



STATE OF SOUTH CAROLINA
DEPARTMENT OF EDUCATION

MOLLY M. SPEARMAN
STATE SUPERINTENDENT OF EDUCATION

MEMORANDUM

TO: School Business Officials
District Personnel Administrators

FROM: Nancy W. Williams, CPA
Chief Finance Officer

DATE: August 17, 2021

RE: Guidance for Proviso 1.97 – School District Employees Data

The purpose of this memo is to remind districts of the reporting requirements set forth in Proviso 1.97 and to provide guidance on the appropriate way for districts to ensure this information is uploaded into SC Educator.

1.97. (SDE: School District Employees Data) By October 1, 2021, school districts shall provide a report detailing school, district administration, and Career Centers employees to the Department of Education. The report shall specify job duties and indicate the number of individuals whose primary job is to provide classroom instruction. The department is directed to compile the information received into a comprehensive report and submit such report to the General Assembly.

In an effort to streamline this reporting requirement for districts, the South Carolina Department of Education (SCDE) is requesting districts properly code and complete necessary information for **all employees** in the district within the SC Educator system no later than **Wednesday, September 15, 2021**.

For all position codes not considered as “classroom instruction” (see below for those designated as classroom instruction), additional information will need to be provided. A Staff Listing Report will be sent to each district with an added column named “Job Duties.” This column shall include a brief description and overview of the individual’s job duties. The reports are due back to the SCDE no later than **Thursday, September 30, 2021**.

The following list of position codes are considered “classroom instruction.” While districts are required to ensure all staff with these position codes are properly input into SC Educator, no additional information in the Job Duties column is needed.

- 03 – Special Education (Itinerant)
- 04 – Prekindergarten (Child Development)
- 05 – Kindergarten
- 06 – Special Education (Self-Contained)
- 07 – Special Education (Resource)
- 08 – Classroom Teacher
- 09 – Retired Teacher
- 18 – ROTC Instructor
- 89 – Title I Instructional Paraprofessional
- 91 – Child Development Aide
- 92 – Kindergarten Aide
- 93 – Special Education Aide
- 94 – Instructional Aide
- 98 – Adult Education Teacher

The PCS Position Code List can be found here: <https://ed.sc.gov/finance/financial-services/pcs-information/professional-certified-staff-pcs-code-list-for-fiscal-year-2021-2022/>

For additional questions and information, please contact Desiree Williams at dawilliams@ed.sc.gov.