ODE EMIS MANUAL

Section 3.9: Position Codes



Version 2.0 October 16, 2013



REVISION HISTORY

The revision history provides a means for the readers to easily navigate to the places in the manual where updates have occurred. Where there has been a significant change or update it will be highlighted. Minor changes, such as typos, formatting, and grammar are not highlighted.

Version		Effective Date (FY & Reporting Period)		Description
<u>2.0</u>	10/16/13	<u>FY14K</u>	<u>1010</u>	Removed references to unit funding.



3.9 Position Codes

NUMERICAL LISTING OF POSITION CODES

Official/Administrative Positions

Table 1. Official/Administrative Positions

	Official/Administrative Positions Description
Position Code	Description
Coue	Administrative Assistant Assistant
101	Administrative Assistant Assignment
	An assignment to perform activities assisting an executive officer in performing assigned activities in the school district.
	Assistant, Deputy/Associate Superintendent Assignment
103	An assignment to a staff member (e.g., an assistant, deputy or associate superintendent or the
	assistant) to perform high-level, system-wide executive management functions in a school dis-
	trict.
	Assistant Principal Assignment
104	An assignment to a staff member (e.g., an assistant, deputy, or associate principal) to perform
	high-level executive management functions in an individual school, group of schools, or unit(s)
	of a school district.
400	Principal Assignment
108	An assignment to a staff member to perform highest-level executive management functions in
	an individual school, groups of schools, or unit(s) of a school district.
	Superintendent Assignment
109	An assignment to a staff member (e.g., chief executive of schools or chancellor) to perform the
	highest-level, system-wide executive management functions of a school district.
	Supervisor/Manager Assignment
	An assignment to oversee and manage staff members, but not to direct a program or function. I
110	this is a certificated/licensed position, an individual hired as a supervisor/manager is required to
110	hold a supervisor certificate. NOTE: A supervisor/manager is different from a director, in that a
	supervisor/manager manages staff members, but does not direct a program, function, or sup
	porting service.
	Treasurer Assignment
112	An assignment to a staff member (appointed directly by the board of education) to act as secre-
112	tary to the board of education, serve as the chief fiscal officer, and to perform high level, sys
	tem-wide executive management functions of a school district.
	Coordinator Assignment
113	An assignment to a staff member to oversee one or more programs or projects. This is a staff
	position, not a line position.
114	Education Administrative Specialist Assignment
	An assignment to a staff member to perform highest-level executive management functions in a
	central office position relative to business management, education of exceptional children, edu-
	cational research, educational staff personnel administration, instruction services, pupil person
	nel administration, school-community relations, or vocational directorship.
	Director Assignment
	An assignment to direct staff members and manage a function, a program, or a supporting ser-
115	vice. Staff members having this position include heads of academic departments and directors
	and managers of psychological services. If this is a certificated/licensed position, an individual
	hired as a director is required to hold a director, superintendent, or principal certificate.



	Position	Description		
	Code			
		Community School Administrator Assignment		
	116	An assignment to a staff member (e.g., chief executive of schools or chancellor) to perform the		
		highest-level, system-wide executive management functions of a community school.		
		ESC Supervisor Assignment		
		An assignment to a position to provide supervisory services to ESC member districts (as pro-		
	120	vided by ORC §3313.843) that is funded by supervisory units per ORC §3317.032. This code		
		will no longer be accepted as a valid in FY15 due to the elimination of supervisory funding		
		units. However, this code will continue to be accepted as valid in the current year.		
		Building Manager Assignment		
		An assignment to a staff member to supervise the administrative (non-curricular, non-		
	121	instructional) functions of school operation so that a school principal can focus on sup-		
	121	porting instruction, providing instructional leadership, and engaging teachers as part of		
		the instructional leadership team. A building manager may be, but is not required to be,		
		a licensed educator per ORC §3319.22.		
		Other Official/Administrative Assignment		
	199	Any assignment not listed above that fulfills the definition of the Official/Administrative classi-		
		fication.		

