# **ODE EMIS MANUAL**

# Section 3.9: Position Codes



**Version 4.0** August 18, 2016



#### **REVISION HISTORY**

The revision history sections of the EMIS Manual provide a means for readers to easily navigate to the places where updates have occurred. Significant changes and updates are indicated through red text for additions and strikethroughs for deletions. Minor changes—such as typos, formatting, and grammar corrections or updates—are not marked.

Version	Date	<b>Effective Date</b>	Change #	Description
		(FY & Data Set)		
<u>4.0</u>	8/18/16	<u>FY16</u>		Added Coming Changes section.
3.0	11/20/15	FY15L		Removed Position Code 120.
2.0	10/16/13	FY14K	1010	Removed references to unit funding.

### **COMING CHANGES**

The coming changes sections of the EMIS Manual provide a means to share with the field currently known information about upcoming changes. The final details of these changes have not all been determined at this time, however, those currently known are included here. Once all relevant details of the change(s) are known, the main text of the EMIS Manual section will be updated and the change(s) will be removed from this list.

At this time, there are no additional FY16 EMIS changes that will impact the Position Codes Section of the EMIS Manual.



# TABLE OF CONTENTS

3.9 Position Codes	3
NUMERICAL LISTING OF POSITION CODES	
Official/Administrative Positions	
Professional – Educational Positions	
Professional – Other Positions	
Technical Positions	
Office/Clerical Positions	8
Crafts and Trades Positions	9
Operative Positions	10
Extracurricular/Intracurricular Activities Positions	10
Service Work/Laborer Positions	11



# 3.9 Position Codes

# **NUMERICAL LISTING OF POSITION CODES**

Official/Administrative Positions

#### **Table 1. Official/Administrative Positions**

	Official/Administrative Positions
	Description
Code	
101	Administrative Assistant Assignment
	An assignment to perform activities assisting an executive officer in performing assigned activi-
	ties 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
103	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
104	high-level executive management functions in an individual school, group of schools, or unit(s)
	of a school district.
	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. If
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
	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
113	position, not a line position.
	Education Administrative Specialist Assignment
	An assignment to a staff member to perform highest-level executive management functions in a
114	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.



<b>Position</b>	Description
Code	
116	Community School Administrator Assignment An assignment to a staff member (e.g., chief executive of schools or chancellor) to perform the
116	highest-level, system-wide executive management functions of a community school.
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.

# ${\it Professional-Educational\ Positions}$

#### **Table 2. Professional – Educational Positions**

	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 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.
	Counseling Assignment
202	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.
	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 deficiencies (such as deficiency in content previously taught but not learned) which are not due to impairment of mental or physical ability.
	Tutor/Small Group Instructor Assignment (Serves Students Without Disability Condi-
208	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 conditions, s/he should be reported with the "212- Supplemental Service Teaching Assignment (Serves Students with Disability Conditions Only)" position code.
	Audio-Visual Staff
209	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 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 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.  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 or feroord. 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.  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"		Description
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.  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.  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 system spend their time evaluating other teachers and are assigned as mentors or coaches to system spend their time evaluating other teachers and are assigned as mentors or coaches to system spend their time	Code	Supplemental Service Teaching Assignment (Serves Students with Disability Conditions
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.  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.  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.  Teacher Ass		
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.  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.  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  Any assignment not listed above which fulfills the definition of the Professional - Educational	212	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
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.  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.  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  Any assignment not listed above which fulfills the definition of the Professional - Educational		Full-time (Permanent) Substitute Teacher Assignment
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.  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.  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  Any assignment not listed above which fulfills the definition of the Professional - Educational		
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.  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.  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  Any assignment not listed above which fulfills the definition of the Professional - Educational		,
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.  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.  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  Any assignment not listed above which fulfills the definition of the Professional - Educational		*
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.  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.  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  Any assignment not listed above which fulfills the definition of the Professional - Educational		Report to the district for work daily.
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 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.  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  Any assignment not listed above which fulfills the definition of the Professional - Educational	225	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 re-
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.  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  Any assignment not listed above which fulfills the definition of the Professional - Educational		
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.  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  Any assignment not listed above which fulfills the definition of the Professional - Educational		
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 Any assignment not listed above which fulfills the definition of the Professional - Educational	226	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
Master Records are required with the exception of gifted teachers, preschool itinerant only, and LEP Instructional Program assignment area.  Other Professional – Educational Assignment Any assignment not listed above which fulfills the definition of the Professional - Educational	230	
Master Records are required with the exception of gifted teachers, preschool itinerant only, and LEP Instructional Program assignment area.  Other Professional – Educational Assignment Any assignment not listed above which fulfills the definition of the Professional - Educational		
Other Professional – Educational Assignment Any assignment not listed above which fulfills the definition of the Professional - Educational		
Any assignment not listed above which fulfills the definition of the Professional - Educational		
	299	

# **Professional – Other Positions**

#### **Table 3. Professional – Other Positions**

<b>Position</b>	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.



