District Assignments (Maine)

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Adding District Assignment Information | State Title Logic | Ending a District Assignment

> **This information is specific to Maine end users.** All other users should refer to the standard District Assignments page.

PATH: *Census > People > District Assignments*

The District Assignments tab lists the district location(s) at which a staff member is employed, as well as details on his/her assignment.
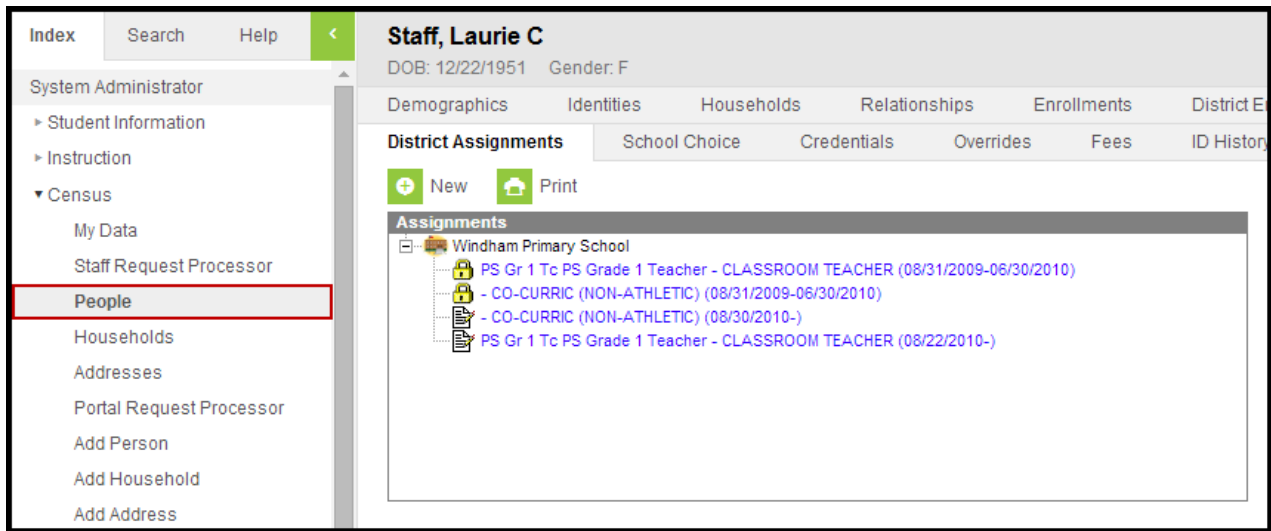

Image 1: District Assignments Tab

District assignments should be entered for all employed staff members. This record is used as a basis for scheduling teachers, as only active teachers of a selected school (those with a current District Assignment record within the school for the appropriate date range) can be assigned to course sections.

Adding District Assignment Information

The Employment Assignment Information editor contains information on a staff member's district assignment and can be modified as necessary.

Image 2: Viewing the Employment Assignment Editor

1. Select the **New** icon from the Action bar, or select an existing assignment record. The **Employment Assignment Information** detail editor will appear.
2. The **School** option will be populated with the School selected in the Campus toolbar. If the **All Schools** option is selected in the Campus toolbar, the field will populate with **Districtwide**.
3. For District Edition entry, select the **Department** in which the person works from the dropdown list. This list is maintained in the Resources tool.
4. Enter the **FTE of Assignment** (optional).

5. Enter the **Start Date** for this employment assignment.

> The dates of the District Assignment record must fall within the dates of the District Employment record.

