


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 ☆


Smith, Jane  Staff #: 12345 DOB: 01/01/1975

Save




Delete

New

Employment Records

 #170640050 CAMPUS DISTRICT (02/20/2019 -)

Employment Information

<p>*Start Date</p> <input style="width: 100%; height: 25px;" type="text"/> 	<p>End Date</p> <input style="width: 100%; height: 25px;" type="text"/> 
<p>SIS Exit Reason</p> <input style="width: 100%; height: 25px;" type="text"/> ▼	
<p>Teaching Start Year</p> <input style="width: 100%; height: 25px;" type="text"/> 	<p>Teaching Years Modifier</p> <input style="width: 100%; height: 25px;" type="text"/>
<p>License Number</p> <input style="width: 100%; height: 25px;" type="text"/>	<p>FTE Percent (whole number 0-100)</p> <input style="width: 100%; height: 25px;" type="text"/>
<p>Seniority</p> <input style="width: 100%; height: 25px;" type="text"/> ▼	<p>Education</p> <input style="width: 100%; height: 25px;" type="text"/> ▼

District Employment

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 tool creates a district employment record; the District Assignment tab creates a school or building employment record.

District Employment Data Elements

The following table lists data elements and definitions available on the District Employment Editor.

Data Element	Description
Start Date	Indicates the date on which the staff member began employment in the district. This is a required field. Dates are entered in <i>mmddyy</i> format, or you can 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 include: <ul style="list-style-type: none"> • 02: Teacher Resigned • 03: Leave of Absence • 04: Death • 05: Teacher Expulsion
Teacher Start Year	Indicates the date 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 include: <ul style="list-style-type: none"> • 1: 1st Year • 2: 2nd Year • 3: 3rd Year • T: Tenure

Data Element	Description
Education	<p>Indicates the level of schooling the staff person has. Options include:</p> <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 a bachelor's degree

Additional options for the **Education** and **Seniority** fields can be added to the Core Attribute/Dictionary.