

Deciding Who to Include in STAFFSNAPSHOT and STAFF ASSIGNMENT

Who needs a STAFF SNAPSHOT record?

Every teacher, principal, and non-teaching professional member on staff at your school.

Who needs a STAFF ASSIGNMENT record?

Every professional staff member with a *non-teaching assignment* at your school.

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 AND perform other non-teaching duties: i.e. Dean of Students, chair/director of a department, teacher mentor, etc. If an administrator teaches a class, they also need "TEACHER" in Staff Snapshot and a course assignment in SIRS.



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 curriculum, hiring and disciplinary decisions. Chief Financial Officers collect and manage resources and hire their own staff, etc. School Social Workers, Counselors, Nurses, Curriculum Coaches, etc. refer students for supports such as special education, decide what classes a student takes, when to call an ambulance or send a student home, review and advise teachers on the best practices for classroom instruction.



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?

<https://nyccharterdatacentral.esboces.org/LinkClick.aspx?fileticket=RsxNB9hv8tM%3d&tabid=120&portalid=0&mid=516> Probing Question: Do you believe that this person's position is equivalent to a title listed here? If 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/LinkClick.aspx?fileticket=RsxNB9hv8tM%3d&tabid=120&portalid=0&mid=516> Review the list for a similar title and pick the best code that most closely resembles the job title. The perfect assignment for someone reading this document might be 1409, Chief Information Officer (pg3).



#5- Is this a clerical position? If this is 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 job assignment.



#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.



#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 about what the rules of the school, curriculum, or financial decision making, then they DO NOT NEED either a STAFF SNAPSHOT or STAFF ASSIGNMENT reported.