

EMIS MANUAL

Section 3.9: Position Codes

Version 10.0

July 1, 2024

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 underlined blue text for additions and red text with strikethroughs for deletions. Minor changes—such as typos, formatting, and grammar corrections or updates—are not marked.

Version	Date	Effective	Change #	Description
<u>10.0</u>	<u>07-01-24</u>	<u>FY25</u>	<u>25-97</u>	<u>Updated Department name and logo (ODE to DEW).</u>
9.2	7/1/23	FY24	NA	Posted for FY24.
9.1	7/1/22	FY23	NA	Posted for FY23.
9.0	7/1/21	FY22	NA	Posted for FY22.
8.0	7/1/20	FY21	21-24(a)	Deleted Position Code 509.
7.0	8/12/19	FY20	NA	Posted for FY20.
6.2	3/20/19	FY19	62644	Added Position Code 122 Dean of Students. Deleted Position Code 330 Visiting Teacher Assignment.
6.1	7/3/18	FY19	NA	Posted for FY19.
6.0	6/8/18	FY18	NA	Posted for FY18.
5.0	6/13/17	FY17	43637	Added Position Code 910 School Resource Officer.
4.0	8/18/16	FY16		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 EMIS Manual is a living document, and each fiscal year’s version is updated throughout the school year. For information regarding specific known changes that may impact the elements in this section, see the appropriate EMIS Changes webpage.

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3.9 POSITION CODES

NUMERICAL LISTING OF POSITION CODES

Official/Administrative Positions (1xx)

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.

Position Code	Description
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.
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.
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.
122	Dean of Students An assignment to perform activities that support the principal in carrying out the school's policies and procedures regarding students' progress, attendance, safety, behavior, and/or discipline, through interaction with school staff, parents, stakeholders and students.
199	Other Official/Administrative Assignment Any assignment not listed above that fulfills the definition of the Official/Administrative classification.

Professional – Educational Positions (2xx)

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.

Position Code	Description
208	<p>Tutor/Small Group Instructor Assignment (Serves Students Without Disability Conditions Only)</p> <p>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.</p>
209	<p>Audio-Visual Staff</p> <p>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.</p>
212	<p>Supplemental Service Teaching Assignment (Serves Students with Disability Conditions Only)</p> <p>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.</p>
225	<p>Full-time (Permanent) Substitute Teacher Assignment</p> <p>Staff assigned this position code meet the following criteria:</p> <ul style="list-style-type: none"> • Have a contract with the district; AND • Are placed on the teacher salary schedule; AND • Report to the district for work daily. <p>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.</p> <p>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.</p>
226	<p>Teacher Mentor/Evaluator Assignment</p> <p>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.</p>

Position Code	Description
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 (3xx)

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, in-services 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.

Position Code	Description
327	<p>Occupational Therapist Assignment Services include providing an occupational therapy evaluation as part of the multifaceted 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.</p>
328	<p>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.</p>
329	<p>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.</p>
331	<p>Occupational Therapy Assistant (OTA) Assignment UNDER THE SUPERVISION OF AN OCCUPATIONAL THERAPIST, services include providing an occupational therapy evaluation as part of the multifaceted 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.</p>
332	<p>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.</p>
333	<p>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”.</p>
334	<p>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.</p>

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

Technical Positions (4xx)

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 <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.
499	Other Technical Assignment Any assignment not listed above which fulfills the definition of the Technical position assignments.

Office/Clerical Positions (5xx)

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.
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.
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 (6xx)

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 (7xx)

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 (8xx)

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 (9xx)

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.

Position Code	Description
910	<p>School Resource Officer</p> <p>A career law enforcement officer with sworn authority, who is deployed by an employing police department or agency in a community-oriented policing assignment in collaboration with one or more schools. The three main roles of a school resource officer: educator (i.e., guest lecturer), informal counselor/mentor, and law enforcement officer. Note: Reporting of this position is <i>optional</i>.</p>
999	<p>Other Service Worker/Laborer Assignment</p> <p>Any assignment not listed above which fulfills the definition of the Service Work/Laborer position assignments.</p>