Position	Description
Code	
	Audiologist Assignment
304	An assignment to perform activities such as diagnostic evaluation, habilitative and rehabilita-
	tive services, and research related to hearing.
	Dietitian/Nutritionist Assignment
307	An assignment to plan and direct food services programs, including determining the nutritional
	value of food for meals.
	Psychologist Assignment  An assignment to a staff member who is contified as a school psychologist to provide common
318	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, 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
323	(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.
	Physical Therapist Assignment
225	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
	speech and language disorders.
	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, developing the individualized education program, providing therapy which will improve, develop, or restore functions impaired or lost through illness, injury, or deprivation;
327	improve, develop, or restore functions impaired or lost through finess, figury, 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.
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 environment and with formalized skills for traveling safely and efficiently within the environ-
	ment.
L	MIVIEW .



Position	Description
Code	
	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
329	interpreting, translating (transliterating), reverse interpreting - the verbal rephrasing of the mes-
	sage of hearing impaired, and reverse translating - the intelligible vocal presentation of the ex-
	act words of a hearing impaired speaker.
	Visiting Teacher Assignment
	The primary responsibility of the visiting teacher shall be to work with pupils who are experi-
330	encing 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.
	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; develop-
	ing the individualized education program; providing therapy which will improve, develop, or
221	restore functions impaired or lost through illness, injury, or deprivation; improving the ability
331	to perform tasks for independent functioning when functions are impaired or lost; and prevent-
	ing, 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.
	Physical Therapy Assistant (PTA) Assignment UNDER THE SUPERVISION OF A PHYSICAL THERAPIST, an assignment to provide
332	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.
	Adapted Physical Education Therapist Assignment
333	Used by school districts for adapted physical therapists who work with students with disabili-
	ties, excluding children with "speech disability only".
	Intern Psychologist Assignment
334	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.
	Planning/Research/Development/Evaluation/Analysis Assignment
340	An assignment to (1) perform activities concerned with selecting or identifying the goals, prior-
	ities, and objectives of the school district and formulating the courses of action to fulfill objec-
	tives; (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 activi-
	ties, 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 recom-
	mendations in such areas as cost, systems, curriculum, or other educational sectors.
	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**

	Description Description
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	<b>Library Aide Assignment</b> 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 <i>not</i> include paraprofessionals hired to assist with parent involvement activities or who act as translators.
	This Position Code <i>must</i> 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.  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	Description
Code	
501	<b>Bookkeeping Assignment</b> An assignment to keep a systematic record of accounts or transactions and to prepare state-
	ments.
502	<b>Clerical Assignment</b> 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	<b>Messenger Assignment</b> An assignment to deliver messages, documents, packages, and other items to offices or departments within or outside the school district.



Position Code	Description
	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.
505	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	<b>Telephone Operator Assignment</b> An assignment to operate telephones (normally a central switchboard) for the school district.
	Parent Mentor Assignment  Parent Mentor Assignment
	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
307	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
308	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
<b>-</b> 00	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-
	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.  Family and Community Liaison Assignment
510	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**

<b>Position</b>	Description
Code	
	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.



<b>Position</b>	Description
Code	
605	Mechanic Assignment
	An assignment to perform activities involved with inspecting, repairing, and maintaining func-
	tional 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** 

Table 7. Operative Positions		
<b>Position</b>	Description	
Code		
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 assign-	
	ments.	

#### Extracurricular/Intracurricular Activities Positions

Table 8. Extracurricular/Intracurricular Activities Positions

<b>Position</b>	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**

	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
701	An assignment to perform the activities of preparing and serving food.
	Guard/Watchman Assignment
905	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.
	Groundskeeping Assignment
908	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.
000	Attendant Assignment
909	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.