Appendix D
Position Codes

Revised October 14, 2005

The position codes group the kinds of work staff members perform within the school district into general categories and divide these categories (or classifications) into activity assignments describing the major activities of each position.

They identify the staff member by his/her duties rather than by his/her job title, since job titles for the same position may differ across the state.

The *Position Code Element* consists of three (3) digits. Each district is to use those codes necessary or applicable.

Position codes are assigned by the Auditor of State.

Reference Table

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Administrative Intern Assignment 4
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Assistant Principal Assignment 4
Assistant, Deputy/Associate Superintendent Assignment 4
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Attendance Officer Assignment 17
Attendant 17
Audiologist Assignment 8
Audiometrist Assignment 11
Audio-visual Staff 6
Auditing Assignment 8
Bookkeeping Assignment 13
Carpentering Assignment 14
Clerical Assignment 13
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Computer Programming Assignment 12
Coordinator 5
Counseling Assignment 6
Crafts and Trades Apprenticeship Assignment 15
Curriculum Specialist Assignment 6
Custodian Assignment 17

Dental Hygienist Assignment 12
Dentist Assignment 8
Dietitian/Nutritionist Assignment 8
Director 5
Dispatching Assignment 15
Draftsman 12
Editing Assignment 8
Education Administrative Specialist 5
Educational Interpreter 10
Educational Services Teacher 7
Electrician Assignment 14
Elevator Operating Assignment 17
Equipment Operating Assignment 16
Evaluating Assignment 8
Food Service Assignment 17
Foreman 15
Full-time (Permanent) Substitute Teacher 7
General Maintenance Assignment 14
Glazier 15
Graphic Arts Assignment 12
Groundskeeping Assignment: 17
Guard/Watchman Assignment 17
Inspector Assignment 12
Instructional Paraprofessional 13
Legal Assignment 8
Librarian/Media Assignment 6
Library Aide 12
Library Technician 12
Masonry Assignment 14
Mechanic Assignment 14
Messenger Assignment 13
Mobility Therapist Assignment 10
Monitoring Assignment: 17
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Printer 12
Psychiatrist Assignment 9
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Publicity Relations Assignment 9
Purchasing Agent Assignment 12
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Registered Nursing Assignment 9
Registrar Assignment 9
Regular Teaching Assignment 6
Remedial Specialist Assignment 6
Research and Development Assignment 10
Sheet Metal Worker 15
Social Work Assignment 10
Special Education/Learning Center Teaching Assignment 6
Speech and Language Therapist Assignment 10
Statistician Assignment 10
Stores Handling Assignment: 17
Superintendent Assignment 4
Supervisor/Manager Assignment 5
Supplemental Service Teaching Assignment 7
Tax Assessing/Collecting Assignment 5
Teacher Mentor/Evaluator: 7
Teaching Aide Assignment 14
Telephone Operator 14
Treasurer Assignment 5
Tutor/Small Group Instructor Assignment 6
Vehicle Operating Assignment 15, 16
Visiting Teacher 11
Vocational Education Teaching Assignment 6

Official/Administrative Positions

A grouping of assignments comprising the various skill levels required to perform management activities, such as developing broad policies for the school district and executing these policies through the direction of staff members at all levels of the school district. Those activities performed directly by policy makers are also included here. (The Official/ Administrative classification does not preclude Professional - Educational or Professional - Other status.)

Table 1 Official/Administrative Positions

Position Code	Description	Assignment Area Required
101	**Administrative Assistant Assignment** An assignment to perform activities assisting an executive officer in performing assigned activities in the school district.	
102	**Administrative Intern Assignment** An assignment to perform activities that are a part of an internship plan during which the staff member is supervised periodically and performance evaluated.	
103	**Assistant, Deputy/Associate Superintendent Assignment** 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 district.	√
104	**Assistant Principal Assignment** 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.	√
107	**Ombudsman Assignment** An assignment to receive and investigate complaints made by individuals regarding alleged abuses or capricious acts of school district officials or employees. The ombudsman usually works for the board of education in a quasi-official status.	
108	**Principal Assignment** 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.	√
109	**Superintendent Assignment** 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.	
110	**Supervisor/Manager Assignment** An assignment to oversee and manage staff members, but not to direct a program or function. If this is a certificated/licensed position, an individual hired as a supervisor/manager is required to 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 supporting service.	√
111	**Tax Assessing/Collecting Assignment** An assignment to provide services in the assessment of real and personal property for tax computation purposes and in the collection of taxes for the school district.	

