

Staff Assignment

April
2025

Staff Assignment

Table of Contents

- [Summary](#)
- [Batch Condition](#)
- [Object Triggering Logic](#)
- [Object Population and Business Rules](#)
- [Object Data Elements Logic](#)
- [JSON Sample](#)
- [Appendix](#)

Summary

This object defines information related to a staff member's assignment(s); commonly, this will be a school assignment.

SIF_Events are reported for this object.

v4.3- <http://specification.sifassociation.org/Implementation/NA/4.3/StudentInformationSystemsWorkingGroup.html#31618StaffAssignment>

Batch Condition

1. Existing SIF_Condition elements to support:
 - a. @RefId
 - b. @SchoolInfoRefId
 - c. @SchoolYear
 - d. @StaffPersonalRefId
 - e. Description
 - f. JobStartDate
 - g. JobEndDate
 - h. JobFTE

Object Triggering Logic

Action	Business Rule(s)
Add	1. A new District Assignment is added for staff member. 2. A staff's District Assignment exclude checkbox is unchecked and the Exclude is checked in District Assignment in Zone Option.
Change	1. A District Assignment is modified for staff member.
Delete	1. A District Assignment is deleted for staff member. 2. A staff's District Assignment exclude checkbox is checked and the Exclude is checked in District Assignment in Zone Option.

Object Population and Business Rules

#	Requirement
R1	1. Report one object per assignment. a. Report only 1 record per staff per school per school year when multiple District Assignment records exist with the same JobFunction /OtherCodeList/OtherCode (Title standard code). i. If Primary District Assignment is unchecked for all assignments with the same Title standard code with a null End Date or an End Date that falls after the current date, report from the District Assignment record with the highest FTE of Assignment. 1. If FTE of Assignment is the same, report from the record where Assignment Code = 001, 002. 2. Otherwise, report from the most recent record. 2. Report Staff even if District Assignment End Date or Staff History>End Date is on or before the current date. a. Do not report Staff if District Assignment End Date is After District Assignment Start Date AND before the selected calendar Start Date 3. Do not report Staff that have a Job Classification code (District Assignment>Title (StandardCode)) of NULL 4. Always report Staff from Schools that have Staff Assignment Type of 02. 5. Records where District Employment exclude is checked will not report.
R2	1. Do Not Report a. When the SIF Zone Option: 'Exclude All State Exclude District Assignments' is selected b. And the school exclude checkbox on Resources > School is checked for a school c. When the Calendar > 'Exclude from SIF Exchange' is selected

Object Data Elements Logic

	Data Element Label	Business Rule(s)	M/ C/ O	Data Source GUI Path	Database Field
1	@RefId	<i>The GUID that uniquely identifies a particular staff assignment.</i> Calculated	M		District.districtGUID, EmploymentAssignment.assignmentID
2	@SchoolInfoRefId	<i>The Id (GUID) that identifies the school where the staff member is assigned.</i> Reference to the applicable SchoolInfo.	M		Calendar.schoolID
3	@SchoolYear	<i>School year for which the information is applicable, expressed as the four-digit year in which the school year ends (e.g., 2007 for the 2006-07 school year).</i> Reports the end School Year	M		Calendar.endYear
4	@StaffPersonalRefId	<i>Id (GUID) of this staff member, as represented in the StaffPersonal object.</i> Reference to the applicable StaffPersonal	M		EmploymentAssignment.personID
5	Description	<i>Short assignment description</i> Reports the Title	O	Census > People > District Assignments	EmployeeAssignment.title

