ODE EMIS MANUAL

Section 3.9:
Position Codes

Ohio | Department of Education

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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	Date	Effective Date (FY & Reporting Period)	Change #	Description

3.9 POSITION CODES

NUMERICAL LISTING OF POSITION CODES

Official/Administrative Positions

Table 1. Official/Administrative Positions

Position Code	Description
101	**Administrative Assistant Assignment** An assignment to perform activities assisting an executive officer in performing assigned activities in the school district.
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.
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.
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 Assignment** 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, educational research, educational staff personnel administration, instruction services, pupil personnel administration, school-community relations, or vocational directorship.
115	**Director Assignment** 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.

Position Code	Description
116	**Community School Administrator 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 community school.
120	**ESC Supervisor Assignment** An assignment to a position to provide supervisory services to ESC member districts (as provided by ORC §3313.843) that is funded by supervisory units per ORC §3317.032.
121	**Building Manager Assignment** An assignment to a staff member to supervise the administrative (non-curricular, non-instructional) functions of school operation so that a school principal can focus on supporting 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.
199	**Other Official/Administrative Assignment** Any assignment not listed above that fulfills the definition of the Official/Administrative classification.

Professional – Educational Positions

Table 2. Professional – Educational Positions

Position Code	Description
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. Individuals acting as Curriculum Supervisors, Coordinators, or Directors should be reported with the appropriate 1XX position code depending on their specific job description.
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.
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.
208	**Tutor/Small Group Instructor Assignment (Serves Students Without Disability Conditions 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 conditions, s/he should be reported with the "212- Supplemental Service Teaching Assignment (Serves Students with Disability Conditions Only)" position code.

Position 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, 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.
212	**Supplemental Service Teaching Assignment (Serves Students with Disability Conditions Only)** An assignment for an Intervention Specialist to provide supplemental services to students with 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 services such as skill reinforcement, modified instructional methods and appropriate accommodations to meet individual student needs.
225	**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. 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 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 system spend their time evaluating other teachers and are assigned as mentors or coaches to 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.
299	**Other Professional – Educational Assignment** Any assignment not listed above which fulfills the definition of the Professional - Educational position assignments.

Professional – Other Positions

Table 3. Professional – Other Positions

Position Code	Description
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.
304	**Audiologist Assignment** An assignment to perform activities such as diagnostic evaluation, habilitative and rehabilitative services, and research related to hearing.
307	**Dietitian/Nutritionist Assignment** An assignment to plan and direct food services programs, including determining the nutritional value of food for meals.
318	**Psychologist Assignment** 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.
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.
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.
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.
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.

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

Technical Positions

Table 4. Technical Positions

Position Code	Description
402	**Computer Operating Assignment** An assignment to operate and control computers and related peripheral equipment.
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.
414	**Library Aide Assignment** 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 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 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 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.

Office/Clerical Positions

Table 5. Office/Clerical Positions

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

Position Code	Description
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 Assignment** An assignment to operate telephones (normally a central switchboard) for the school district.
507	**Parent Mentor Assignment** 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 Assignment** 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.
509	**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 motivator for students identified as at risk of not graduating, as defined by the governor's closing the achievement gap initiative, and who coordinates those students' participation in academic 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.
599	**Other Office/Clerical Assignment** 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

Position Code	Description
601	**Carpentering Assignment** An assignment to perform activities involved in constructing, erecting, 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.
605	**Mechanic Assignment** An assignment to perform activities involved with inspecting, repairing, and maintaining functional parts of mechanical equipment and machinery.
608	**Plumbing Assignment** An assignment to perform activities involved with assembling, installing, and repairing pipes, fittings, and fixtures of heating, water, and drainage systems.
611	**Foreman Assignment** 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 Assignment** Any assignment not listed above which fulfills the definition of the Crafts and Trades position assignments.

Operative Positions

Table 7. Operative Positions

Position Code	Description
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 (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 assignments.

Extracurricular/Intracurricular Activities Positions

Table 8. Extracurricular/Intracurricular Activities Positions

Position Code	Description
801	**Advisor Assignment** 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 Assignment** 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 Assignment** Any assignment not listed above which fulfills the definition of the Extracurricular/ Intracurricular Activities position assignments.

Service Work/Laborer Positions

Table 9. Service Work/Laborer Positions

Position Code	Description
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.
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.
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 multihandicapped 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 position assignments.