Position Code	Description	Assignment Area Required
112	**Treasurer Assignment** An assignment to a staff member (appointed directly by the board of education) to act as secretary to the board of education, serve as the chief fiscal officer, and to perform high level, system-wide executive management functions of a school district.	
113	**Coordinator** 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** 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, educational research, educational staff personnel administration, instruction services, pupil personnel administration, school-community relations, or vocational directorship.	√
115	**Director** An assignment to direct staff members and manage a function, a program, or a supporting service. 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.	√
116	**Community School Administrator** 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.	
199	**Other Official/Administrative** Any assignment not listed above that fulfills the definition of the Official/Administrative classification.	

Professional - Educational

A grouping of assignments requiring a high degree of knowledge and skills acquired through at least a baccalaureate degree (or its equivalent obtained through special study and/or experience), including skills in the field of education or educational psychology.

Table 2 Professional – Educational Positions

Position Code	Description	Assignment Area Required
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 assignment would include the curriculum consultant and curriculum supervisor.	
202	**Counseling Assignment** An assignment to perform the activities of assisting pupils and/or parents and teachers to aid pupils in making personal plans and decisions in relation to their education, career, or personal development.	√

Position Code	Description	Assignment Area Required
203	**Librarian/Media Assignment** An assignment to develop plans for the use of teaching and learning resources, including equipment, content material, and services.	
204	**Remedial Specialist Assignment** An assignment to perform activities concerned with correcting or improving specific marked deficiencies (such as deficiency in content previously taught but not learned) which are not due to impairment of mental or physical ability.	
205	**Regular Teaching Assignment** (Course Master elements required) An assignment to a staff member to instruct pupils in a regular classroom environment	
206	**Special Education/Learning Center Teaching Assignment** (Includes Gifted and Talented teachers) (Course Master elements required with the exception of gifted teachers and preschool itinerant ONLY teachers.) An assignment to a staff member to provide specially designed instruction to meet the unique needs of a handicapped child, including classroom instruction, instruction in physical education, home instruction, and instruction in hospitals and institutions.	√
207	**Vocational Education Teaching Assignment** (Course Master elements required) An assignment to a staff member to provide instruction that gives students the opportunity to develop the knowledge, skills, and attitudes needed for employment in an occupational area.	
208	**Tutor/Small Group Instructor Assignment** An assignment to a staff member to tutor pupils. When used for Special Education Tutors, use an assignment area that falls between 999402 and 999411.	√
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, 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 work-study areas, and the services provided by audio-visual personnel.	
211	**Educational Services Teacher** A assignment to teach K-8 art, music or physical education for teachers who hold the special teaching certificate or multi-age license in the subject to which they are assigned. These individuals can be included in the ratio of five full-time equivalent educational service personnel that must be employed districtwide for each 1,000 students in the regular student population in order for the district to receive state foundation funding for Educational Service Personnel (ESP). Any educational services teacher reported with this position code MUST also be reported with one of the following assignment area or areas associated with the subject(s) that they are teaching: 999050 Art Education, 999570 Music Education or 999418 Physical Education.	√

Position Code	Description	Assignment Area Required
212	**Supplemental Service Teaching Assignment** (Special Education) Special education supplemental services teacher provides supplemental aids and services necessary to enable students with disability to receive an appropriate education in the regular classroom environment in accordance with an individualized education program.	
225	**Full-time (Permanent) Substitute Teacher** 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. An individual in this position is NEVER the teacher of record, but has a variety of assignments, 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 reflect 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.	
226	**Teacher Mentor/Evaluator** 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 system spend their time evaluating other teachers and are assigned as mentors or coaches to entry-year teachers. This differs from position code 309 "Evaluating Assignment", in that those with position code 309 are NOT evaluating teachers, but programs.	
250	**Adult Education Teacher** An assignment to a staff member to provide instructional activities designed to develop knowledge and skills to meet immediate and long-range educational objectives for pupils who, having completed or interrupted formal schooling, have accepted adult roles and responsibilities.	
299	**Other Professional – Educational** Any assignment not listed above which fulfills the definition of the Professional - Educational position assignments.	

Professional - Other

A grouping of assignments requiring a high degree of knowledge and skills acquired through at least a baccalaureate degree (or its equivalent obtained through special study and/or experience), but not requiring skills in the field of education.

