

Confusing Situations

Split Positions

- * Employee has two separate jobs
 - Report each position code on a separate job record.
- * Employee paid on one job but either works two “positions” or is in multiple buildings
 - Report each position/building on a separate job record
 - Split salary, days, hours, FTE between job records
 - In USPS, use the EMIS Contract Info fields to report data

Teaching Positions

- * Regular Teacher
 - Position Code 230
 - Assignment Area 999370, 999365 (LEP – Limited English Proficient)
 - Course Master or Contractor Staff Employment Record
- * Special Ed Teacher of Record
 - Position Code 230
 - Assignment Area 999412 (Preschool) or 999414
 - Course Master with Student Population D* or S* or Contractor Staff Employment Record
- *ESP (Educational Service Personnel) Teacher-Elementary Art, PE, Music
 - Position Code 230
 - Assignment Area 999050, 999418, 999570
 - Course Master Record or Contractor Staff Employment Record
 - If teaching Health also, must report two positions: one as regular teacher and one as ESP PE.
- * Special Ed Inclusion or Resource Room
 - Position code 212
 - Cannot have Course Master
- *Itinerant Preschool
 - Position Code 230
 - Assignment Area 999412
 - Must be attached to program code 220100 on each student served.
- * Remedial Reading
 - Position Code 204
 - Cannot have Course Master
- * Gifted Teacher
 - Position Code 230
 - Assignment Area 999380
 - Course Master with student population GA or GE
 - Or
 - Attached to 206xxx Program code on each student served
- *Permanent Sub
 - Position Code 225
 - Cannot be attached to Course Master

Contracted Staff

***Instructional**

- ESC
- Student sent to Non-EMIS reporting entity
- Therapists
 - Occupational Therapist
 - Physical Therapist
 - Speech Therapist

***Non-Instructional**

- Bus Drivers
- Food Service
- Custodial

Contracted Staff – Instructional

***ESC**

- Preschool
 - ESC reports all Staff Records and Courses
- School-age
 - ESC report:
 - Staff Demographics
 - Staff Employment
 - Contractor Staff Employment Records
 - Resident District Reports:
 - Course Master with ESC Staff attached
 - State Staff ID
 - Provider IRN of ESC

***Non-EMIS Reporting Entity**

- Staff Demographic
- Staff Employment
 - Position Status A or I (Contracted Agency or Individual)
- Course Master

***Therapists**

- Staff Demographic
- Staff Employment
 - Position Status A or I (Contracted Agency or Individual)

Contracted Staff – Non-Instructional

***EMIS Reporting Entity**

- Contracting District reports:
 - Reports nothing
- Contractor District reports:
 - Staff Demographics
 - Staff Employment
 - Contractor Staff Employment Record

***Non-EMIS Reporting Entity**

- Contact-Only Staff Record
- One Record per Position Code per Contract Term