6. Select the **Type** of employment.
7. Select a **Title** from the dropdown list. Titles are created and maintained in the Attribute/Dictionary.
8. Select a **District Title** to indicate the district-level job title of the position.
9. Select a **State Title** to indicate the state-level job title of the position. See the State Title List for available options.
10. Select a **Program Category** from the dropdown list.
11. Enter the **Level of Assignment** for the staff person.
12. Select the staff person's **Subject Matter** area from the dropdown list.
13. Enter the **Annual Salary for Position**, **Hours Per Day** and **Days Per Year** for the staff person.
14. Mark the **Reading First** checkbox if the employee meets the required qualifications.
15. Enter percentage values in the Funding Percentage of Salary fields for the staff member. The numbers entered in the **Federal Funding %**, **General Funding %** and **Other Funding %** fields must equal to a total value of 100.
16. Mark the the checkboxes applicable to the position. Options include **Special Ed**, **Program**, **Behavior Admin, Health, Advisor, Supervisor, Counselor, Foodservice, Exclude Behavior Referral, Self Service Approver**.
17. Select the **Supervisor** to whom the staff member reports from the dropdown list.

> Staff members who have the **Supervisor** checkbox marked on their District Assignments record will appear in this dropdown list.

18. Click the **Save** icon when finished.

District Assignments Editor Definitions

The following table lists the data elements and related definitions for the Employment Assignment record.

Data Element	Definition
School	The school tied to the district assignment record.
Department	The department the employee is assigned to.
Start Date	This is the Start Date of the position within the current school year (greater than or equal to July 1).
End Date	This is the date employment ended for the position.
FTE of Assignment	Indicates the full time equivalency (FTE) of the district assignment record.

Data Element	Definition
Type	This indicates the environment type of the job function, also referred to as the Educational Category. Available options are: • REG - Regular • VOC - Vocational
District Title	This indicates the district-level title of the job.
State Title	This indicates the state-level title of the job. See the State Title Logic section below for more information.
Program Category	This indicates the program category of the position. Available options are: • SPED: Special Education • TITLE1: Title 1
Level of Assignment	This indicates the level of the job function. Available options are: • Adult Education • Elementary (Grade K through 8) • Elementary-Secondary Combined • Secondary (Grades 9 through 12)
Subject Matter	This indicates the subject matter of the job function. If the selected State Title does not have a valid Subject Matter selection, this field cannot be selected. For example, State Title 0105: Special Education Teacher, the Subject Matter of HA: Handicap/Special is automatically chose. See the Subject Matter Options table below for more information.
Annual Salary for Position	This indicates the annual salary for the selected job function, entered in whole dollars (no decimal points).
Hours per Day	This indicates the total number of hours per day for the assignment. Values are entered in X.X format and cannot exceed 12.
Days per Year	This indicates the total number of days the employee is to work based on the job function. Values are entered in whole number format and cannot exceed 260.
Reading First	Indicates the job function focuses on the Reading First initiative.
Federal Funding Percent	This indicates the percentage of the salary that is paid by the federal grants, such as Title I-A Disadvantaged, Title 1-B Event Start, Title 1-C Migrant, Title II, Title III, Title IV include 21st Century grants, Title V, Rural Education and Local Entitlement. Valid entry is between 0 and 100. The combination of the Federal Funding Percent, General Funding Percent and Other Funding Percent must equal 100.

Data Element	Definition
General Funding Percent	This indicates the percentage of the salary that is paid by the state and local funds, such as local taxes, local tuition revenues, State Subsidy, State Agency Client Funds. Valid entry is between 0 and 100. The combination of the Federal Funding Percent, General Funding Percent and Other Funding Percent must equal 100.
Other Funding Percent	This indicates the percentage of the salary that is paid by funds other than federal or those that fall under general such as private grant or contribution. Valid entry is between 0 and 100. The combination of the Federal Funding Percent, General Funding Percent and Other Funding Percent must equal 100.
Special Ed(ucation)	Marking this checkbox triggers the person's name to appear in the Special Education Staff dropdown list on the Learner Planning Team Members' tab.
Teacher (checkbox)	The **Teacher** checkbox is read-only and will only be marked if one of the following State Titles has been selected: 0101: Classroom Teacher, 0108: Literary Specialist or 0105: Special Education Teacher. This checkbox adds a staff member's name to the Primary Teacher and Secondary Teacher dropdown lists on a Course Section.

> For additional information and implications of staff type checkboxes (e.g., Program, Behavior Admin, Health, etc), see the District Assignments article.