Table 3 Professional – Other Positions

Position Code	Description	Assignment Area Required
301	**Accounting Assignment** 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.	
302	**Analyst Assignment** An assignment (e.g., a systems analyst, budget analyst, or psychological analyst) to examine, evaluate, and make recommendations in such areas as cost, systems, curriculum, or other educational sectors.	
303	**Architect or Engineer Assignment** An assignment to a staff member who is licensed as an architect or engineer to perform activities such as designing and preparing plans and specifications for the construction, remodeling, or repair of buildings and facilities, and overseeing construction to ensure compliance with plans and specifications.	
304	**Audiologist Assignment** An assignment to perform activities such as diagnostic evaluation, habilitative and rehabilitative services, and research related to hearing.	
305	**Auditing Assignment** An assignment to perform activities concerned with examining, verifying, and reporting on the accounting records of the school district.	
306	**Dentist Assignment** An assignment to a staff member who is licensed as a dentist to diagnose and treat diseases, injuries, and malformations of the teeth and gums.	
307	**Dietitian/Nutritionist Assignment** An assignment to plan and direct food services programs, including determining the nutritional value of food for meals.	
308	**Editing Assignment** An assignment to select, write, and review materials for publication.	
309	**Evaluating Assignment** An assignment to determine the value or effect of plans, programs, and activities, by appraisal of data, in light of specified goals and objectives.	
310	**Legal Assignment** An assignment to a staff member (qualified to practice law) to perform such activities as conducting lawsuits drawing up legal documents, and advising the school district on legal rights.	
311	**Negotiating Assignment** An assignment to perform such activities as resolving labor/management problems and helping to settle disputes and effect compromises. This assignment would include representatives of either management or labor (e.g., shop stewards).	
312	**Ophthalmologist Assignment** An assignment to a staff member who is licensed as a physician and certified as an ophthalmologist to provide specialized services in the care of the eye and its related structures	
313	**Optometrist Assignment** An assignment to a staff member who is a licensed optometrist to treat optical and muscle defects of the eye without the use of drugs or surgery.	

Position Code	Description	Assignment Area Required
314	**Personnel Assignment** An assignment to perform activities concerned with recruiting, selecting, assigning, promoting, and training staff members; maintaining staff records; and working with administrators in developing pension and insurance plans.	
315	**Physician Assignment** An assignment to a staff member who is a medical doctor and can diagnose and treat diseases and disorders of the human body.	
316	**Planning Assignment** An assignment to perform activities concerned with selecting or identifying the goals, priorities, and objectives of the school district, and formulating the courses of action to fulfill these objectives.	
317	**Psychiatrist Assignment** An assignment to a staff member who is licensed as a physician and certified as a psychiatrist to study, diagnose, and treat diseases and disorders of the mind.	
318	**Psychologist Assignment** (Assignment Area 999455 required for intern psychologists): An assignment to a staff member who is certified as a school psychologist to provide comprehensive psychological services in school including provision of assessment, consultation, intervention design, counseling, inservices and research services.	Only required for 999455 - intern 999412 - preschool
319	**Publicity Relations Assignment** An assignment to foster good relations between the school district and the public community as 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.	
320	**Registered Nursing Assignment** An assignment to a staff member who is licensed as a registered nurse to perform activities requiring substantial specialized judgment and skill in observation, care, and counsel of ill and injured persons and in illness prevention.	
321	**Registrar Assignment** An assignment for a staff member to coordinate and direct school district registration activities, including compilation and analysis of registration data for administrative use.	
322	**Research and Development Assignment** An assignment to 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.	
323	**Social Work Assignment** (do not use for Visiting Teacher) An assignment to assist in the prevention or solution of those personal, social, and emotional problems of individuals which involve such relationships as those of the family, school, and community.	
324	**Statistician Assignment** An assignment to plan surveys and collect, summarize, and interpret numerical data applying statistical theory and methods.	

Position Code	Description	Assignment Area Required
325	**Physical Therapist Assignment** An assignment to provide therapeutic exercise program design to improve or maintain strength and/or range of motion, to recommend adaptive equipment, and to assist in the development of the IEP.	Only required for 999412 - preschool
326	**Speech and Language Therapist Assignment** An assignment to provide for the identification, diagnosis, and habilitation of children with speech and language disorders.	√
327	**Occupational Therapist Assignment** 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.	Only required for 999412 - preschool
328	**Mobility Therapist Assignment** Services include providing an orientation and mobility evaluation, developing the individualized 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 environment and with formalized skills for traveling safely and efficiently within the environment.	Only required for 999412 - preschool
329	**Educational Interpreter** 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** 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.	

