

WISEstaff Assignment Coding

Julie Hagen

Education Consultant

March 17, 2021



WISEstaff Assignment Codes

Comprised of two-parts: Position Code (e.g. 53 –teacher) & Area Code (e.g. 0050-elementary all subjects)

Select assignments are audited for license

[2020-21 WISEstaff Assignment Code list](#)

Year	Position	Position Lone Name	Area	Area Lone Name	DPI license Required
2021	52	Assistant Principal	0000	No Description Beyond Position	Y
2021	53	Teacher	0002	Academic Support- Teachers	Y



New WISEstaff Assignment Codes/updates

64-Program Coordinator – 0039 Literacy Coach (reading specialist license required)

99-Other professional in a non-instructional role – 0101-Human Resources Director (no license required)

99-Other professional in a non-instructional role-9899 – Mental Health Navigator (no license required)

Allowable grade ranges associated with special education assignments were updated.



Audit of WISEstaff Assignments

After preliminary snapshot, the TEPDL team audits those assignments that require a license.

Those flagged as not appropriately licensed are either corrected in WISEstaff if not properly coded or the educator applies for the appropriate license.

After the final snapshot, the TEPDL team continues to process license applications and runs a final audit in June.



Emergency Rule 2043

Provided flexibility to districts who needed to extend the time in assignments filled by those people hired as short-term substitute teachers in non-special education assignments beyond 45 days.

Reported in WISEstaff as Short-term substitute teacher 43-0000

Those regularly contracted to teach outside their licensure area are coded for grades/subjects of their assignment.



Licensing info in WISEstaff



The navigation menu features a logo on the left and several menu items. The 'Message Center' item is highlighted with a 'New' label above it. Below the main menu is a secondary menu with the 'Licensing Download' item underlined.

- WISEstaff
- Home
- New** Message Center
- Person Search
- Manage Staff Data
- Reports
- Resources
- Need Help?

- Overview
- Certify Data
- Copy Staff Files
- Enter Aggregate Staff FTE
- Licensing Download
- Staff Download
- Upload Staff Data
- Validate

Licensing Download



Choosing a WISEstaff code

How is the educator contracted?

Does the responsibilities include an instructional role with students? Staff? Program or staff oversight or supervision?

If a teacher, what courses are taught and what grades? If high school, what level of curriculum is taught?



Please keep in mind when reporting that there might not be one perfect WISEstaff assignment code that captures what your position is doing. You might need to use 1-2 codes to accurately report what the assignment is doing.

Common Assignment Coding Questions

License held: broad field social studies (0701), science (0601) or language arts (0301)

WISEstaff assignment: reported teaching a discrete subject grades 9-12

Resulting audit error: teaching outside grade range

Why is this error given? What is needed to resolve this issue?



Reporting someone as a biology teacher in grades 9-12 assumes the teacher is teaching curriculum in biology that is upper division, AP or IB coursework in the discrete subject, which a broad field license does not cover. If the teacher is teaching upper division of high school curriculum, the WISEstaff assignment is correct and the teacher needs to work under a License with stipulations to add the discrete subject. If, however, the grade range listed was because you list all of your teachers grades 9-12 based on the building or because 12th grade students are taking lower level courses, the assignment should be changed to match the level of curriculum taught.

Common Assignment Coding Questions

**District position: Instructional coach to staff
(math and reading at the elementary level)**

**License held: regular education license at the
EC-MC level.**

**What WISEstaff assignment code should be used
to report this position?**

Is the teacher properly licensed?



This teacher could serve as an instructional coach in math with the elementary education license and would be reported using WISEstaff assignment 53-0002. An instructional coach in reading requires the educator to hold the administrative license of reading specialist as mandated in WI Admin. Code sec. PI 34. The portion of the assignment is reported using WISEstaff 64-0039. The educator must work under a 1-year board requested administrator license for reading specialist and have a plan that verifies this program can be completed in no more than two school years.

WISEstaff Resources

You can find information about WISEstaff codes, mapping WISEstaff assignments to licensing, virtual teaching guide, decision tree for who to report and more at:

<https://dpi.wi.gov/cst/data-collection/staff/data-collection/staff>

