

New Jersey Department of Education Staff Vacancy Data Handbook

PILOT VERSION



State of New Jersey
Department of Education

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Foreword

This handbook provides guidance on collecting and submitting data to the New Jersey Department of Education’s (NJDOE) statewide longitudinal education data system. It outlines the required format and specifies the data elements that must be collected. The NJDOE will compile this information into a standardized dataset for various essential purposes.

- Complying with federal and state requirements
- Ensuring that each school district receives all the funding it is entitled to
- Identifying trends and areas of focus for future initiatives

The Staff Vacancy Handbook is intended to support the collecting of data regarding the workforce of public-school teachers. The handbook provides definitions and standards for educational data, aiming to ensure that staff vacancy information is uniform, consistent, and easy to understand, as quality information relies on these elements.

The NJDOE conducts this data collection in accordance with N.J.S.A.18A:27-3.5, 3.6, and 3.7. These statutes mandate that school districts report details about teaching positions during the current academic year, including the number of vacant positions, newly created positions, eliminated positions, and projected retirements of teachers.

How to use this handbook

This handbook is a valuable resource to share with your data provider or in-house data administrator to ensure that the information you receive from them matches the data requirements set by the NJDOE. Submitting accurate data now minimizes future errors, thereby saving time and effort later.

Revision History

Date	Version	Comment
Pilot Updates	1.0	<ul style="list-style-type: none">• DistrictPositionID, PositionOpenDate, and PositionClosedDate changed from must be blank to can be blank.• Added additional required condition to PositionClosedDate. If PositionType = 1, there should be no closed date. For any other PositionType, PositionClosedDate can be blank.• PositionType Additional Information edited for Eliminated Positions.• PostitionType = 2 (Anticipated Retirement) has been removed.• Revised NumberOfApplicants to allow the value zero (0).

Executive Summary

The growing need for comprehensive, accurate, timely data on our state’s schools, staff, and students calls for a technology-based solution that can provide better information to all stakeholders, simplify complicated data reporting requirements, and increase administrative efficiency. The New Jersey Statewide Longitudinal Education Data System (NJSLEDS) was created to meet this need.

The system enables compliance with the increasingly intensive regulatory requirements driven by legislation such as the No Child Left Behind Act, the Individuals with Disabilities Education Act, and the Every Student Succeeds Act. The system also provides the data that helps drive improvements and monitor progress toward key goals and ensures that our state’s educational institutions get the funding they need to continue to meet the needs of New Jersey’s students.

Periodically, schools are asked to provide specific data sets to ensure that the information in the system remains timely and up to date. This handbook is designed to support administrators and their partners as they gather and submit this information to the system.

Privacy and Security

The NJDOE prioritizes privacy and security. To protect district data, it employs an audit trail to monitor activities, detect breaches, and ensure proper use. Only registered and authorized users, authenticated through a secure login platform can access the system. Data is segmented by districts, so users only see information relevant to their educational interest. All data will be secured to maintain confidentiality and integrity. Illegal access or downloads will result in prosecution.

Data Elements and Definitions

This Staff Vacancy Data Handbook includes data elements that are currently collected and maintained by schools, districts, and the NJDOE. Not all data elements are relevant to each staff member. It is important to understand how each definition is implemented. In those situations where the implementation of a definition is not clear it should be reported to NJDOE longitudinal education data system so that a collaborative resolution can be reached.

The following information is provided for each data element in the Staff Vacancy Data Handbook

- **Name of Data Element:** The data element name used within the NJDOE longitudinal education data system.
- **Definition of Data Elements:** A brief description of the data element.
- **Functional, Policy or Legal Description:** The rationale for collecting the data element, and how the data element will be used. Other policy and legal implications for its collection.
- **CEDS Mapping:** An indication of how the NJSLEDS data element maps to Common Education Data Standards (CEDS).
- **Is This Data Element Required:** Indication of whether the data element is required for file submission.
- **Acceptable Values:** Indication of the data type, minimum and maximum number of characters permitted, and lists values and ranges accepted for each element.
- **Validation Checks:** Specific data validation that will occur with respect to each data element.
- **Additional Notes:** Additional relevant notes about the data element.
- **Common Errors:** Guidance on how to resolve common errors within NJSLEDS.
- **Warnings:** (if applicable) The warning message indicating that the data entered does not meet the standards outline by the NJDOE. Warnings are not considered validation errors.