Subject Matter Options

Subject Matter Title	Subject Matter Title
Agriculture (Voc Ed)	Health Occupations (Voc Ed)
Art	Home Economics - Wage Earning
Business/Office Occupation (Reg/Voc)	Industrial Arts
Co-Curricular Activities	Junior ROTC
Distributive Education (Voc Ed)	Mathematics
English Language Arts	Music
Family and Consumer Science	Natural Science

Subject Matter Title	Subject Matter Title
Foreign Language	Safety and Driver Education
General Elementary/Secondary	Social Science and Social Studies
Handicap/Special Education (only if Special Education Program Category is selected)	Special Vocational Programs
Health and Physical Education	Trades and Industry (Voc Ed)

State Title Logic

When the State Title field is populated, the following fields become required entry:

- Type
- Level of Assignment
- Subject Matter
- Annual Salary for Position
- Hours per Day
- Days Per Year
- Federal Funding Percent
- General Funding Percent
- Other Funding Percent

Image 3: State Title Field

State Title Selection

The following table describes each State Title and its corresponding School Required, Subject

Required, and Level Assignment Required title requirements. See this table for more information about the School Required, Subject Required, and Level Assignment Required columns.

Position Code	Position Grouping	Position Description	School Required	Subject Required	Level Assignment Required
3000	Administrator	ADMINISTRATIVE ASSISTANT/SECRETARY	O	N	Y
3004	Administrator	Adult Education Assistant Director	N	N	N
3001	Administrator	Adult Education Director	N	N	N
3002	Administrator	ASSISTANT DEAN	Y	N	N
3003	Administrator	ASSISTANT PRINCIPAL	Y	N	N
3006	Administrator	Asst Superintendent of Schools	N	N	N
3007	Administrator	ATHLETIC DIRECTOR	N	N	N
3008	Non Instructional Staff	Athletic Trainer	N	N	N
3009	Non Instructional Staff	ATTENDANCE COORDINATOR	N	N	N
3010	Non Instructional Staff	Audiologist	N	N	N
3011	Non Instructional Staff	BOARD CERTIFIED BEHAVIOR ANALYST	N	N	N
3012	Non Instructional Staff	BOOKKEEPER	N	N	N
3013	Non Instructional Staff	BUS DRIVER	N	N	N
3014	Non Instructional Staff	BUS MECHANIC	N	N	N
3015	Administrator	BUSINESS ADMINISTRATOR/MANAGER	N	N	N

Position Code	Position Grouping	Position Description	School Required	Subject Required	Level Assignment Required
3016	Administrator	CAREER TECHNICAL EDUC ASST DIRECTOR	N	N	N
3017	Administrator	CAREER TECHNICAL EDUC DIRECTOR	N	N	N
3018	Non Instructional Staff	CAREER TECHNICAL EDUC EVALUATOR	N	N	N
3105	Non Instructional Staff	Certified Assistive Technology Professional	N	N	N
3106	Non Instructional Staff	Certified Employment Specialist	N	N	N
3019	Non Instructional Staff	CHEMICAL HYGIENE OFFICER (CHO)	N	N	N
3020	Teachers	CLASSROOM TEACHER	Y	Y	Y
3021	Other Instructional Staff	Coach (Athletic)	O	N	N
3022	Other Instructional Staff	Co-Curric (Non-Athletic)	O	N	N
3023	Non Instructional Staff	Computer Maintenance	N	N	N
3024	Non Instructional Staff	Computer/Technical Coordinator	N	N	N
3025	Other Instructional Staff	Co-Op Director	O	N	N
3026	Non Instructional Staff	Counselor or Rehabilitation Counselor	N	N	N