Professional – Educational Positions

Table 2. Professional – Educational Positions

Position	Description		
Code			
201	Curriculum Specialist Assignment		
	An assignment to a staff member who has expertise in a specialized field to provide information		
	and guidance to other staff members to improve the curriculum of a school district. This as-		
201	signment would include the curriculum consultant. Individuals acting as Curriculum Supervi-		
	sors, Coordinators, or Directors should be reported with the appropriate 1XX position code		
	depending on their specific job description.		
	Counseling Assignment		
202	An assignment to perform the activities of assisting pupils and/or parents and teachers to aid		
202	pupils in making personal plans and decisions in relation to their education, career, or personal		
	development.		
	Librarian/Media Assignment		
203	An assignment to develop plans for the use of teaching and learning resources, including		
	equipment, content material, and services.		
	Remedial Specialist Assignment		
204	An assignment to perform activities concerned with correcting or improving specific marked		
20.	deficiencies (such as deficiency in content previously taught but not learned) which are not due		
	to impairment of mental or physical ability.		
208	Tutor/Small Group Instructor Assignment (Serves Students Without Disability Condi-		
	tions Only)		
	An assignment to a staff member to tutor or provide small group instruction to students without		
	disability conditions. If the staff member is assigned to work with students with disability con-		
	ditions, s/he should be reported with the "212- Supplemental Service Teaching Assignment		
	(Serves Students with Disability Conditions Only)" position code.		



Position	Description
Code	Description
209	Audio-Visual Staff Any assignment including activities such as selecting, acquiring, caring for, and making available to members of the instructional staff the equipment, films, filmstrips, transparencies, tapes,
207	TV programs, and similar materials, whether maintained separately or as part of an instructional materials center. Included are activities in the audio-visual center, TV studio, and related workstudy areas, and the services provided by audio-visual personnel.
	Supplemental Service Teaching Assignment (Serves Students with Disability Conditions
	Only)
	An assignment for an Intervention Specialist to provide supplemental services to students with
212	disabilities who receive their instruction in core academic subjects from a general education
	teacher in accordance with an Individualized Education Plan (IEP). This supplemental assistance can be provided through tutoring or small group instruction and may include convices
	tance can be provided through tutoring or small group instruction and may include services such as skill reinforcement, modified instructional methods and appropriate accommodations to
	meet individual student needs.
	Full-time (Permanent) Substitute Teacher Assignment
	Staff assigned this position code meet the following criteria:
	Have a contract with the district; AND
	Are placed on the teacher salary schedule; AND
	Report to the district for work daily.
	Teaching assignments for individuals assigned this position code are subject to change daily.
225	An individual in this position is NEVER the teacher of record, but has a variety of assignments,
223	based upon the needs of the district. No Course Master Record should be reported for full-time
	(permanent) substitute teachers, because they cannot be the teachers of record. If a substitute
	becomes the teacher of record, then h/she should have the certificate/license for the position
	h/she is hired to fill. In addition, the position code should be updated for this individual to re-
	flect the responsibilities of this job.
	Individuals assigned position code 225 would not be counted in the teacher FTE, but could be
	included in data analysis and in calculating total costs.
	Teacher Mentor/Evaluator Assignment
	These are teachers who do not have direct responsibilities for routinely teaching students in a classroom, (yet are not "administrators"), and who as part of their skills-based compensation
226	system spend their time evaluating other teachers and are assigned as mentors or coaches to
220	entry-year teachers. This differs from position code 340 "Planning/Research/Development/
	Evaluation/Analysis Assignment", in that those with position code 340 are NOT evaluating
	teachers, but programs.
230	Teacher Assignment
	An assignment to a staff member to instruct pupils. This person is the teacher of record. Course
	Master Records are required with the exception of gifted teachers, preschool itinerant only, and
	LEP Instructional Program assignment area.
	Other Professional – Educational Assignment
299	Any assignment not listed above which fulfills the definition of the Professional - Educational
	position assignments.



