



Assignment Code (in Staff Assignment template) [published 7/11/14]

ADD:

ENYP Access Roles

Assignment Code	Assignment Description	ENYP Data Access Description
EDUCATOR	Educator	Has access to all student and staff data for which there are active rosters of students in his/her assigned section(s) Student Data Elements Access: The ability to read all public and general student & staff data elements from the Student Performance Database
EDUCATORLEAD	Educator Leader	Has access to all student and staff data for which there are active rosters of students in his/her assigned section(s) Student Data Elements Access: The ability to read all public, general and student restricted (Economic Disadvantage Code) data elements from the Student Performance Database
INSTAFF	Institution Staff	Has access to all student and staff data for which there is active enrollment to the organization - or any organizational entity subordinate to the one assigned Student Data Elements Access: The ability to read all public and general student & staff data elements from the Student Performance Database

Assignment Code	Assignment Description	ENYP Data Access Description
EDUCATIONLEAD	Education Leader	Has access to all student and staff data for which there is active enrollment to the organization - or any organizational entity subordinate to the one assigned Student Data Elements Access: The ability to read all public, general and student restricted (Economic Disadvantage Code) data elements from the Student Performance Database
INSTLEAD	Institution Leader	Has access to all student and staff data for which there is active enrollment to the organization - or any organizational entity subordinate to the one assigned Student Data Elements Access: The ability to read all public, general, student restricted (Economic Disadvantage Code) and staff restricted (home phone, Highly Qualified, home address) data elements from the Student Performance Database
INSTADM1	Institution Admin I	* An application administrator without access to student or staff data. Has a broader ranges of capabilities than an Institutional Admin II
INSTADM2	Institution Admin II	* An application administrator without access to student or staff data. Has a less capabilities than an Institutional Admin I
PINSTADM1	PII Institution Admin I	* An application administrator with access to student and staff data. Privileges of a PPI Institution Admin I are greater than those of a PPI Institutional Admin II
PINSTADM2	PII Institution Admin II	* An application administrator with access to student and staff data. Privileges of a PPI Institution Admin II are more restricted than those of a PPI Institutional Admin I

* Please work with your Data Dashboard System vendor to determine which staff in your LEA should be assigned this role.

Personnel Master File Assignments

ADD:

Assignment Code	Assignment Description
0101	SUPERINTENDENT
0102	ASSISTANT SUPERINTENDENT
0300	EXECUTIV DEPUTY SUPERINTENDENT
0301	DEPUTY OR ASSOCIATE SUPT
0302	ASSOC SUPT ELEMENTARY EDUCATION
0304	ASSOC SUPT SECONDARY EDUCATION
0308	ASSOC SUPT ADMINISTRATION
0310	ASSOC SUPT MIDDLE-LEVEL EDUCATION
0312	ASSOC SUPT CURRICULUM
0314	ASSOC SUPT INSTRUCTION
0316	ASSOC SUPT PERSONNEL/RECRUITMT
0318	ASSOC SUPT RESEARCH
0320	ASSOC SUPT SPECIAL EDUCATION
0322	ASSOC SUPT BUSINESS
0399	ASSOC SUPT
0402	ASST SUPT ELEMENTARY EDUCATION
0404	ASST SUPT SECONDARY EDUCATION

