EMPLOYMENT INFORMATION SYSTEM (EIS)					
Non-certified Categories					
Data Elements	Code	Description	Data Type	Length	Mandatory/ Optional
School Office Worker FTE Total		School Office Worker category consists of staff whose activities are concerned with support of the teaching and administrative duties of the office of the principal or department chairpersons including clerical staff and secretaries. Following are examples. 400 Accountant 401 Bookkeeper 402 Clerical Support Staff 403 Head/Executive Secretary 405 Other Office Staff 406 Information Technology Staff	Decimal	4,2	Mandatory, if no FTEs for category enter a zero
District Office Worker FTE Total		District Office Worker category consist of staff members providing direct support to district administrators, business office support, data processing, secretarial and other clerical staff; staff implementing software solutions and staff providing hardware and software maintenance and data user support. Following are examples. 400 Accountant 401 Bookkeeper 402 Clerical Support Staff 403 Head/Executive Secretary 405 Other Office Staff 406 Information Technology Staff	Decimal	4,2	Mandatory, if no FTEs for category enter a zero

EMPLOYMENT INFORMATION SYSTEM (EIS)					
Non-certified Categories					
Data Elements	Code	Description	Data Type	Length	Mandatory/ Optional
District Office Library Support FTE Total		Library/Media Support Staff category consist of staff members who render other professional library and media services. Duties of these staff members include selecting, preparing, caring for, and making available to instructional staff, equipment, films, filmstrips, transparencies, tapes, TB programs, and similar materials maintained separately or as part of an instructional materials center. This category also includes activities in the audiovisual personnel and includes library aides and those involved in library/media support. Following is an example. 304 Audio-Visual Staff	Decimal	4,2	Mandatory, if no FTEs for category enter a zero

EMPLOYMENT INFORMATION SYSTEM (EIS)					
Non-certified Categories					
Data Elements	Code	Description	Data Type	Length	Mandatory/ Optional
District Student Support Staff FTE Total		Student Support Services category consist of professional staff members whose activities are concerned with the direct support of students and who nurture, but do not instruct students. Included in these list: attendance officers; staff providing audiology and supervisors of the preceding staff; coaches, athletic advisors, and athletic trainers if position does not require teaching credentials. Following are examples. 300 Advisor 301 Athletic Coach 302 Athletic Trainer 303 Attendance/Truant Officer 314 Other Athletic/Extracurricular Worker 351 Audiologist 360 Medical Service Personnel	Decimal	4,2	Mandatory, if no FTEs for category enter a zero

EMPLOYMENT INFORMATION SYSTEM (EIS)					
Non-certified Categories					
Data Elements	Code	Description	Data Type	Length	Mandatory/ Optional
All Other District Support Staff FTE Total		All Other Support Staff category consist of support staff such as plant and equipment maintenance, bus drivers, security, and food service workers. Following are examples. 500 Cook 503 Other Food Service Staff 520 Custodian 522 Maintenance, Craft, or Trade Worker 523 Grounds Staff 530 School Bus Driver 531 Transportation Mechanic 533 Other Transportation Staff	Decimal	4,2	Mandatory, if no FTEs for category enter a zero