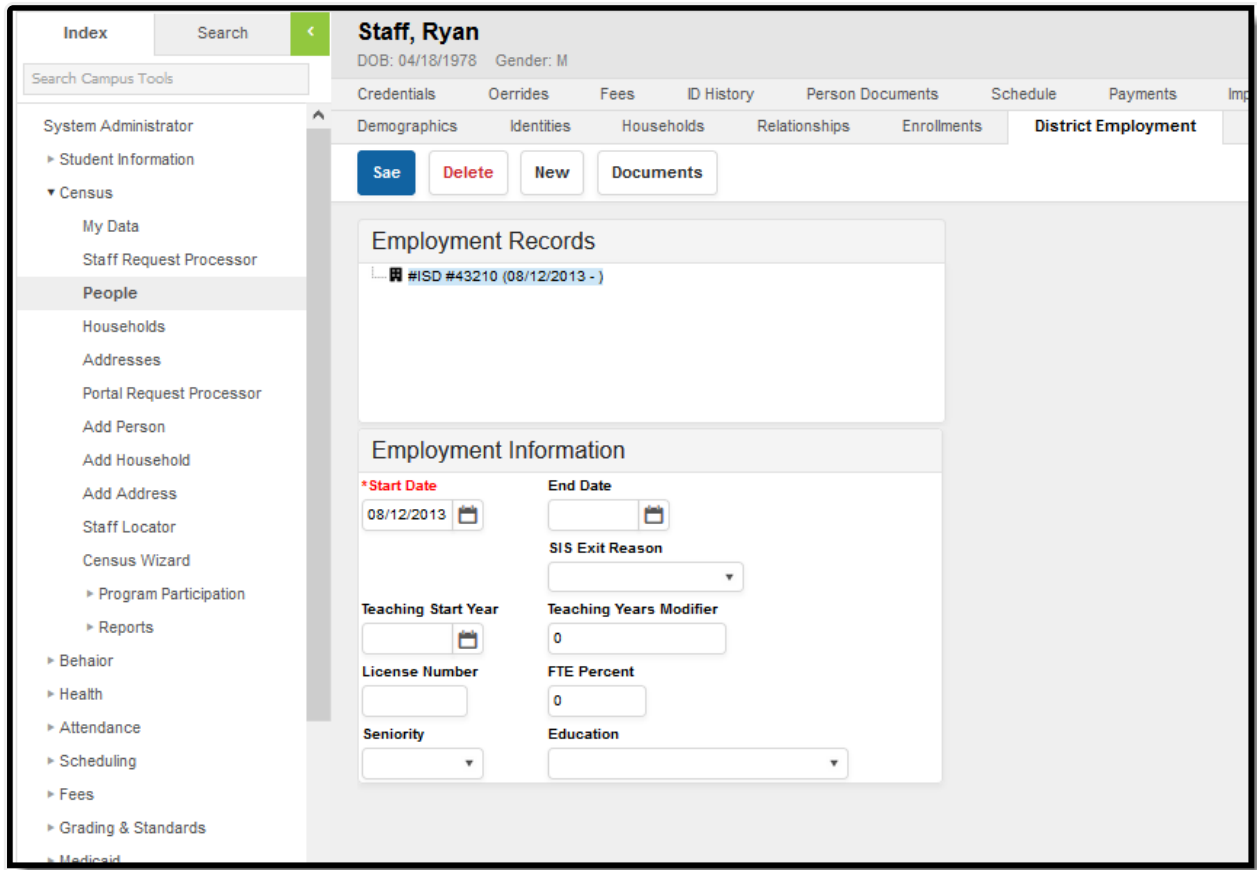


District Employment (Illinois)

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Tool Search: District Employment

The District Employment tool provides information on all current and past employees within the district or state. This article details the fields specific to Illinois districts. For additional information on the functionality of this tool, see the [District Employment](#) documentation.



District Employment

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A staff icon will appear next to a person's name if that person has a Staff ID. When searching for staff, use either the Quick Search Staff option or the Advanced Search settings. This will return staff members who have both a District Employment record and a District Assignment record.

A System Preference is available - [Require Employment Record for District Assignment](#) - that determines how District Employment records work in conjunction with District Assignment records. The Employment tab creates a district employment record; the District Assignment tab creates a school or building employment record.

District Employment Data Elements

The following table provides a list of data elements and definitions available on the District Employment Editor.

Data Element	Description
Start Date	Indicates the date on which employment in the district began for the staff person. This is a required field. Dates are entered in <i>mmddyy</i> format, or use the calendar icon to select a date.
End Date	Indicates the date on which employment in the district ended for the staff member. Entering an end date will cause the staff person to appear in red text when that person is returned in search results. Dates are entered in <i>mmddyy</i> format, or use the calendar icon to select a date.
SIS Exit Reason	Indicates why the teacher's employment was ended. This value is reported in the Teacher Course Assignment Exit Report . Options are: <ul style="list-style-type: none"> • 01: Retirement • 02: Resignation • 03: Death • 04: Reduction in Force • 05: Termination
Teacher Start Year	Indicates the date in which the staff person began teaching (when the teaching license was received).
Teaching Years Modifier	Total number of years the staff person has taught.
License Number	Staff person's teaching license number.
FTE Percent	Total percent of time for which the staff person is hired.
Seniority	Indicates the staff person's tenure, if applicable. Options are as follows: <ul style="list-style-type: none"> • 1: 1st Year • 2: 2nd Year • 3: 3rd Year • T: Tenure
Education	Indicates the level of schooling the staff person has. Options are as follows: <ul style="list-style-type: none"> • 1: Doctorate • 2: Master's degree 30+ semester hours • 3: Master's degree • 4: Bachelor's degree 30+ semester hours • 5: Bachelor's degree • 6: Less than bachelor's degree

Additional options for the **Education** and **Seniority** fields can be added using the [Campus Attribute Dictionary](#).
