Staff Assignment Template (SIRS 318)

This template collects data for Personnel Master File (PMF BEDS) and Annual Professional Performance Review (APPR) purposes. This template also includes information to link principals to students enrolled in programs they supervise, including assignment start and end dates. Report one (1) record for each location, assignment, and grade-level combination related to the staff person. If a staff member is responsible for assignments within more than one building in the LEA, they should report each of those specific buildings. This includes pupil personnel (e.g. counselors, social workers) and health services staff (nurses). If they have district-wide responsibility, they may report the district code so that only one row would be reported.

A Staff Snapshot record must be loaded to SIRS (Level 2) prior to reporting any Staff Assignment records for staff members. Staff Assignment is a delete and replace or purge and reload template.

Who Should Be Reported?

All non-teaching professional staff, including building principals, must be reported in this template. To determine which staff are considered "non-teaching professionals," refer to the non-teaching assignment codes found in the Assignment Codes and Descriptions in Chapter 5. If there is not an exact assignment description (i.e. title) for a staff person, choose the assignment from the PMF non-teaching codes that most closely matches the staff person's current assignment (e.g., for a staff member with a title of Assistant Coordinator of Staff Development, codes in "Other General Staff" or in specific content subject areas could be appropriate). All categories also include an "Other" code. Do not report clerical staff, bus drivers, maintenance, teaching assistants, teacher aides, or food service workers. All non-teaching professional staff employed in districts, BOCES and charter schools must be included in the Staff Assignment template.

Principal PMF assignment codes (1102 – 1110) will be used to link the principal to the students enrolled in the program/location they supervise to generate growth scores and for state and federal reporting purposes. Principals responsible for all grade levels within a location should be reported with a grade level of "ALL." If a principal is not responsible for all grade levels within a location, report multiple Staff Assignment records for the principal (one for each grade level the principal is responsible for). These codes should be used to report charter school leaders as well.

Beginning in 2023-24, two new fields on the eScholar template must be reported for select staff outlined below. Field 9 (Assignment Field) identifies the type of assignment the staff person has (e.g., In district, Contracted out private). Field 18 (Percent Time Assigned) collects the percentage of time the person is assigned such responsibilities in a particular location. The percent of time for a staff person cannot be more 100 percent. These staff may be reported with the grade level of ALL if responsible for more than one grade level in a building. See Staff Assignment Field Codes for a list of reportable codes for Field 9.

The staff positions in the table below are subject to these new reporting requirements. For nurse practitioners serving as school nurses, report with the school nurse code of 2211.

Staff Assignment Code	Staff Assignment Description
2210	SCHOOL NURSE-TEACHER

Principal Assignment Codes Used for PMF and APPR

1102	PRINCIPAL ELEMENTARY SCHOOL
1104	PRINCIPAL MIDDLE SCHOOL
1106	PRINCIPAL JUNIOR HIGH SCHOOL
1107	PRINCIPAL K - 12 SCHOOL
1108	PRINCIPAL SENIOR HIGH SCHOOL
1109	PRINCIPAL JUNIOR/SENIOR H S
1110	PRINCIPAL SPECIAL SCHOOL