

## EMPLOYMENT INFORMATION SYSTEM (EIS)

### Unfilled Positions

Data Elements	Code	Description	Data Type	Length	Mandatory/ Optional
School Year		School year for which this record is applicable.	char	4	Mandatory
Position Code		The Position Code identifies the employee's position. If an employee is working in more than one position, or the same position but in more than one Work Location, a position record must be submitted for each position/work location. <i>See Position Codes tab.</i>	char	3	Mandatory
Bilingual Language Code		The language used by the employee while performing work in this position. Only required for selected Position Codes (currently Bilingual position codes 202, 204 and 251). <i>See Language Codes tab</i>	char	3	Blank, Mandatory for identified Position Codes.
Unfilled Position Specialty		The endorsement or approval for a special education teacher. Required for position code 250.  <i>See Unfilled Position Specialty tab.</i>	char	2	Blank, Mandatory for identified Position Codes.
Employer RCDTS	rrccddddd ttssss	The RCDTS code for the employing district.	char	15	Mandatory
Working Location RCDTS	rrccddddd ttssss	The RCDTS code for the Work Location. For position codes 103, 104, 200-251, 309, 311, 372, 379 and all 600 codes, this is mandatory. For all other position codes, this is optional and can be left blank. If left blank, it will be designated as a district-level position.	char	15	Blank, Mandatory for identified Position Codes.

FTE		<p>The sum of FTE calculations for all unfilled positions.</p> <p>FTE (Full Time Equivalence) is the percent of time a position is paid divided by the required time for that position in the associated attendance center for the school year.</p>	decimal	4,2	Mandatory
Unfilled Position Reason		<p>Unfilled Position Reason is the explanation for why a position is not filled by an employee for the school year.</p> <p>01 = Lack of Qualified Applicants  02 = Applicants Lacked Proper Certification  03 = Qualified Applications Declined Employment</p>	char	2	Mandatory
Grade Level Assignment		<p>Grade Level Assignment is the grade range at which the position would be providing services for the majority of their time.</p> <p>Required for Position Codes: 200-251, 372, 373 and all 600 codes.</p> <p><i>See Grade Level Assignment tab.</i></p>	char	2	Blank, Mandatory for identified Position Codes.
Subject Area		<p>Subject Area is required for all teaching positions. The list of subjects comes from the SIS Student/Teacher Course Assignment Catalogs.</p> <p>Required for Position Codes: 200-251</p> <p><i>See Subject Area tab.</i></p>	char	2	Mandatory

Supply Rating		<p>Supply Rating is an assessment of the current availability of qualified applicants for the unfilled position.</p> <p>01 = Severe Under-Supply  02 = Under-Supply  03 = Adequate Supply  04 = Over-Supply  05 = Severe Over-Supply</p>	char	2	Mandatory
Remove Record		To remove an unfilled position that was accidentally submitted.	int	1	Blank

EMPLOYMENT INFORMATION SYSTEM (EIS)		
Unfilled Position Specialty		
Code	Value	Data Type
01	Learning Behavior Specialist I - LBSI	char(2)
02	Blind or Visually Impaired - BPS	char(2)
03	Deaf and Hard of Hearing - DHH	char(2)
04	Speech Language Pathologist - SLP	char(2)
05	Learning Behavior Specialist II - LBSII	char(2)
06	Adaptive PE - PPE	char(2)
07	Bilingual Special Ed - Multiple Codes	char(2)
08	Early Childhood Special Ed - ECT	char(2)
09	English as a Second Language Special Ed - BES	char(2)

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Subject Area		
Code	Value	Data Type
01	English Language And Literature	char (2)
02	Mathematics	char (2)
03	Life and Physical Sciences	char (2)
04	Social Sciences and History	char (2)
05	Fine and Performing Arts	char (2)
07	Religious Education and Theology	char (2)
08	Physical, Health, and Safety Education	char (2)
09	Military Science	char (2)
10	Information Technology	char (2)
11	Communication and Audio/Visual Technology	char (2)
12	Business and Marketing	char (2)
13	Manufacturing	char (2)
14	Health Care Sciences	char (2)
15	Public, Protective, and Government Service	char (2)
16	Hospitality and Tourism	char (2)
17	Architecture and Construction	char (2)
18	Agriculture, Food, and Natural Resources	char (2)
19	Human Services	char (2)
20	Transportation, Distribution and Logistics	char (2)
21	Engineering and Technology	char (2)
22	Miscellaneous	char (2)
23	Non-Subject-Specific	char (2)
24	World Languages	char (2)