Professional – Other Positions

Table 3. Professional – Other Positions

	Professional – Other Positions
Position	Description
Code	
	Accounting Assignment
301	An assignment to design and maintain financial, staff, pupil, program, or property records; to
	summarize, analyze, or verify such records; or to control and certify expenditures and receipts.
	Audiologist Assignment
304	An assignment to perform activities such as diagnostic evaluation, habilitative and rehabilita-
304	tive services, and research related to hearing.
	Dietitian/Nutritionist Assignment
307	An assignment to plan and direct food services programs, including determining the nutritional
307	value of food for meals.
	Psychologist Assignment
318	An assignment to a staff member who is certified as a school psychologist to provide compre-
	hensive psychological services in school including provision of assessment, consultation, inter-
	vention design, counseling, inservices and research services.
	Publicity Relations Assignment
	An assignment to foster good relations between the school district and the public community as
319	a whole by planning and conducting programs to disseminate information through such media
	as newspapers, radio and television, public forums, civic activities, and by reviewing material
	for and directing preparation of school district publications.
	Registered Nursing Assignment
320	An assignment to a staff member who is licensed as a registered nurse to perform activities re-
320	quiring substantial specialized judgment and skill in observation, care, and counsel of ill and
	injured persons and in illness prevention.
	Social Work Assignment
222	(Do not use for Visiting Teacher) An assignment to assist in the prevention or solution of those
323	personal, social, and emotional problems of individuals which involve such relationships as
	those of the family, school, and community.
	Physical Therapist Assignment
	An assignment to provide therapeutic exercise program design to improve or maintain strength
325	and/or range of motion, to recommend adaptive equipment, and to assist in the development of
	the IEP.
	Speech and Language Therapist Assignment
326	An assignment to provide for the identification, diagnosis, and habilitation of children with
320	
	speech and language disorders.
	Occupational Therapist Assignment
327	Services include providing an occupational therapy evaluation as part of the multifactored
	evaluation; developing the individualized education program; providing therapy which will
	improve, develop, or restore functions impaired or lost through illness, injury, or deprivation;
	improving the ability to perform tasks for independent functioning when functions are impaired
	or lost; and preventing, through early intervention, initial or further impairment or loss of func-
	tion. Services may include consulting the child's parent, instructing parents and teachers in the
	use of techniques and equipment, and providing the specialized and adaptive activities in the
	prevocational and vocational programs.



	Description
Code	Mobility Thoronist Assignment
328	Mobility Therapist Assignment Services include providing an orientation and mobility evaluation, developing the individual- ized education program for each child served, orienting handicapped children to their physical, cultural and social environment, and providing those served with an understanding of their en- vironment and with formalized skills for traveling safely and efficiently within the environ- ment.
329	Educational Interpreter Assignment Services of an interpreter for hearing handicapped shall include providing oral, simultaneous, or manual interpreter service depending on the needs of the children served and may include interpreting, translating (transliterating), reverse interpreting - the verbal rephrasing of the message of hearing impaired, and reverse translating - the intelligible vocal presentation of the exact words of a hearing impaired speaker.
330	Visiting Teacher Assignment The primary responsibility of the visiting teacher shall be to work with pupils who are experiencing difficulty with school adjustment. This service supplements the contribution of the teacher and other school personnel and is carried out in cooperation with them. As a liaison service, it helps to integrate school and community services for the benefit of the child.
331	Occupational Therapy Assistant (OTA) Assignment UNDER THE SUPERVISION OF AN OCCUPATIONAL THERAPIST, services include providing an occupational therapy evaluation as part of the multifactored evaluation; developing the individualized education program; providing therapy which will improve, develop, or restore functions impaired or lost through illness, injury, or deprivation; improving the ability to perform tasks for independent functioning when functions are impaired or lost; and preventing, through early intervention, initial or further impairment or loss of function. Services may include consulting the child's parent, instructing parents and teachers in the use of techniques and equipment, and providing the specialized and adaptive activities in the prevocational and vocational programs.
332	Physical Therapy Assistant (PTA) Assignment UNDER THE SUPERVISION OF A PHYSICAL THERAPIST, an assignment to provide therapeutic exercise program design to improve or maintain strength and/or range of motion, to recommend adaptive and to assist in the development of the IEP.
333	Adapted Physical Education Therapist Assignment Used by school districts for adapted physical therapists who work with students with disabilities, excluding children with "speech disability only".
334	Intern Psychologist Assignment An assignment to receive supervised experience in school psychology in the approved training sites. This position code is to be reported by school districts for psychology interns who are approved by the Division of Special Education and who met the requirements of the university.
340	Planning/Research/Development/Evaluation/Analysis Assignment An assignment to (1) perform activities concerned with selecting or identifying the goals, priorities, and objectives of the school district and formulating the courses of action to fulfill objectives; (2) perform activities concerned with systematic studies and investigations in some field of knowledge and with the evolving process of using the products of research and judgment to improve educational programs; (3) determine the value or effect of plans, programs, and activities, by appraisal of data, in light of specified goals and objectives up-to-date (e.g., a systems analyst, budget analyst, or psychological analyst), and (4) examine, evaluate, or make recommendations in such areas as cost, systems, curriculum, or other educational sectors.