Position Code	Description	Assignment Area Required
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** Used by school districts for adapted physical therapists who work with students with disabilities, excluding children with "speech disability only".	Only required for 999412 - preschool
399	**Other Professional – Other** Any assignment not listed above which fulfills the definition of the Professional - Other position assignment.	

Technical

A grouping of assignments requiring a combination of basic scientific knowledge and manual skills which can be obtained through approximately two (2) years of post-high school education, such as is offered in junior-community colleges and technical institutes or through equivalent special study and/or on-the-job training.

Table 4 Technical Positions

Position Code	Description	Assignment Area Required
401	**Audiometrist Assignment** An assignment to administer audiometric (hearing acuity) screening tests under the supervision of an audiologist or physician.	
402	**Computer Operating Assignment** An assignment to operate and control computers and related peripheral equipment.	
403	**Dental Hygienist Assignment** An assignment to a staff member who is licensed as a dental hygienist to perform dental prophylactic treatments and to instruct others in the care of teeth and mouth.	
404	**Graphic Arts Assignment** An assignment to plan and arrange art layouts to illustrate programs or processes for publication, demonstration, and more effective communication.	
405	**Inspector Assignment** An assignment to appraise the condition of equipment and buildings as they relate to safety and health, and the condition of new construction as it relates to specifications and codes.	
406	**Practical Nursing Assignment** 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 registered nurse.	
407	**Computer Programming Assignment** An assignment to prepare logical coded sequences of operations to be performed by the computer in solving problems or processing data.	
408	**Psychometrist Assignment** An assignment to perform activities concerned with measuring the	

Position Code	Description	Assignment Area Required
	intellectual, social, and emotional development of pupils through the administration and interpretation of psychological tests. These activities are usually carried out under the direction or supervision of a psychologist or related professional.	
409	**Purchasing Agent Assignment** An assignment to perform activities concerned with buying supplies, equipment, and materials used in the operation of the school district.	
411	**Library Technician** An assignment concerned with the use of all teaching and learning resources, including hardware and content materials under the supervision of a certificated librarian.	
412	**Draftsman** An assignment to perform the duties of drawing plans of structures or machinery.	
413	**Printer** An assignment to perform activities, including typesetting, producing publications by photomechanical or other equipment process, and using reproduction equipment (printing, not photocopying).	
414	**Library Aide** 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.	
415	**Instructional Paraprofessional** 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 laboratory, (4) instructional support in a library or media center, or (5) instructional support services under the direct supervision of a teacher. This does NOT include paraprofessionals hired to assist with parent involvement activities or who act as translators. This Position Code could be used with the following assignment areas: ▪ 999270 Early Childhood Education ▪ 999280 Elementary Education ▪ 999560 Middle Childhood Education ▪ 999700 Secondary Education **AND** MUST ALSO 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** Any assignment not listed above which fulfills the definition of the Technical position assignments.	

Office/Clerical

A grouping of assignments to perform the predominantly non-manual activities of preparing, transferring, transcribing, systematizing, or preserving communications, records, and transactions, regardless of the level of skills required.

Table 5 Office/Clerical Positions

Position Code	Description	Assignment Area Required
501	**Bookkeeping Assignment** An assignment to keep a systematic record of accounts or transactions and to prepare statements.	
502	**Clerical Assignment** An assignment to perform activities concerned with preparing, transferring, transcribing, systematizing, or filing written communications and records. This assignment includes the positions of clerk, clerk-typist, stenographer, file clerk, and secretary.	
503	**Messenger Assignment** An assignment to deliver messages, documents, packages, and other items to offices or departments within or outside the school district.	
504	**Records Managing Assignment** An assignment to perform activities concerned with establishing and maintaining an adequate and efficient system for controlling the records of the school district.	
505	**Teaching Aide Assignment** An assignment to assist a teacher with routine activities associated with teaching, such as monitoring, conducting rote exercises, operating equipment, and clerking.	√
506	**Telephone Operator** An assignment to operate telephones (normally a central switchboard) for the school district.	
507	**Parent Mentor** A parent mentor is a parent of a child with a disability who displays leadership qualities; is experienced 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.	
508	**Parent Coordinator** 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.	
599	**Other Office/Clerical** Any assignment not listed above which fulfills the definition of the Office/Clerical position assignment.	