Position Code	Position Grouping	Position Description	School Required	Subject Required	Level Assignment Required
3027	Other Instructional Staff	CURRICULUM COORDINATOR	O	N	N
3114	Non Instructional Staff	Data Specialist	N	N	N
3028	Administrator	DEAN	Y	N	N
3029	Administrator	Department Head	N	N	N
3031	Administrator	Dir/Sup of Transportation	N	N	N
3033	Administrator	DIRECTOR OF DATA SERVICES	N	N	N
3034	Administrator	DIRECTOR OF GUIDANCE	N	N	N
3035	Administrator	DIRECTOR OF HEALTH SERVICES	N	N	N
3100	Administrator	Director of Operations	N	N	N
3036	Administrator	DIRECTOR OF STUDENT ACTIVITIES	N	N	N
3113	Administrator	Director of Technology	N	N	N
3037	Administrator	Director School Performance Management	N	N	N
3050	Administrator	Director/Supervisor Assistant of Food Service	N	N	N
3051	Administrator	Director/Supervisor of Food Service I	N	N	N
3052	Administrator	Director/Supervisor of Food Service II	N	N	N
3038	Non Instructional Staff	Dropout Prevention Coordinator	N	N	N
3039	Other Instructional Staff	ED TECH I	O	N	N

Position Code	Position Grouping	Position Description	School Required	Subject Required	Level Assignment Required
3040	Other Instructional Staff	ED TECH I - LIBRARY/MEDIA	O	N	N
3041	Other Instructional Staff	ED TECH II	O	N	N
3042	Other Instructional Staff	ED TECH II - LIBRARY/MEDIA	O	N	N
3043	Other Instructional Staff	ED TECH III	O	N	N
3044	Other Instructional Staff	ED TECH III - LIBRARY/MEDIA	O	N	N
3045	Non Instructional Staff	EMPLOYMENT COORDINATOR	N	N	N
3090	Teachers	English Language Learner Teacher	Y	Y	Y
3096	Administrator	English Language Learners Program Director/Coordinator	N	N	N
3046	Administrator	Facilities-Buildings & Grounds Supervisor	N	N	N
3047	Non Instructional Staff	FACILITIES-CUSTODIAL/MAINTENANCE	N	N	N
3048	Administrator	Facilities-Director/Manager	N	N	N
3054	Administrator	Food Service Manager I	N	N	N
3055	Administrator	Food Service Manager II	N	N	N
3053	Non Instructional Staff	Food Service Staff	N	N	N

Position Code	Position Grouping	Position Description	School Required	Subject Required	Level Assignment Required
3056	Other Instructional Staff	GUIDANCE COUNSELOR	O	N	N
3317	Non Instructional Staff	Health Assistant	N	N	N
3057	Other Instructional Staff	Instructional Coach	O	N	N
3058	Non Instructional Staff	INTEGRATED PEST MANAGEMENT COORDINATOR	N	N	N
3059	Non Instructional Staff	INTERPRETER	N	N	N
3107	Non Instructional Staff	Interpreter or Transliterator for the Deaf	N	N	N
3060	Other Instructional Staff	LIBRARIAN/MEDIA SPECIALIST	O	N	N
3108	Non Instructional Staff	Licensed Clinical Professional Counselors	N	N	N
3109	Non Instructional Staff	Licensed Marriage and Family Therapists	N	N	N
3061	Teachers	LITERACY SPECIALIST	Y	Y	Y
3063	Non Instructional Staff	McKinney-Vento Liaison	N	N	N
3064	Non Instructional Staff	NURSE	N	N	N
3065	Non Instructional Staff	OCCUPATIONAL THERAPIST	N	N	N

Position Code	Position Grouping	Position Description	School Required	Subject Required	Level Assignment Required
3110	Non Instructional Staff	Occupational Therapy Aides	N	N	N
3066	Non Instructional Staff	Orientation and Mobility Specialist	N	N	N
3104	Non Instructional Staff	Other Special Education Services Provider	N	N	N
3068	Non Instructional Staff	PHYSICAL THERAPIST	N	N	N
3111	Non Instructional Staff	Physical Therapists Assistant	N	N	N
3115	Non Instructional Staff	Physician/Doctor	N	N	N
3069	Administrator	PRINCIPAL	N	N	N
3067	Non Instructional Staff	Recreation/Therapetic Recreation Specialist	N	N	N
3071	Non Instructional Staff	Referee	N	N	N
3074	Non Instructional Staff	SCHOOL PSYCHOLOGIST	N	N	N
3075	Non Instructional Staff	SCHOOL SECURITY	O	N	N
3098	Administrator	Security Director	N	N	N
3076	Non Instructional Staff	SCHOOL SOCIAL WORKER	O	N	N

