <b>Non-Classroom Support Codes</b> for a list of options.</p> <ul style="list-style-type: none"> <li>• When Type 10 or 25, reports the Assignment Code when it is equal to 0100-0160, 0171, 0199, 0301-0302, 0307, 0318 or 6018.</li> <li>• When Type 11, reports the Assignment Code when it is equal to 0202-0226, 0228, 0400, 0407 or 6018.</li> <li>• When Type 12, 26 or 27, reports the Assignment Code when it is equal to 6006-6007, 6010-6011, 6014, 6017-6020 or 6099.</li> <li>• When the Assignment Code is not equal to one of the above, the value reports from Non-Classroom Assignment Code 1 when populated.</li> </ul> <div style="background-color: #e1f5fe; padding: 10px; margin: 10px 0;"> <p>Do NOT enter the same code in both the Assignment Code and Non-Classroom Support Code 1 field.</p> </div> <p>When Campus Human Resources is enabled, this field reports from the <a href="#">HR Work Assignments</a> editor.</p> <p><i>Numeric, 4 digits</i></p>	<p>District Assignments &gt; Non-Classroom Assignment Code 1 or Assignment Code EmploymentAssignment.nonClassroom1</p> <hr/> <p>Personnel Master &gt; Work Assignments &gt; Non-Classroom Support Code</p>

Data Elements	Description	Location
<p><b>Non-Classroom Support Code 2</b></p>	<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 <b>Non-Classroom Support Codes</b> for a list of options.</p> <p>When Campus Human Resources is enabled, this field reports from the <a href="#">HR Work Assignments</a> editor.</p> <p><i>Numeric, 4 digits</i></p>	<p>District Assignments &gt; Non-Classroom Assignment Code 2</p> <p>EmploymentAssignment.nonClassroom2</p> <hr/> <p>ersonnel Master &gt; Work Assignments &gt; Non-Classroom Support Code</p>

Data Elements	Description	Location
<p><b>Non-Classroom Support Code 3</b></p>	<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 <b>Non-Classroom Support Codes</b> for a list of options.</p> <p>When Campus Human Resources is enabled, this field reports from the <a href="#">HR Work Assignments</a> editor.</p> <p><i>Numeric, 4 digits</i></p>	<p>District Assignments &gt; Non-Classroom Assignment Code 3</p> <p>EmploymentAssignment.nonClassroom3</p> <hr/> <p>Personnel Master &gt; Work Assignments &gt; Non-Classroom Support Code</p>

Data Elements	Description	Location
<p><b>Non-Classroom Support Code 4</b></p>	<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 <b>Non-Classroom Support Codes</b> for a list of options.</p> <p>When Campus Human Resources is enabled, this field reports from the <a href="#">HR Work Assignments</a> editor.</p> <p><i>Numeric, 4 digits</i></p>	<p>District Assignments &gt; Non-Classroom Assignment Code 4</p> <p>EmploymentAssignment.nonClassroom4</p> <hr/> <p>Personnel Master &gt; Work Assignments &gt; Non-Classroom Support Code</p>
<p><b>Non-Classroom Support Code 5</b></p>	<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 <b>Non-Classroom Support Codes</b> for a list of options.</p> <p><i>Numeric, 4 digits</i></p>	<p>District Assignments &gt; Non-Classroom Assignment Code 5</p> <p>EmploymentAssignment.nonClassroom5</p> <hr/> <p>Personnel Master &gt; Work Assignments &gt; Non-Classroom Support Code</p>

Data Elements	Description	Location
<p><b>Non-Classroom Support Code 6</b></p>	<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 <b>Non-Classroom Support Codes</b> for a list of options.</p> <p>When Campus Human Resources is enabled, this field reports from the <a href="#">HR Work Assignments</a> editor.</p> <p><i>Numeric, 4 digits</i></p>	<p>District Assignments &gt; Non-Classroom Assignment Code 6</p> <p>EmploymentAssignment.nonClassroom6</p> <hr/> <p>Personnel Master &gt; Work Assignments &gt; Non-Classroom Support Code</p>



Data Elements	Description	Location
<p><b>Non-Classroom Support Code 7</b></p>	<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 <a href="#">Non-Classroom Support Codes</a> for a list of options.</p> <p>When Campus Human Resources is enabled, this field reports from the <a href="#">HR Work Assignments</a> editor.</p> <p><i>Numeric, 4 digits</i></p>	<p>District Assignments &gt; Non-Classroom Assignment Code 7</p> <p>EmploymentAssignment.nonClassroom7</p> <hr/> <p>Personnel Master &gt; Work Assignments &gt; Non-Classroom Support Code</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.

Code	Name	Description
<b>11</b>	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.
<b>12</b>	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.
<b>25</b>	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.
<b>26</b>	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.
<b>27</b>	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.