Position	Description	
Code		
	Other Professional – Other Assignment	
399	Any assignment not listed above which fulfills the definition of the Professional - Other posi-	
	tion assignment.	

Technical Positions

Table 4. Technical Positions

Position	Description
Code	
402	Computer Operating Assignment
402	An assignment to operate and control computers and related peripheral equipment.
	Practical Nursing Assignment
406	An assignment to perform auxiliary medical services, such as taking and recording temperature,
	pulse, and respiration rates and giving medication under the supervision of a physician or a reg-
	istered nurse.
407	Computer Programming Assignment
407	An assignment to prepare logical coded sequences of operations to be performed by the com-
	puter in solving problems or processing data.
	Library Aide Assignment
414	An assignment to assist a professional librarian in the performance of his or her duties. This category should also include those aides who function in this assignment in the absence of a
	qualified professional.
	Instructional Paraprofessional Assignment
	An assignment to provide instructional assistance in one or more of the following ways: (1)
	one-on-one tutoring, (2) classroom management, (3) instructional assistance in a computer la-
	boratory, (4) instructional support in a library or media center, or (5) instructional support ser-
	vices under the direct supervision of a teacher.
415	•
413	This does NOT include paraprofessionals hired to assist with parent involvement activities or
	who act as translators.
	This Position Code MUST be reported with the "999140 – Title I Programs" assignment area if
	the Instructional Paraprofessional is employed in a Title I Schoolwide Program building or is
	funded with Title I funds in a Title I Targeted Assistance Building.
499	Other Technical Assignment
	Any assignment not listed above which fulfills the definition of the Technical position assignments.
	ments.

Office/Clerical Positions

Table 5. Office/Clerical Positions

Position	Description
Code	
	Bookkeeping Assignment
501	An assignment to keep a systematic record of accounts or transactions and to prepare state-
	ments.



	Description
Code	
502	Clerical Assignment
	An assignment to perform activities concerned with preparing, transferring, transcribing, sys-
	tematizing, or filing written communications and records. This assignment includes the posi-
	tions of clerk, clerk-typist, stenographer, file clerk, and secretary.
	Messenger Assignment
503	An assignment to deliver messages, documents, packages, and other items to offices or depart-
	ments within or outside the school district.
	Records Managing Assignment
504	An assignment to perform activities concerned with establishing and maintaining an adequate
	and efficient system for controlling the records of the school district.
	Teaching Aide Assignment
505	An assignment to assist a teacher with routine activities associated with teaching, such as moni-
	toring, conducting rote exercises, operating equipment, and clerking.
506	Telephone Operator Assignment
	An assignment to operate telephones (normally a central switchboard) for the school district.
	Parent Mentor Assignment
505	A parent mentor is a parent of a child with a disability who displays leadership qualities; is ex-
507	perienced and knowledgeable about the special education system and the supportive services
	available in the community; has an established working relationship with the school system;
	and has previous experience in providing parent information and training.
	Parent Coordinator Assignment
508	An assignment to encourage parents to participate in the Title I program, organize parenting
	skills training sessions, make home visits, organize and conduct Title I parent meetings, and
	any other activities involving parents of students in the Title I program. Linkage Coordinator Assignment
	An assignment to a staff member, meeting guidelines established by the governor's closing the
	achievement gap initiative, who shall work with and who is the primary mentor, coach, and
509	motivator for students identified as at risk of not graduating, as defined by the governor's clos-
307	ing the achievement gap initiative, and who coordinates those students' participation in aca-
	demic programs, social service programs, out-of-school cultural and work-related experiences,
	and in-school and out-of-school mentoring programs, based on the students' needs.
510	Family and Community Liaison Assignment
	An assignment to encourage parents and the community to participate and support activities of
	the school community.
	Other Office/Clerical Assignment
599	Any assignment not listed above which fulfills the definition of the Office/Clerical position
	assignment.