Assignment Code	Assignment Description
0406	ASST SUPT OCCUPATIONAL EDUCUCATION
0407	ASST SUPT BILINGUAL EDUCATION
0408	ASST SUPT ADMINISTRATION
0410	ASST SUPT MIDDLE-LEVEL EDUCATION
0412	ASST SUPT CURRICULUM
0414	ASST SUPT INSTRUCTION
0416	ASST SUPT PERSONNEL/RECRUITMNT
0418	ASST SUPT RESEARCH
0421	ASST SUPT SPECIAL EDUCATION
0422	OTHER ASSISTANT SUPERINTENDENT
0499	ASST SUPT
0600	ADMINISTRATIVE ASSISTANT
0702	DIRECTOR ELEMENTARY EDUCATION
0704	DIRECTOR SECONDARY EDUCATION
0706	DIRECTOR OCCUPATIONAL EDUCATION
0710	DIRECTOR OF MIDDLE-LEVEL EDUCATION
0712	DIRECTOR CURRICULUM
0714	DIRECTOR INSTRUCTION
0715	DIRECTOR MATH-SCI-TECH (MST)
0716	DIRECTOR PERSONNEL/RECRUITMENT
0718	DIRECTOR RESEARCH
0720	AIS/RTI COORDINATOR
0721	DIR/COORD OF BUILDING/GROUNDS
0726	DIRECTOR INSERVICE TRAINING
0727	DIRECTOR GIFTED/TALENTED
0729	DIRECTOR STAFF DEVEL/TRAINING
0730	OTHER DIRECTOR OR COORDINATOR
0799	DIRECTOR
0900	ASST SUPT STATE-FED AIDED PGMS
0902	DIRECTOR STATE-FED AIDED PGMS
0904	DIST COORD STATE-FED AID PGMS
0912	OTHER STATE-FED AIDED PROG ADM
0999	STATE FEDERALLY AIDED PROGRAMS
1000	ASST SUPT FOR BUSINESS
1004	BUSINESS MANAGER I AND II
1005	SCHOOL BUSINESS EXEC I,II,III
1006	ADMIN ASST FOR BUSINESS
1008	BUSINESS OFFICIAL
1009	SCHOOL BUSINESS ADMINISTRATOR
1010	OTHER BUSINESS MANAGEMENT
1011	TREASURER

Assignment Code	Assignment Description
1099	SCHOOL BUSINESS MANAGEMENT
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
1202	ASST PRINCIPAL ELEMENTARY SCH
1204	ASST PRINCIPAL MIDDLE SCHOOL
1206	ASST PRINCIPAL JUNIOR HIGH SCH
1207	ASST PRINCIPAL K - 12 SCHOOL
1208	ASST PRINCIPAL SENIOR HIGH SCH
1209	ASST PRIN JUNIOR/SENIOR H S
1210	ASST PRINCIPAL SPECIAL SCHOOL
1300	OTHER SCHOOL OR BLDG ADMINISTR
1401	LABOR RELATIONS/NEGOTIATOR
1409	CHIEF INFORMATION OFFICER (CIO)
1420	MENTOR TEACHER
1421	RESOURCE TEACHER
1422	TEACHER TRAINER-COMMON BRANCH
1424	TEACHER TRAINER-LANG,SOC STUD
1426	TEACHER TRAINER-MATH,SCIENCE
1427	TEACHER TRAINER-COMPUTERS
1428	OTHER GENERAL STAFF
1502	DIRECTOR/COORDINATOR SPEC EDUC
1504	ASST DIR/COORD OF SPECIAL ED
1505	SPECIAL ED-INSERVICE TRAINER
1506	SPECIAL EDUCATION SUPERVISOR
1507	SPEC ED-CHAIR-COMM ON SPEC ED
1508	SPEC ED-DEPT HEAD/CHAIRPERSON
1509	SPEC ED-ASST PRINCIPAL-NYC
1510	CHAIR/COMM-PRESCHOOL SPEC EDUC
1512	SCHOOL BASED SUPPORT TEAM-NYC
1514	EDUCATION EVALUATOR
1516	OTHER-NOT SPECIAL ED TEACHER
1520	AUDIOLOGIST (IDEA)
1522	SPEECH LANG PATHOLOGIST (IDEA)
1524	INTERPRETER (IDEA)
1526	PSYCHOLOGIST (IDEA)
1528	SOCIAL WORKER (IDEA)

