Quick Guide: SIF EPIMS

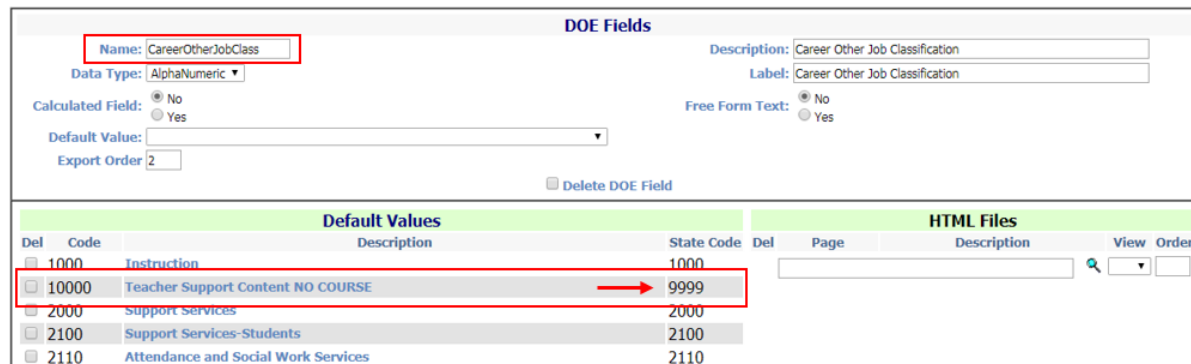# 2310 Support Content Teacher – No Scheduled Courses

The DESE outlined changes for 2018 EOY EPIMS that will allow 2310 Support Content Teachers to be reported via SIF with non-course Work Assignments. This change will allow SIF districts to report their full year Support Content Teachers without scheduled courses.

To do this in iPass you will need to do the following:

Step 1: Create a new DOE Field value for CareerOtherJobClass = Teacher Support Content NO COURSE.

- Go to DOE ID Manager > Maintenance - DOE > Fields
- Click on CareerOtherJobClass to open up the DOE Field.
- Scroll to the bottom of the screen to the empty boxes and type in:
- Code = 10000
- Description = Teacher Support Content NO COURSE
- State Code = 9999
- Click Submit to create/save.

Step 2: Create/Modify the Career Record for the staff member who is a Support Content Teacher.

- Go to Add/Modify Staff and search for staff member.
- Click on Career Tab.
- The staff member should have a Career record for Job Type = Teacher - Support Content.
- Select existing Career or Add Career record.
- Set the SIF Job Type = 10000 Teacher Support Content NO COURSE.

Note: If the Support Content Teacher was reported with SIF Job Type = Instructional Coach or Tutor in the previous SIF EPIMS collection, just update the SIF Job Type. There is <u>no</u> need to end the Career and start a new one.

<u>Step 3</u>: **Create a Non-Course Work Assignment.**

- Go to Add/Modify Staff > MA DOE EPIMS Data.
- Scroll to the bottom of the screen and click on Add Non-Course Work Assignment.

The following fields are required and must be filled in correctly:

Notes about SIF Work Assignments

Required Fields:

- The WA08 Other Teaching Assignment should be the correct selection for this staff member and the work that they do
- The WA09 Grade by Course Section can be 99 (all grades) for Secondary Special Education and ELL work assignments.
- The WA10 Subject Area/Course Code can be 99999 (all subjects) for Secondary Special Education and ELL work assignments.
- The WA16 Course Term Code must = Full Year for 2310 Support Content Teacher with no courses scheduled.

Optional Fields:

- Class Section: Leave this alone; no Class Section is sent in XML. Manually entered Class Section will <u>not</u> be sent in the XML.
- The FTE value for the Work Assignment comes from the Career record and is not pulled from the Work Assignment.

<u>Step 4</u>: Delete SIF Temp Table of StaffAssignment Object and send updated EPIMS data.
Use either SIF Reporting > EPIMS to send all EPIMS objects by School and/or MEPID or use Send SIF Objects to send StaffAssignment Objects for the entire district.

iPass will automatically add to the XML of the Staff Assignment the following based on the SIF Requirements the DESE put out for 2310 Support Content Teachers with no scheduled course sections:

```
<JobFunction><Code> 9999
<OtherCodeList><OtherCode Codeset="Other">2310 (Job Classification Support Content Teacher)
<OtherCode Codeset="Text">73032   (Subject Area Course Code for example above)
<TeachingAssignment>Code>2043 (Teaching Assignment Code for example above)
<OtherCode Codeset="StateProvince">005 (Other Teacher Assignment for example above)
<GradeLevels><GradeLevel><Code>02    (Grade by Course Section for example above)
```

The XML will look like this:

```
JobFunction><Code>9999</Code><OtherCodeList><OtherCode
Codeset="Other">2310</OtherCode><OtherCode
Codeset="Text">73032</OtherCode></OtherCodeList></JobFunction><TeachingAssignment><Code>
2043</Code><OtherCodeList><OtherCode
Codeset="StateProvince">005</OtherCode></OtherCodeList></TeachingAssignment>
<GradeLevels><GradeLevel><Code>02
```