

# Staff Vacancy FAQs

This document answers frequently asked questions about the NJSLEDS Staff Vacancy submission. Use it with the [Staff Vacancy Handbook](#) and other [NJSLEDS User Resources](#). If your question isn't answered here, please contact the [NJSLEDS Help Desk](#).

## Contents

General .....	1
Field Guidance .....	2
Reporting Scenarios.....	4
Support .....	6
Revision History.....	7

## General

---

### 1. What is the Staff Vacancy submission?

The Staff Vacancy submission is a required data submission that provides the New Jersey Department of Education (NJDOE) with information about current and projected changes in teaching positions. This includes data on vacant, newly created, and eliminated positions. The submission helps the state plan for staffing needs, address shortages, and allocate resources more effectively.

### 2. What are the core purposes and scope of the Staff Vacancy submission?

The Staff Vacancy Submission is mandatory for all New Jersey public school districts. We use this data to collect information regarding changes to full-time, certificated teaching roles during the school year. Specifically, we require districts to report on three types of position changes:

- Vacant teaching positions.
- New teaching positions created.
- Teaching positions that have been eliminated.

This timely data helps the NJDOE identify regional teacher shortages, inform teacher preparation programs, and guide policy and budgetary decisions. Note that anticipated retirements are no longer collected as part of this submission.

### 3. What information must districts submit in the Staff Vacancy submission?

Districts are required to report the following for the current school year:

- Number of vacant teaching positions
- Number of new teaching positions
- Number of eliminated teaching positions

Each entry must include specific position details, including a JobCode and JobCodeSubcategory, when applicable.

#### 4. Who is responsible for compiling and submitting Staff Vacancy data?

Each district determines its own process for collecting vacancy data. Typically, the designated NJSLEDS user, data administrator, or HR team compiles the information in collaboration with school leaders, superintendents, and other relevant offices. The final file is submitted through the NJSLEDS platform by the designated NJSLEDS user, who was provided by your district's Web User Administrator (WUA) to the NJDOE.

#### 5. What specific data elements are required?

All required data fields are outlined in the [Staff Vacancy Handbook](#), including:

- SchoolID
- PositionType
- JobCode
- JobCodeSubcategory
- DistrictPositionID
- PositionOpenDate
- PositionClosedDate
- NumberOfApplicants

#### 6. Why is the Staff Vacancy data collection so important?

New Jersey is facing ongoing challenges in recruiting and retaining qualified teachers. Accurate and timely vacancy data allows the NJDOE to:

- Identify high-need subject areas
- Monitor statewide and district-level staffing trends
- Develop strategies to address workforce shortages
- Ensure students have access to certified, high-quality teachers

#### 7. How do I upload my Staff Vacancy submission to NJSLEDS?

To upload your Staff Vacancy file into NJSLEDS:

1. Log in to the NJSLEDS portal
2. Navigate to the Submission Upload tab
3. In the Submission Type dropdown menu, select Staff Vacancy
4. Either upload your file from your device or drag and drop it directly into the upload area
5. Click Next to proceed

Make sure your file is formatted correctly according to the Staff Vacancy submission template and saved as a .CSV UTF-8 file to avoid validation errors. More details can be found in the [Staff Vacancy Training PDF](#).

### Field Guidance

---

#### 8. What are the key formatting rules I must follow to avoid common errors?

Failure to adhere to formatting requirements is a common cause of submission issues. Please ensure:

- **File Format:** The file must be saved as a **.CSV UTF-8** file for a successful upload.
- **Date Format:** All dates, including PositionOpenDate and PositionClosedDate, must be formatted as **YYYYMMDD**. Do not include any separators, such as slashes (/) or dashes (-).
- **Applicant Count:** NumberOfApplicants must be a whole number; it cannot contain decimals or commas.

- **Job Codes:** JobCode must be a valid 4-character numeric code, and leading zeros must be preserved (e.g., 1001, not 101).

## 9. What are the four acceptable values for the PositionType data element?

The PositionType field is mandatory and indicates the employment-related status of a teaching position. The four acceptable codes are:

- **1 (No Vacancies):** Used if the district/school has no new, vacant, or eliminated positions to report for the current submission timeline.
- **3 (New Teaching Position):** Used for a position that has not previously existed.
- **4 (Eliminated Position):** Used for a full-time position that will no longer be available in successive school years.
- **5 (Vacant Position):** Used for a full-time position that currently does not have an incumbent teacher (it is open for filling).

## 10. What DistrictPositionID should be used for a Staff Vacancy due to long-term leave?

For staff vacancies resulting from long-term leave, there are several options for assigning a DistrictPositionID, which is a locally defined identifier used to track staff positions within your district.