Crafts and Trades Positions

Table 6. Crafts and Trades Positions

escription
Carpentering Assignment
an assignment to perform activities involved in constructing, erecting, installing, and repairing
vooden structures and fixtures.
lectrician Assignment
an assignment to perform activities involved with planning layout and installing and repairing
riring, electrical fixtures, apparatus, and control equipment.
Seneral Maintenance Assignment
n assignment to perform activities concerned with repair and upkeep of buildings, machinery,
nd electrical and mechanical equipment.
Iechanic Assignment
n assignment to perform activities involved with inspecting, repairing, and maintaining func-
onal parts of mechanical equipment and machinery.
lumbing Assignment
n assignment to perform activities involved with assembling, installing, and repairing pipes,
ttings, and fixtures of heating, water, and drainage systems.
oreman Assignment
n assignment to supervise the day-to-day operations of a group of skilled, semi-skilled, or
nskilled workers (e.g., the warehouse or garage workers).
Other Crafts and Trades Assignment
ny assignment not listed above which fulfills the definition of the Crafts and Trades position
ssignments.

Operative Positions

Table 7. Operative Positions

Tubic //	Tuble 7: Operative Tobations		
Position	Description		
Code			
	Dispatching Assignment		
	An assignment to assign vehicles and drivers to perform specific services and to record such		
	information concerning vehicle movement as the school district may require.		
703	Vehicle Operating (Other) Assignment		
	An assignment consisting primarily of driving a vehicle other than buses, such as a truck or		
	automobile used in the service of the school district.		
704	Vehicle Operating (Bus) Assignment		
	An assignment consisting primarily of driving buses used in the service of the school district.		
799	Other Operative Assignment		
	Any assignment not listed above which fulfills the definition of the Operative position assign-		
	ments.		



Extracurricular/Intracurricular Activities Positions

Table 8. Extracurricular/Intracurricular Activities Positions

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Position	Description		
Code			
801	Advisor Assignment		
	An assignment to a staff member to oversee and/or advise extracurricular activities. This defini-		
	tion does not include coaches.		
802	Coaching Assignment		
	An assignment to a staff member to oversee, advise, and instruct athletic activities.		
803	Athletic Trainer Assignment		
	An assignment to a staff member to prevent and treat athletic injuries, to perform related reha-		
	bilitative therapy, and to manage the provision of health and treatment services to athletes		
899	Other Extra/Intra – Curricular Activities Assignment		
	Any assignment not listed above which fulfills the definition of the Extracurricular/ Intracurric-		
	ular Activities position assignments.		

Service Work/Laborer Positions

Table 9. Service Work/Laborer Positions

Position	Description
Code	
901	Attendance Officer Assignment
	An assignment to enforce compulsory attendance laws.
902	Custodian Assignment
	An assignment to perform school district plant housekeeping, servicing, and security services
	consisting of such activities as cleaning; operating heating, ventilating, and air conditioning
	systems; guarding and caring for school property; and servicing building equipment.
904	Food Service Assignment
	An assignment to perform the activities of preparing and serving food.
905	Guard/Watchman Assignment
	An assignment to perform activities concerned with maintaining the safety and security of
	school district property, facilities, and personnel.
	Monitoring Assignment
906	An assignment to perform such activities as taking attendance and helping to keep order on
	buses and playgrounds and in lunchrooms. This assignment would include traffic guards for
	loading buses.
908	Groundskeeping Assignment
	An assignment to maintain grounds owned, rented, or leased, and used by the school district.
	This assignment does not include the operation of machinery requiring semi-skilled training or
	experience.
909	Attendant Assignment
	Services include assisting the orthopedically and/or other health handicapped or multihandi-
	capped child with personal health care needs within the confines of the educational setting.
999	Other Service Worker/Laborer Assignment
	Any assignment not listed above which fulfills the definition of the Service Work/Laborer posi-
	tion assignments.