Position Code	Position Grouping	Position Description	School Required	Subject Required	Level Assignment Required
3077	Non Instructional Staff	SIGN LANGUAGE INTERPRETER	N	N	N
3005	Administrator	Special Education Asst Director	N	N	N
3078	Other Instructional Staff	SPECIAL EDUCATION CONSULTANT	O	N	N
3030	Administrator	Special Education Director	N	N	N
3079	Teachers	SPECIAL EDUCATION TEACHER	Y	Y	Y
3081	Non Instructional Staff	Speech - Language Pathologist	N	N	N
3112	Non Instructional Staff	Speech - Language Pathology Aides and Assistants	N	N	N
3080	Non Instructional Staff	SPEECH & HEARING CLINICIAN	N	N	N
3082	Non Instructional Staff	STUDENT MONITOR	N	N	N
3102	Other Instructional Staff	Substitute Ed Tech	O	N	N
3103	Other Instructional Staff	Substitute Other	O	N	N
3101	Other Instructional Staff	Substitute Teacher	O	N	N
3062	Teachers	Substitute Teacher - Longterm	Y	Y	Y
3083	Administrator	Superintendent of Schools	N	N	N

Position Code	Position Grouping	Position Description	School Required	Subject Required	Level Assignment Required
3084	Administrator	SUPERVISOR OF INSTRUCTION	N	N	N
3085	Administrator	Talent Development Strategy Coordinator	N	N	N
3086	Other Instructional Staff	TEACHER SUPPORT TEAM MEMBER	O	N	N
3092	Administrator	Teaching Principal	Y	N	N
3093	Administrator	Technology Integration Coordinator	N	N	N
3094	Administrator	Title I Coordinator	N	N	N
3091	Teachers	Title I Teacher	Y	O	O
3088	Non Instructional Staff	VAN DRIVER	N	N	N
3089	Non Instructional Staff	VOLUNTEER COORDINATOR	N	N	N
3340	Teachers	Gifted and Talented (GT) Teacher	Y	Y	Y
3341	Other Instructional Staff	Ed Tech Support Team Member	O	N	N
3342	Non Instructional Staff	School Resource Officer	Y	N	N
3343	Non Instructional Staff	CDS Case Manager	O	N	N
3344	Administrator	RSC Executive Director	N	N	N
3345	Teachers	Visiting Teacher	Y	Y	O
3346	Other Instructional Staff	JMG Skills Instructor	Y	N	N

State Titles have School Required, Subject Required, and Level Assignment Required title requirements for how each code is validated within the Staff Assignment Import and how certain fields behave on the Staff Assignment editor.

See the table below for more information about each column:

Column	Description
School Required	The school requirements for each State Title. This is used on the Staff Assignment detail editor. • If the value is Y, the assignment must be school-specific. • if the value is N, the assignment must be district-wide (cannot be tied to a specific school). • If the value is O, the assignment can be either school or district-specific.
Subject Required	The subject requirements for each State Title. This is used for validation on the Staff Assignment detail editor. • If the value is Y, the Subject Matter is required. • if the value is N, the Subject Matter field is disabled. • If the value is O, the Subject Matter field is optional.
Level Assignment Required	The assignment requirements for each State Title. This is used for validation on the Staff Assignment editor. • If the value is Y, Level of Assignment is required. • if the value is N, Level of Assignment is disabled. • If the value is O, Level of Assignment is optional.

Ending a District Assignment

To indicate that a staff member's existing district assignment record is no longer applicable:

1. Enter a date in the **End Date** field.
2. Click the **Save** icon when finished.