While you may reuse the same DistrictPositionID associated with the staff member on leave, it is generally recommended that you assign a temporary or new DistrictPositionID to represent the vacancy. This helps ensure clarity in tracking and avoids confusion when reviewing historical or current data.

Because this field is locally managed, we encourage you to consult with the department responsible for staffing or HR records to determine the most appropriate identifier based on your district's internal tracking practices.

## 11. What date should I use for PositionClosedDate if the job is open until filled?

Leave the PositionClosedDate blank if the position is still open. This field is only required when the position is filled or officially closed without being filled.

When closed/filled, update the PositionClosedDate with the date the vacancy was closed (in YYYYMMDD format). This date cannot be earlier than the PositionOpenDate.

**Important:** A PositionClosedDate requires a corresponding PositionOpenDate. Do not submit a PositionClosedDate for PositionType = 1 ("No Vacancies").

## 12. Should I count applicants who applied after the posting closed?

Yes. The NumberOfApplicants field should reflect the total number of applicants who applied for the position, including those who submitted their application after the official posting close date.

This total helps provide a complete picture of interest in the position, regardless of when the application was submitted in the hiring timeline.

## 13. What are the data elements and validation rules for the Staff Vacancy submission?

Full details on the required data elements and validation rules can be found in the Staff Vacancy Handbook.

We also recommend reviewing the [Staff Vacancy Training PDF](#). These resources provide guidance on formatting, field definitions, acceptable values, and common errors.

## 14. What is the JobCodeSubcategory in the Staff Vacancy submission?

The JobCodeSubcategory is a required field that provides additional details about the position type associated with the JobCode. It is mandatory for all new teaching positions, eliminated positions, and vacant positions (PositionTypes 3, 4, and 5).

Acceptable values for JobCodeSubcategory are:

- 1 = General Education
- 2 = Bilingual
- 3 = Hearing
- 4 = Visual
- 5 = Special Education

For full details, please refer to the [Job Codes and Job Code Subcategories](#) file.

### 15. What is the DistrictPositionID?

A DistrictPositionID is a unique identifier assigned by the district to track a specific staff position over time. It is used to distinguish one position from another, regardless of who holds the role, and supports accurate tracking across submissions.

This field is required for new and vacant positions (PositionTypes 3 and 5) and must follow your district’s internal naming or numbering conventions. It should remain consistent for a given position to allow for year-over-year analysis.

### 16. How can I retroactively count applicants if I didn’t track them before?

If you didn’t track the NumberOfApplicants when the job was posted, you might still be able to find it. Here’s what you can do:

- Check with your HR team. They may have records or access to reports.
- Look in your online application system. Most systems track how many people applied to each posting.
- If the job was posted in more than one place or time, add the total number of applicants from all sources.

### 17. For PositionOpenDate, do I use the posting date or the job start date?

The PositionOpenDate is the date the job opening was posted to potential applicants. This date should reflect when the vacancy was officially announced or made public, whether through an internal posting, external advertisement, or other recruitment platforms.

### 18. What do PositionOpenDate and PositionClosedDate really mean?

The PositionOpenDate is the date the job opening was officially posted to potential applicants, either internally or externally. It represents the first day the position was made available for recruitment.

Similarly, the PositionClosedDate should reflect the date the position was filled or the posting was officially closed.

Please ensure that all dates are entered in YYYYMMDD format without any separators (ex., 20250901 for September 1, 2025).

### 19. Can I report a vacancy with zero (0) applicants?

Yes. If a position has received zero (0) applicants, you should enter 0 into the NumberOfApplicants field.

Reporting zero applicants is important for accurately capturing staffing challenges and will not result in an error, as “0” is an acceptable value in the system.

## Reporting Scenarios

---

### 20. How do I report that my entire district or a specific school has no vacancies?

If your district has no new, vacant, or eliminated teaching positions to report, you must submit a single record to confirm this.

- **District-Level (No Vacancies):** Submit a single record with SchoolID = **000** and PositionType = **1**. All other data elements in that record (JobCode, DistrictPositionID, PositionOpenDate, NumberOfApplicants, etc.) must be left blank.

- **School-Level (No Vacancies):** Submit a single record using the specific school's 3-digit SchoolID (instead of 000) and PositionType = **1**. All other fields must also be left blank.

### 21. If we have multiple openings for the same job, do we report them on one row?

No. Every individual new or vacant position must be reported on its own separate row in the submission file, even if they share the same job code and school. It is critical that each record has a **unique** DistrictPositionID. The unique ID is essential for longitudinal analysis and ensuring the state can track hard-to-staff roles accurately. Submitting multiple rows with duplicate key fields will result in a validation error.

### 22. What are the requirements for reporting an eliminated position (PositionType 4)?

When reporting a position that has been permanently eliminated, you must use PositionType = **4**. The JobCode and JobCodeSubcategory are required. Crucially, the following mandatory fields for other position types must be left blank for an eliminated position to avoid validation errors:

- DistrictPositionID.
- NumberOfApplicants.
- PositionOpenDate should typically be left blank, and the date the position was eliminated should be entered in the PositionClosedDate field.