Assignment Code	Assignment Description
1530	OCCUPATIONAL THERAPIST (IDEA)
1532	PHYSICAL THERAPIST (IDEA)
1534	MEDICAL/NURSING SERVICES (IDEA)
1536	COUNSELING, INCL. REHAB (IDEA)
1538	ORIENTATION/MOBILITY SPEC (IDEA)
1599	SPECIAL EDUCATION ADMINISTRATOR
1602	DIRECTOR DATA PROCESSING SERVC
1610	OTHER DATA PROCESSING ADMIN.
2000	ASST SUPT FOR PUPIL SERVICES
2002	DIRECTOR PUPIL SERVICES
2005	DEAN OF STUDENTS
2006	DISTRICT SPRVSG ATTNDNC OFFICR
2012	ATTENDANCE TEACHER
2013	ATTENDANCE TEACHER-BILINGUAL
2017	SCHOOL PSYCHOLOGIST
2018	SCHOOL PSYCHOLOGIST-BILINGUAL
2019	DIRECTOR SCHOOL SOCIAL WORKERS
2022	SCHOOL SOCIAL WORKER
2023	SCHOOL SOCIAL WORKER-BILINGUAL
2102	DIR,COORD,SUPV OF GUIDANCE
2107	ELEMENTARY SCHOOL COUNSELOR
2108	ELEM SCH COUNSELOR-BILINGUAL
2109	MIDDLE SCHOOL COUNSELOR
2110	MIDDLE SCH COUNSELOR-BILINGUAL
2111	JUNIOR HIGH SCHOOL COUNSELOR
2112	JUNIOR H S COUNSELOR-BILINGUAL
2113	SENIOR HIGH SCHOOL COUNSELOR
2114	SENIOR H S COUNSELOR-BILINGUAL
2115	MIDDLE/JR.-SR. H S COUNSELOR
2116	MIDDLE/JR-SR H S COUNSELOR-BIL
2199	PUPIL PERSONNEL SVC-GUIDANCE
2202	DIRECTOR SCH HEALTH SERVICES
2209	NURSE PRACTITIONER
2210	SCHOOL NURSE-TEACHER
2211	SCHOOL NURSE (RN)
2212	LICENSED PRACTICAL NURSE (LPN)
2213	DENTAL HYGIENIST
2298	OTHER SCH HEALTH SERVICES
2300	OTHER PUPIL PERSONNEL SERVICES
2410	OTHER PREKINDERGARTEN ADMIN
2510	OTHER KINDERGARTEN ADMINIST

Assignment Code	Assignment Description
2608	RESOURCE TEACHER COMMON BRANCH
2610	OTHER COMMON BRANCH ADMINIST
3002	DIRECTOR OF READING
3007	READING CONSULTANT
3008	CHAIRPERSON OF READING
3010	OTHER READING ADMINISTRATOR
3102	DIRECTOR OF ENGLISH
3108	CHAIRPERSON OF ENGLISH
3110	OTHER ENGLISH ADMINISTRATOR
3202	OVERALL DIRECTOR FOREIGN LANG
3208	CHAIRPERSON ALL FOREIGN LANG
3210	OTHER ADMIN ALL FOREIGN LANG
4102	DIRECTOR OF MATHEMATICS
4108	CHAIRPERSON OF MATHEMATICS
4110	OTHER ADMIN - MATHEMATICS
4201	CURRICULUUM COORDINATOR - SCIENCE
4202	DIRECTOR OF SCIENCE
4203	ELEMENTARY LEVEL SCIENCE COORD
4208	CHAIRPERSON OF SCIENCE
4210	OTHER SCIENCE
4302	DIRECTOR OF SOCIAL STUDIES
4308	CHAIRPERSON OF SOCIAL STUDIES
4310	OTHER ADMIN- SOCIAL STUDIES
4402	DIRECTOR OF ART
4408	CHAIRPERSON OF ART
4410	OTHER (NOT ART TEACHER)
4508	CHAIRPERSON HEALTH EDUCATION
4510	OTHER ADMIN HEALTH EDUCATION
4603	DIRECTOR OF PHYSICAL EDUCATION
4608	CHAIRPERSON/PHYSICAL EDUCATION
4610	OTHER ADMIN IN PHYSICAL EDUC
4702	DIRECTOR OF MUSIC
4708	CHAIRPERSON OF MUSIC
4710	OTHER MUSIC ADMINISTRATOR
4802	DIRECTOR/COORD OF AGRICULTURE
4808	CHAIRPERSON OF AGRICULTURE
4810	AGRICULTURE OTHER
4902	DIRECTOR OF BUSINESS EDUCATION
4908	CHAIRPERSON BUSINESS EDUCATION
4910	OTHER ADMINISTRATOR-BUS ED
5002	DIRECTOR OF FAMILY CONSUMER SCI

