



Information Regarding Assignment Codes 22051, 00005 and 20005

It is important to read the assignment descriptions in the [SDE Assignment Credential Manual](#) to find the code that most closely aligns to the content. Note: The most closely aligned assignment may be located in the [CTE Assignment Credential Manuals](#).

22051 Office/Library/Classroom Aide

Assignment/Content Description
Office Aide, Library Aide and Classroom Aide provides students with the opportunity to work in campus offices, developing skills related to clerical office work; library and research skills, etc. Duties may include typing, filing, record-keeping, receiving visitors, answering the telephone, and making copies, among others. These courses emphasize appropriate work attitudes, human relations, and proper office/library/classroom procedures.

- There has been an increase in erroneous use of assignment code 22051 Office/Library/Classroom Aide.
- This code can only be used for the intended purpose as defined in the Assignment/Content Description.
- This code is **not** intended for instructing a course/group of students. It is intended to be an assignment for a certificated educator to oversee individual students who are helping in the office, library or assisting a teacher as a classroom aide.
- This code cannot be used for areas for areas such as; Advanced Studies, Medical Career Exploration, Building Technology, Supervised Alternative Classroom, Zoology, Ecology Field Practicum, Keyboarding, Business Occupational & Career Experience, etc.

00005 Elementary - Miscellaneous/Exploratory (K-8)
(Restricted)

20005 Secondary - Miscellaneous/Exploratory (5-12)
(Restricted)

Assignment/Content Description	Assignment/Content Description
<p>This code can ONLY be used for miscellaneous/exploratory instruction for elementary level (K-8) when an assignment code does not already exist.</p> <p>This assignment cannot be used for Special Education, Bilingual, English as a Second Language, Literacy, American Indian Language, or Gifted and Talented.</p>	<p>This code may be used for advisory, study skills, study hall, career exploration, etc. This code may ONLY be used for instruction for secondary level (5-12) when an assignment code does not already exist for the content. The appropriate content assignment MUST be used even when offered as an elective.</p> <p>This assignment code cannot be used for Special Education, Bilingual, English as a Second Language, Literacy, Gifted and Talented OR as an assignment to fulfill Idaho State adopted content standards such as, but not limited to: Mathematics, Science, Health or Physical Education, Visual Arts, Music, World Language, etc.</p>



- It is important to read the assignment descriptions in the [SDE Assignment Credential Manual](#) to find the code that most closely aligns to the content. Note: The most closely aligned assignment may be located in the [CTE Assignment Credential Manuals](#).
- Assignment codes which include the word **(Restricted)** in the title, such as 00005 and 20005, will have additional information in the description column to help explain what those restrictions are.
- Assignment codes 00005 and 20005 can **never** be used simply because the teacher does not hold the endorsement which aligns to the type of content being taught.
- **Important:** 20005 should never be used when there is an assignment code which already exists for the content, regardless if the course is offered as a middle/high school elective. The appropriate assignment code for the content being delivered must be used and the teacher must hold the proper endorsement. For example: A math assignment code should be used if math is being taught regardless if the course is for elective or content credit.
- This code may be used **career exploration**. Teachers teaching a **career exploration** course must have participated in a career exploration professional development course approved by the State Board of Education. For additional information on the PD course requirement contact: Jenni Bradford, Senior Program Quality Manager at jenni.bradford@cte.idaho.gov or call (208)429-5543.
- Assignment code 20005 can be used for College and Career Ready instruction to a course/group of students and students can be tied to this person as the teacher of record. Students cannot be tied to 31000 College and Career Ready Advisor as the intent of 31000 is to advise a student vs. instructing a course/group of students.
- Assignment code 00005 and 20005 can be used for areas which have no specific content and truly are designed to allow students to explore an area for which no other assignment aligns.
- 00005 Elementary – Miscellaneous/Exploratory (K-8) (Restricted) is no longer used for health, physical education, visual arts, music, world languages. The applicable subject specific assignment code should be used.
- A person with the 7010 All Subjects K-8 endorsement aligns to the following K-12 assignment codes but they should not be teaching content beyond the eighth-grade level content: 00029 World Language (K-12), 00031 Music (K-12), 00035 Visual Arts (K-12), 00051 Physical Education (K-12), 00052 Health (K-12), 24052 Spanish (K-12), 24102 French (K-12), 24252 German (K-12), 24342 Latin (K-12), 24852 American Sign Language (K-12), 33001 Teacher Librarian (K-12)
- Examples are provided below where 00005 and 20005 are being used incorrectly.
 - 00005 Elementary – Miscellaneous/Exploratory (K-8) (Restricted) assignment code **cannot** be used for English as a Second Language. ESL must be coded using assignment code 01008 English as a Second Language (K-12) or 01009 English as a Second Language – Support (K-12) and the teacher must hold either the 7126 English as a Second Language (ESL) (K-12) endorsement or the 7038 Bilingual (K-12) endorsement.
 - Title I teachers who are **supplementing** the instruction of an elementary teacher of record should **not** be coded as 00005 but can be coded with the assignment code 00070 Supplement Instruction – Elementary (K-8) (Restricted).



- Middle level assignments for mathematics, social studies, science and English taught by a 7010 All Subjects (K-8) endorsed teacher should **never** be coded using 20005 and must be coded using the applicable (5-8) content assignment codes below. The following assignments are not to be used for high school content credit:

02002 General Mathematics (5-8 Content)
 51001 General English/Language Arts (5-8 Content)
 54305 General Social Studies (5-8 Content)
 53000 General Science (5-8 Content)

- 20005 should **never** be used for credit recovery. The applicable content assignment code must be used and there must be an Idaho certified teacher with the appropriate endorsement providing the instruction.
- Independent Study courses should be coded according to the content being delivered by an appropriately endorsed Idaho certified teacher.
- Regardless if a course is offered as an elective, 20005 should never be used when there is an assignment code which already exists for the content. The appropriate assignment code for the content being delivered should be used and the teacher of record must hold the proper endorsement.
- Section Alias has been added to the Assignment Credential Report to help identify the actual course and determine if a different assignment code should be used to align to the content being taught.

Below are specific examples of *courses* coded as 20005, but **MUST** be coded with an existing assignment code:

Course Coded as 20005:	Existing Applicable Assignment Codes:
Choir	00031 Music (K-12), or 05149 Music (5-12)
Music Appreciation	00031 Music (K-12), or 05149 Music (5-12)
Creative Writing	01103 Composition/Writing (5-12)
Sign Language	24852 American Sign Language (K-12)24853, or American Sign Language (5-12)
Drama	05052 Theater Arts (5-12)
PE/Weight lifting	00051 Physical Education (K-12), or 08001 Physical Education (5-12)
Journalism	11101 Journalism (5-12)
Teacher Aide	22051 Office/Library/Classroom Aide
Library Aide	22051 Office/Library/Classroom Aide
Office Aide	22051 Office/Library/Classroom Aide
Intro Technology/computers	10001 Introduction to Computer Technology (5-12) or 10049 Computer Information Technology (5-12)

Below are examples of mathematics courses miscoded using 20005 and **MUST** be coded using a mathematics assignment code and the teacher must hold a mathematics endorsement which aligns to the applicable math assignment code:

Accelerated Foundations in Math, Advanced Math Help, ALEK Math, Applied Math, Boost Math, Consumer Math, Essential Consumer Math, HS Mathematics A, IDLA Math 9, Math 7, Math 8, Math and Literacy lab, Math Basics, Math intervention, Math Lab, Math Strategies, Math Tutor, MS Math support, Personal Finance & Business Math, Resource Math, Seminar Math A