Crafts and Trades

A grouping of manual assignments requiring a relatively high skill level (usually acquired through an extensive period of training) as well as considerable judgment and thorough and comprehensive knowledge of the processes involved in the work.

Table 6 Crafts and Trades Positions

Position Code	Description	Assignment Area Required
601	**Carpentering Assignment** An assignment to perform activities involved in constructing, erecting,	

Position Code	Description	Assignment Area Required
	installing, and repairing wooden structures and fixtures.	
602	**Electrician Assignment** An assignment to perform activities involved with planning layout and installing and repairing wiring, electrical fixtures, apparatus, and control equipment.	
603	**General Maintenance Assignment** An assignment to perform activities concerned with repair and upkeep of buildings, machinery, and electrical and mechanical equipment.	
604	**Masonry Assignment** An assignment to perform activities involved with working with stone, brick, concrete, and artificial stone, and the like, in constructing, erecting, and repairing structures and fixtures	
605	**Mechanic Assignment** An assignment to perform activities involved with inspecting, repairing, and maintaining functional parts of mechanical equipment and machinery	
606	**Painting Assignment** An assignment to perform activities involved with painting, varnishing, and staining the interior and exterior of buildings and fixtures.	
607	**Plastering Assignment** An assignment to perform activities involved with applying and repairing plaster in the interior and on the exterior of buildings.	
608	**Plumbing Assignment** An assignment to perform activities involved with assembling, installing, and repairing pipes, fittings, and fixtures of heating, water, and drainage systems.	
609	**Sheet Metal Worker** An assignment to perform skilled work in fabrication of sheet metal fixtures and equipment, and to construct, install, and repair sheet metal parts and fittings in buildings.	
610	**Glazier** An assignment to perform the duties of cutting glass and setting it in windows.	
611	**Foreman** An assignment to supervise the day-to-day operations of a group of skilled, semi-skilled, or unskilled workers (e.g., the warehouse or garage workers).	
699	**Other Crafts and Trades** Any assignment not listed above which fulfills the definition of the Crafts and Trades position assignments.	

Operative

Manual assignments that require an intermediate skill level necessary in order to perform machine-operated activities. This skill level can be mastered in a few weeks through limited training.

Table 7 Operative Positions

Position Code	Description	Assignment Ares Required
701	**Crafts and Trades Apprenticeship Assignment** An assignment to perform the activities of an apprentice in crafts and trades (see 6xx).	
702	**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 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 Assignment** An assignment consisting primarily of driving buses used in the service of the school district.	
705	**Equipment Operating Assignment** An assignment consisting of operating equipment used in the service of the school district, such as mowers, tractors, printing equipment, copiers, etc.	
799	**Other Operative** Any assignment not listed above which fulfills the definition of the Operative position assignments.	

Extracurricular/Intracurricular Activities

Student activities under the guidance or supervision of qualified adults which are designed to provide opportunities for pupils to participate in such experiences on an individual basis, in small groups, or in large groups - at school events, public events, or a combination of these - for purposes such as motivation, enjoyment, and skill improvement. In practice, participation usually is not required and credit usually is not given. When participation is required, or credit given, the activity generally is considered to be a curricular course.

Table 8 Extracurricular/Intracurricular Activities Positions

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

Service Work/Laborer: A grouping of assignments regardless of difficulty level that relate to both protective and non-protective supportive services. Also a grouping of manual assignments which generally require no special training. All laborers performing lifting, digging, mixing, loading, and pulling operations would be classified in this general job classification. Under the Service Work/Laborer classification, the following activity assignments are the most common in the school district.

Table 9 Service Work/Laborer Positions

Position Code	Description	Assignment Area Required
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.	
903	**Elevator Operating Assignment** An assignment to transport passengers and freight between the floors of a building via elevator.	
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.	
906	**Monitoring Assignment** 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.	
907	**Stores Handling Assignment** An assignment to perform the activities of receiving, storing, and dispensing school supplies, materials, and equipment.	
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** Services include assisting the orthopedically and/or other health handicapped or multihandicapped child with personal health care needs within the confines of the educational setting.	√
999	**Other Service Worker/Laborer** Any assignment not listed above which fulfills the definition of the Service Work/Laborer position assignments.	