6	PrimaryAssignment	<i>Is this the staff member's primary assignment? Note: There must be one and only one instance of the object with a Yes value in this element per school year.</i> 1. Get the minimum EmploymentAssignment.assignmentID of the maximum EmploymentAssignment.fte where employmentAssignment.endDate is after current date. a. If the StaffAssignment that is reporting is the same as the EmploymentAssignment.assignmentID calculated above, then 'Yes' ELSE 'No'.	M		EmploymentAssignment.primary
7	JobStartDate	<i>This is the date from which the staff assignment is valid (inclusive).</i> Report the Start Date of the staff assignment	O	Census > People > District Assignments	EmploymentAssignment.startDate
8	JobEndDate	<i>This is the date through which the staff assignment is valid (inclusive).</i> Report the End Date of the staff assignment.	O	Census > People > District Assignments	EmploymentAssignment.endDate
9	JobFTE	<i>Full-time job equivalent ratio for this assignment. (Format is x.xx; an employee who is full-time and who is 50% of their time on this assignment would be represented as 0.50)</i> • Report the value populated if it is <=1, • Report the value/100 if it is greater than 1	O	Census > People > District Assignments	employmentAssignment.fte

10	JobFunction (List)	<i>The purpose of the activities as related to students</i>	O		
11	JobFunction/ Code	<i>Code representing the type of job function.</i> 1. If Employment Assignment Info > "Title" contains the string "Principal" (case sensitive), JobFunction/Code = 2410 2. If the "Teacher" checkbox = Checked, JobFunction/Code = 1000 3. If the "Health" checkbox = Checked, JobFunction/Code = 2130 4. If none of the above are true, JobFunction /Code = 9999	M	Census > People > District Assignments > Assignments > Employment Assignment Info > "Title"	jobFunctionCode
12	TeachingAssignment (List)	<i>The teacher field taught by the individual</i>	O		
13	TeachingAssignment/ Code	<i>Code representing the type of teaching assignment.</i> 1. Report the Standard Code from Primary Teaching Area (Census > People > District Assignment > Employment Assignment Information). 2. If teacher but no record exists, then report '9999'	M	Census > People > District Assignment > Employment Assignment Information	EmploymentAssignment. primaryTeachingArea
14	TeachingAssignment/ OtherCodeList (List)		O		

15	TeachingAssignment/ OtherCodeList/ OtherCode	<i>A state/province code, local code, other code or a text string that crosswalks to or serves as a translation of an associated Code element.</i> Reports the Assignment Code	MR	Census > People > District Assignments	employmentAssignment. assignmentCode
16	TeachingAssignment/ OtherCodeList/ OtherCode/ @Codeset	<i>Describes the OtherCode element content as either a state/province code, a local code, other code, or text string.</i> Reports "State Province"	M		
17	GradeLevels (List)	<i>An indication of the grade level(s) the individual is assigned</i> 1. Do NOT report the GradeLevels element when the following is True: a. (Census>People>District Assignments>Assignments>Employment Assignment Info>Teacher) = NOT Checked for this District Assignment. b. Also in any case where a prior value (above) is not reported (this is our ELSE value).	O		
18	GradeLevels/ GradeLevel	 When staff has (Census>People>District Assignments>Assignments>Employment Assignment Info>Teacher) = Checked:	MR	Census>People>District Assignments>Assignments>Employment Assignment Info>Teacher Scheduling>Courses>Course>Section>Staff History>Staff History Section>Staff History>Staff History Detail>District Assignment	

1. Report an instance of the Grade Level element for each unique grade level that is associated with any student rostered from across all sections where the staff is either a 'Teacher' or a 'Primary Teacher' where staff history Start Date <= the current date or is Null (*Scheduling>Courses>Course>Section>Staff History>Staff History*) only in the school associated with this District Assignment (and within the SIF School, Year, and Calendar selected (*System Admin>Data Interchange>Zones>Zone List>Zone Info>School, Year, Calendar*)).