SchoolID

Definition of Data Element

The school code from the district's County District School Information.

Functional, Policy or Legal Document

New Jersey Statutes (18A:27-3.5)

CEDS Mapping

No CEDS Mapping

Is this Data Element Required?

Field is mandatory.

Acceptable Values

Type: Alphanumeric

Minimum Length: 3

Maximum Length: 3

Validation Checks

- It is required that codes adhere to these standards: The submitting district, defined by the County ID and District ID upon user login, alongside the provided School ID, must correspond with the district's own County ID, District ID, and a School ID within the district's CDS dataset, otherwise this will result in an error.
- An error will occur if the field is left blank.

Additional Notes

- Only school codes designated for regular public schools can be used for School ID.

Common Errors

N/A

Warnings

N/A

PositionType

Definition of Data Element

The employment-related status of types of teaching positions within a district or school.

Functional, Policy or Legal Document

New Jersey Statutes (18A:27-3.5)

CEDS Mapping

No CEDS Mapping

Is this Data Element Required?

Field is mandatory.

Acceptable Values

Type: Numeric

Minimum Length: 1

Maximum Length: 1

- 1 = District/School has no vacancies or retirements to report for current submission timeline
- 3 = New Teaching Position is a position that has not previously existed.
- 4 = Eliminated Position is a full-time position that no longer will be encumbered in successive school years. Staff may be reassigned and may not reduce the staff count.
- 5 = Vacant Position is a full-time position for which there is no incumbent teacher.

Validation Checks

- Value must conform to one of the acceptable values listed above or an error will occur.
- Error will occur if field is left blank.

Additional Notes

- 1. No Vacancies or Retirements: This code indicates that there are no new vacancies or retirements that need to be reported for the current submission period. Essentially, it means that the district or school does not have any changes in position status to update.
- 3. New Teaching Position: This code is used to report on a position that did not previously exist. It represents the creation of a new teaching role within the district or school. This could be due to an increase in student enrollment, new programs being introduced, or other factors that require additional teaching staff.
- 4. Eliminated Position. This status is for a full-time position that will no longer be available in future school years. Although the position is being eliminated, staff who were in this role may be reassigned to other positions. Importantly, the elimination of this position does not necessarily reduce the overall staff count because affected employees might be moved to other roles within the district or school. District Position ID should not be reported for eliminated positions.
- 5. Vacant Position: This code denotes a full-time position that currently does not have an incumbent teacher. In other words, there is no one currently assigned to this position, and it is open for filling.

Common Errors

N/A

Warnings

N/A

JobCode

Definition of Data Element

The NJDOE job code is associated with the position type.

Functional, Policy or Legal Document

New Jersey Statutes (18A:27-3.5)

CEDS Mapping

K12 Job Classification

Is this Data Element Required?

Field is mandatory for position types 3-5.

Acceptable Values

Type: Numeric

Minimum Length: 4

Maximum Length: 4

A list of acceptable values can be found in the [Job Codes and Job Code Subcategories](#) document.

Validation Checks

- An error will occur if the codes do not conform to the NJDOE codes listed.
- An error will occur if field is left blank if PositionType = 3, 4 or 5

Additional Notes

- Must keep leading zeros.
- Changes to acceptable values can be found in the [Job Codes and Job Code Subcategories](#) list.

Common Errors

N/A

Warnings

N/A

JobCodeSubcategory

Definition of Data Element

The sub-category linked to the job code associated with the position type.

Functional, Policy or Legal Document

New Jersey Statutes (18A:27-3.5)

CEDS Mapping

No CEDS Mapping

Is this Data Element Required?

Field is mandatory for position types 3-5.

