

# Deciding Who to Include in STAFF SNAPSHOT and ASSIGNMENT Reporting

**Who needs a STAFF SNAPSHOT record?** Every teacher, principal, and non-teaching professional member on staff at your school. Teachers do not need a STAFF ASSIGNMENT- instead their title and hire date are included in the STAFF SNAPSHOT record.

**Who needs a STAFF ASSIGNMENT record?** All professional staff members with a non-teaching assignment.

When deciding which non-teaching staff members to include ask yourself:

**Yes, include** **#1- Would a teacher ever have a Staff Assignment?** Yes, if they teach a reduced load AND perform other non-teaching duties: i.e. Dean of Students, chair/director of a department/discipline, etc. If an administrator teaches a class, they also need "TEACHER" in Staff Snapshot and a course assignment in TAA.

**Yes, include** **#2- Does this position require the person in question to make educational decisions for the school? Or students?** Examples – Superintendents and Principals make hiring and disciplinary decisions. Chief Financial Officers decide how money is collected, what rates to charge/pay, etc. School Social Workers, Counselors, Nurses, Curriculum Coaches, etc. refer students for special education, decide what classes a student takes, when to call an ambulance or send a student home, review and advise teachers on various practices, etc.

**Yes, include** **#3- Does this job require someone to have a degree, make educational decisions and does the title match something on SED's list?** Is this job title on the list:  
<https://nyccharterdatacentral.esboces.org/Portals/0/Documents/Resources/Training%20Materials/Non-TeachingAssignmentCodesfor2017-18.pdf?ver=2017-09-14-160155-747>  
Probing Question: Do you believe that the person is doing the work of someone with one of these job titles at a typical public school? If the answer to this question is 'Yes' and the titles are highly similar then they need to be reported.

**Yes, include** **#4- Does this job require someone to have a degree, make (or help others make) educational decisions BUT the title DOES NOT exactly match anything on SED's list?**  
<https://nyccharterdatacentral.esboces.org/Portals/0/Documents/Resources/Training%20Materials/Non-TeachingAssignmentCodesfor2017-18.pdf?ver=2017-09-14-160155-747> Review the list's third column for a similar description and pick a code that most closely resembles the school's job title. Since you are reading this document you need code 1409, Chef Information Officer.

**No, exclude** **#5- Is this a clerical position?** If the staff member holds a clerical position then they ARE NOT reported. A probing question might be 'do you require a bachelor's degree or better for someone to qualify for the job?' Many people with college degrees are in clerical jobs but if the degree was NOT REQUIRED, than this person may not be in a professional non-teaching assignment.

**No, exclude** **#6- Is this position equivalent to a teaching assistant?** If this job serves the school for the enforcement of rules (classroom, hallway activities, etc.) or instruction (helping other decision makers i.e. teachers, principals, managers, etc.) and HAS NO DECISION MAKING POWER about what the rules of the school are or how instruction is designed/delivered, then they are probably a teaching assistant that DOES NOT NEED either a STAFF SNAPSHOT or STAFF ASSIGNMENT reported.

**No, exclude** **#7- Is this position similar to a custodian, hall monitor, lunchroom worker, etc.?** If this job serves the school for the provision of non-instructional services for the personal care and safety of students and HAS NO DECISION MAKING POWER then they DO NOT NEED either a STAFF SNAPSHOT or STAFF ASSIGNMENT reported.