		a. Note: i. The Staff must have (Section>Staff History>Staff History Detail>District Assignment) = NOT Null in order to accurately report the section's associated grade level(s). Not every State has a non-Null dictionary in this field (Iowa, for example). ii. When the District Assignment dropList on Staff History = Null, or when the District Assignment field has a Null dictionary, the section will report for any/all of the Staff's district assignments in the calendar matching the section, and that were active during the time the Staff was assigned to the section. b. A grade level must only be included when the student was actively enrolled (not dropped) in the section when the teacher was actively teaching the section. i. Student enrolled in the course must be active on or between the staff history teaching dates for the staff. c. Note: An existing UI validation exists that forces the staff history Start Date to be <= today. If this is ever removed, our SIF logic should remain in place.		
--	--	--	--	--

19	GradeLevels/ GradeLevel/ Code	Code representing the grade level. https://ceds.ed.gov/element/000100 1. The matching ceds Code in (System Admin>Calendar>Calendar>Grade Levels>Standard Code (SIF code)) must report to GradeLevel/Code. 2. Follow the student's roster grade back via the mapped State Grade Level Code. 3. GradeLevel/Code = Other, and the OtherCodeList must NOT be reported WHEN: a. Teacher = Checked on the District Assignment, AND staff history Start Date <= the current date, AND: i. When there is no student assigned across all sections that the teacher is assigned as a 'Teacher' or 'Primary Teacher' in this District Assignment's school. ii. OR iii. When the teacher is NOT assigned to a section in the district assignment as a 'Teacher' or 'Primary Teacher'.	M	System Administration > Resources > Grade Level Definitions	StateGradeLevelDefinition. code, GradeLevel.name
20	GradeLevels/ GradeLevel/ OtherCodeList (List)		O		

21	GradeLevels/ GradeLevel/ OtherCodeList/ OtherCode	<i>A state/province code, local code, other code or a text string that crosswalks to or serves as a translation of an associated Code element.</i> 1. Report (System Admin>Calendar>Calendar>Grade Levels>State Grade Level Code) mapped to the student's enrollment (roster) grade. (The Roster Grade is updated to the student's most recent enrollment grade)	MR	System Admin>Calendar>Calendar>Grade Levels>State Grade Level Code	
22	GradeLevels/ GradeLevel/ OtherCodeList/ OtherCode/ @Codeset	<i>Describes the OtherCode element content as either a state/province code, a local code, other code, or text string.</i> Reports "State Province"	M		
23	ItinerantTeacher	<i>Is this staff itinerant for this assignment?</i> If the teacher checkbox is checked in District Assignment, • If the person has district assignments marked Teacher in multiple schools, where the Start date is on or after July 1st of the Zone Year and the End Date is null Or after today's date, then Report "Yes". • If the person does not have district assignments in multiple schools as specified above, then Report "No". • Otherwise Do Not Report	O	Census > People > District Assignments	

TECHNOLOGY FOUNDATIONS - STAFF ASSIGNMENT

24	InstructionalLevel	Optional. Does Not Report			
25	TeacherInexperiencedStatus	Optional. Does Not Report			
26	TeacherOutOfFieldStatus	Optional. Does Not Report			
27	EmployeePersonalRefId	Optional. Does Not Report			

JSON Sample

```
{
  "StaffAssignment": {
    "RefId": "D3E34B359D75101A8C3D00AA001A1652",
    "SchoolInfoRefId": "A8C3D3E34B359D75101D00AA001A1652",
    "SchoolYear": "2004",
    "StaffPersonalRefId": "D3E34B359D75101A8C3D00AA001A1651",
    "Description": "First grade elementary teacher",
    "PrimaryAssignment": {
      "value": "Yes"
    },
    "JobStartDate": "2000-09-05",
    "JobEndDate": "2001-06-25",
    "JobFTE": 1.0,
    "JobFunction": {
      "Code": {
        "value": "1000"
      }
    },
    "TeachingAssignment": {
      "Code": {
        "value": "1304"
      }
    },
    "ItinerantTeacher": {
      "value": "No"
    },
    "InstructionalLevel": {
      "Code": {
        "value": "0571"
      }
    },
    "EmployeePersonalRefId": "43E34B359D75101A8C3D00AA001A1652"
  }
}
```


Appendix