Acceptable Values

Type: Numeric

Minimum Length: 1

Maximum Length: 1

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

Validation Checks

- An error will occur if the codes do not conform to the NJDOE codes listed.
- An error will occur if JobCode is populated and this field is left blank.

Additional Notes

- If Job Code = 1486, then Job Code Subcategory must equal 2.
- As staff members may have multiple assignments, this element will appear in the portal as: JobCodeSubcategory1, JobCodeSubcategory2, JobCodeSubcategory3, JobCodeSubcategory4, JobCodeSubcategory5, JobCodeSubcategory6.

Common Errors

Error Message: Field does not correspond to Job Code submitted.

Resolution: Job Code Subcategory must be a value accepted for the Job Code submitted as specified in the Job Code and Job Code Subcategories Excel File. Download the [Job Code and Job Code Subcategories](#) file to find the Sub-categories under the column "Corresponding Job Code Subcategory."

Warnings

N/A

DistrictPositionID

Definition of Data Element

A district position ID is assigned by the district and used to track staff positions within a district over time.

Functional, Policy or Legal Document

New Jersey Statutes (18A:27-3.5)

CEDS Mapping

No CEDS Mapping

Is this Data Element Required?

Field is mandatory for position types 3 or 5.

Acceptable Values

Type: Alphanumeric

Minimum Length: 1

Maximum Length: 20

Validation Checks

- Error will occur if field is left blank when Position Type is 3 or 5.
- Error will occur if field is populated and PositionType = 4 – Eliminated Position

Additional Notes

- When PositionType = 4, DistrictPositionID should be blank

Common Errors

N/A

Warnings

N/A

PositionOpenDate

Definition of Data Element

The year, month, and day on which the position opened.

Functional, Policy or Legal Document

New Jersey Statutes (18A:27-3.5)

CEDS Mapping

No CEDS Mapping

Is this Data Element Required?

Field is mandatory for position types 3 or 5.

Acceptable Values

Type: Date

Minimum Length: 8

Maximum Length: 8

- YYYYMMDD – The day on which the position opens.

Validation Checks

- An error will occur if the format does not include a four-digit year followed by a zero-filled two position month, followed by a zero-filled two position day (i.e. 20210128 for January 28, 2021).
- An error will occur if this field does not have a value, and the Position Type is 3 or 5.
- An error will occur if this field does not have a value, and the Position Closed Date is not blank.

Additional Notes

- The date should reflect the first day that the position opened.
- Date must be in YYYYMMDD format. Do not include any separators such as “/” or “-”.

Common Errors

N/A

Warnings

N/A

PositionClosedDate

Definition of Data Element

The year, month, and day on which the position closed.

Functional, Policy or Legal Document

New Jersey Statutes (18A:27-3.5)

CEDS Mapping

No CEDS Mapping

Is this Data Element Required?

Field is not mandatory.

Acceptable Values

Type: Date

Minimum Length: 8

Maximum Length: 8

- YYYYMMDD – The day on which the position closes.

Validation Checks

- An error will occur if the format does not include a four-digit year followed by a zero-filled two position month, followed by a zero-filled two position day (i.e. 20210128 for January 28, 2021).
- An error will occur if this field has a value, and the Position Open Date is blank.
- An error will occur if this field has a value, and the Position Type is 1.

Additional Notes

- The date should reflect the day that the position closed.
- Date must be in YYYYMMDD format. Do not include any separators such as “/” or “-“.

Common Errors

N/A

Warnings

N/A

NumberOfApplicants

Definition of Data Element

Total count of applicants who have applied for current job vacancies or new teacher positions within the district/school.

Functional, Policy or Legal Document

New Jersey Statutes (18A:27-3.5)

CEDS Mapping

No CEDS Mapping

Is this Data Element Required?

Field is mandatory for Position Types 3 or 5.

Acceptable Values

Type: Numeric

Minimum Length: 1

Maximum Length: 4

Validation Checks

- An error will occur if a whole number is not used.

Additional Notes

- If the position has zero (0) applicants, please enter the value 0.

Common Errors

N/A

Warnings

N/A