### 23. How do I report a position that was vacant but has since been filled?

Historical vacancies that occurred during the reporting window must still be submitted. Use PositionType = **5** (Vacant Position). To capture the precise window of the vacancy, you must provide both the **PositionOpenDate** and the **PositionClosedDate**. This ensures our data reflects the period the position was open.

### 24. If a vacant position received zero applicants, how should this be reported?

If a vacant position (PositionType 5) or a new position (PositionType 3) received zero applications, you must enter the value **0** in the NumberOfApplicants field. The value "0" is valid and correctly signals no interest in the position; it will not cause a data error. Leaving this field blank for PositionType 3 or 5 *will* trigger a Field Required error.

### 25. How should I report a leave replacement that's unposted and covered by existing staff until the teacher returns?

If a staff member is on a leave of absence and the position is not posted or filled through a new hire, such as when coverage is provided by existing teachers, there is no need to report this in the Staff Vacancy submission.

Since the position is considered temporarily filled and not vacant or open for recruitment, it does not meet the reporting criteria for this collection. The permanent staff member's expected return and the absence of a formal posting means no vacancy exists from a reporting perspective.

### 26. Do we enter one row for each certified staff member hired since the beginning of the school year?

The Staff Vacancy submission is not intended to capture information on every certified staff member hired. Instead, it should include records for:

- Vacant teaching positions
- New teaching positions created
- Eliminated teaching positions

Each qualifying position, not individual staff member, should be entered as a separate row in your file. If a staff member was hired to fill a vacancy or newly created position, that position should be reported.

Be sure to use the appropriate PositionType code (ex., 3 = New Position, 5 = Vacant Position) to indicate how the position was classified prior to being filled.

## 27. Will we be providing this information for our current vacancies or for the entire staff?

You will be reporting information only for your current teacher vacancies and teacher staff changes, not for your entire staff (Job Codes 1000-2799).

The Staff Vacancy submission collects data on:

- Current vacant teaching positions
- Newly created teaching positions
- Eliminated teaching positions

This data helps the NJDOE identify staffing gaps, plan recruitment strategies, and make informed decisions about resource allocation and policy. The collection is required by New Jersey law to ensure accurate, up-to-date workforce reporting.

## 28. Would school nurse vacancies be included in the Staff Vacancy submission?

No. The current Staff Vacancy submission is focused on only teaching positions. Other staff positions, such as school nurses, counselors, or administrative roles, are not included in this collection.

## Support

---

## 29. Templates A and B look identical. Which one will be used for the upload?

Templates A and B share the same layout and structure, and either template can be used for uploading your Staff Vacancy submission. Template A includes built-in data validation rules that check for formatting errors, missing values, and invalid codes before submission. This helps reduce NJSLEDS rejections and ensures cleaner data.

Template B does not include validation rules and is typically used when a source system generates a pre-formatted accurate export file.

Choose the version that best fits your workflow, but be sure to save and upload your final file as a .CSV UTF-8 file.

## 30. Can I receive a copy of the Staff Vacancy Handbook?

Yes. The [Staff Vacancy Handbook](#) can be found on the NJSLEDS website under the [Staff Vacancy User Resources](#) section.

## 31. What resources are available for the Staff Vacancy submission?

All required resources are available on the NJSLEDS User Resources website. Key documents include:

- **Staff Vacancy Handbook:** Your primary guide containing all data element definitions, validation rules, and acceptable values.
- **Staff Vacancy Templates (A and B):** Pre-formatted templates to build your .CSV upload file.
- **County District School (CDS) Code List:** Provides the list of valid school codes (SchoolID) for your district.
- **Job Codes and Job Code Subcategories Document:** Lists the valid combinations of job codes and subcategories for teaching positions (1000-2799).

If you encounter any definition that is unclear or difficult to apply, please reach out to the NJSLEDS Help Desk before submitting. You can contact the Help Desk by clicking the “Contact Help Desk” button on the NJSLEDS system homepage (preferred) or by calling 609-376-3970.

## Revision History

---

Date	Version	Comment
March 2026	1.1	<ul style="list-style-type: none"><li>Removed deprecated Help Desk email address (helpdesk-sleds@doe.nj.gov) from document footer. Contact methods updated to web form via “Contact Help Desk” button on NJSLEDS homepage (preferred) and phone 609-376-3970.</li><li>Added explicit Help Desk contact information to Q32 for consistency with other FAQ documents.</li><li>Added Revision History section to document.</li></ul>
October 2025	1.0	<ul style="list-style-type: none"><li>Initial version published for NJSLEDS launch.</li></ul>