Assignment Code	Assignment Description
5008	CHAIRPERSON OF FAMILY CONSUMER SCI
5010	OTHER FAMILY CONSUMER SCI ADMIN
5102	DIRECTOR OF TECHNOLOGY (I.A.)
5108	CHAIRPERSON-TECHNOLOGY
5110	OTHER TECHNOLOGY ADMIN
5202	DIRECTOR-TRADE/TECHNICAL EDUCA
5208	CHAIRPERSON-TRADE/TECHNICAL ED
5210	OTHER TRADE/TECH ED ADMIN
5402	DIRECTOR OF HUMANITIES
5408	CHAIRPERSON OF HUMANITIES
5410	OTHER HUMANITIES ADMINISTRATOR
5602	DIRECTOR/BILINGUAL EDUCATION
5607	RESOURCE TEACHER/BILINGUAL ED
5610	OTHER BILINGUAL ED ADMIN
5701	DIRECTOR-SAFETY EDUCATION
5702	DIRECTOR OF DRIVER EDUCATION
5707	CHAIRPERSON-SAFETY EDUCATION
5708	CHAIRPERSON-DRIVER EDUCATION
5710	OTHER ADMIN SAFETY EDUCATION
5902	DIRECTOR HEALTH OCCUPATIONS ED
5908	CHAIRPERSON HLTH OCCUPATION ED
5910	OTHER ADMIN HLTH OCCUPATION ED
6402	DIRECTOR/COORD OF THEATRE
6408	CHAIRPERSON OF THEATRE
6410	OTHER ADMIN - THEATRE
6702	DIRECTOR/COORD OF DANCE
6708	CHAIRPERSON OF DANCE
6710	OTHER DANCE
7102	DIRECTOR OTHER SUBJECT AREA
7108	CHAIRPERSON OTHER SUBJECT AREA
7110	OTHER ADMIN-OTHER SUBJECT AREA
7402	DIRECTOR/COORD/SUPV-LIBRARY
7403	DIR - SCH LIBR SYS(BOCES/BIG5)
7408	CHAIRPERSON- LIBRARY
7410	OTHER LIBRARY SERVICES
7502	DIRECTOR INSTRUCTIONAL TECH
7510	OTHER LEARNING TECHNOLOGY
8202	DIRECTOR COMPUTER STUDIES/INST
8208	CHAIRPERSON COMPUTER STUDIES
8210	OTHER ADMIN COMPUTER STUDIES
8602	DIRECTOR OF ESL

Assignment Code	Assignment Description
8607	RESOURCE TEACHER OF ESL
8610	OTHER ESL

Tenure Area Code (in Staff Tenure template) [published 4/30/14]

ADD:

Code	Description
TCH	Teacher
ADT	Administrative

Employment Separation Reason Code (in Staff Snapshot template) [published 4/9/14]

ADD:

Code	Description
RES	Resignation
RET	Retirement
PRT	Performance-related termination
OTH	Other

Staff Education Level Code (in Staff Snapshot template) [published 4/9/14]

ADD:

Code	Description
0	No higher education
1	Freshman year completed
2	Sophomore year completed
3	Associate degree
4	Junior year completed
5	Bachelors degree
6	Bachelors+30 or more hours
7	Masters degree
8	Masters+30 or more hours
9	Doctorate

Tenure Status Code (in Staff Tenure template) [published 4/9/14] [updated 4/16/15]

ADD:

Code	Description
NOTTENELIG	Not tenure eligible
PROBATION	Probationary
PROBEXT	Probation extended
TENGRANT	Tenure granted
TENDEN	Tenure denied
D	Delete