

Appendix B Assignment Areas

Revised August 15, 2006

Assignment areas are codes that more completely define a position assignment for Assistant Superintendents, Principals and Assistant Principals, Special Education Teachers, Education Administrative Specialists, Supervisors, Managers, Directors, Coordinators, Counselors, Attendants, Instructional Paraprofessionals, Teaching Aides, and Tutors.

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Table 1 Assignment Area Codes and Definitions

Assignment Area	Definition
999000	General Administrative
999005	Teacher Mentor Provides a formal program of support, including mentoring to foster professional growth of the teacher being mentored, and assesses the performance of the teacher being mentored. Use for teachers serving as mentors for the Entry Year Program.
999020	Adult/Continuing Education Instructional activities designed to develop knowledge and skills to meet immediate and long range educational objectives for pupils who have completed or interrupted formal schooling and have accepted adult roles and responsibilities.
999030	Affirmative Action/EEO Activities include the development, implementation, and administration of district plans for compliance with the federal directives of affirmative action and equal employment opportunity programs.
999040	Alternative Programs Learning experiences concerned with knowledge, skills, appreciations, attitudes, and behavioral characteristics considered to be needed by pupils but not offered in the regular educational settings.
999050	Art Education Education comprised of the organized body of subject matter or related courses involving primarily visual, tactile, and kinesthetic expression. Included in instruction are the two-dimensional forms such as drawing, painting, or printmaking; the three-dimensional forms such as sculpture or pottery; other spatial concepts such as architecture and design for the performing arts; and the history and theory of art. Emphasis is placed upon the aesthetic and creative factors of visual forms.
999060	Assessment/Testing An assignment area involving methods of measuring student achievement including writing samples and mathematical problem solving, as well as the typical paper-and-pencil tests which are administered district-wide. (1) Instructional, intervention, and promotion decisions regarding a particular student, (2) guidance decisions regarding a particular student, and (3) educational program decisions such as making school policy or conducting curriculum evaluation.
999070	Athletics Athletics are activities, offered to students on a voluntary basis, that provide opportunities for developing physical and mental fitness in competitive situations. Students are offered opportunities to improve their knowledge, attitudes, and judgments, useful to enjoyment, citizenship, health, and safety. These activities are usually planned for enriching the regular classes and lives of the students.
999071	Attendance Activities such as promptly identifying nonattendance at school and that attempt to prevent or solve student problems involving the home, the school, and the community.
999080	Auxiliary Services/Nonpublic Programs Services and materials to pupils attending nonpublic schools within the school district.
999090	Bilingual/Multicultural Bilingual - Special learning experiences for pupils from homes where the English language is not spoken. Multicultural - Special learning experiences for pupils whose backgrounds are so different from that of most pupils that they have been identified as needing additional educational opportunities beyond those provided via regular instruction if they are to be educated to the optimum level of their ability.

Assignment Area	Definition
999100	Business/Financial Services Those activities concerned with the financial operations of the school district. This function includes budgeting, receiving and disbursing, financial accounting, payroll, inventory control, auditing, and fiscal services rendered by persons in the treasurer's office. Also, those activities concerned with purchasing, receiving, transporting, exchanging, and maintaining goods and services for the school district.
999120	Career Development/Education Education that provides students with the necessary information and developmental experience to prepare them for living in society. It combines the efforts of home, school, and community and reaches from preschool through adulthood.
999140	Title I Programs An assignment area which provides instructional programs to meet the special needs of educationally deprived children, including disadvantaged youth; migrant children; handicapped, orphaned, and neglected and delinquent children.
999145	Child Day-Care/Preschool Those activities concerned with providing supervision and care for children of preschool age and latchkey programs for school-aged children.
999220	Curriculum/Instructional Services An assignment area that provides information and guidance to staff members to improve the curriculum of a school district.
999240	Poverty-Based Assistance An assignment area relating to the improvement of the educational and cultural status of disadvantaged pupils.
999250	Data Processing Those activities concerned with preparing data for storage, storing data and computations, and retrieving data for reproduction as information for management and reporting.
999260	Drivers Education Subject matter and related activities in driver education organized for carrying on learning experiences concerned with developing in the learner the ability to respond appropriately and efficiently in the operation of a motor vehicle and as a pedestrian in traffic.
999270	Early Childhood Education Those activities concerned with improving the quality and number of services to preschool children who are not kindergarten age-eligible. (Use for teachers of pre-kindergarten students, who are teaching public preschool programs, regardless of fund source.) Teachers of K-3 students should use assignment area 999280. Preschool special education teachers who teach in a center-based program should be reported with the 999412 assignment area. Preschool teachers who provide itinerant services to students WITH disability conditions should be reported with the 999413 assignment area.
999280	Elementary Education Learning experiences which are concerned with knowledge, skills, appreciations, attitudes, and behavioral characteristics necessary for all pupils as they become aware of the world of work and life within our culture, which should be achieved during the elementary school years as defined by each school district based on state-provided criteria.
999288	EMIS Activities concerned with collecting, preparing, and reporting data for the education management information system.

Assignment Area	Definition
999290	Employee Benefits Those activities which are primarily concerned with processing payments made by the school district for leave benefits, employee retirement, insurance benefits, workers compensation claims, insurance premiums, disability benefits, unemployment benefits, death benefits, employees upon termination, payroll deductions, and reconciliation of tax-sheltered payments (including annuities).
999300	English/Reading/Language Arts The body of related subject matter, or the body of related courses, organized for carrying on learning experiences concerned with developing (1) an understanding of the language system; (2) proficiency and control in the use of the English language; (3) an appreciation of a variety of literary forms; (4) an understanding and appreciation of various aspects of past and present cultures as expressed in literature; and (5) interests which will motivate lifelong learning.
999310	Facilities Activities concerned with keeping the physical plant open and comfortable for use, and keeping the grounds, buildings, and equipment in effective working condition and state of repair. Also, those activities concerned with maintaining land and buildings, remodeling buildings, constructing buildings and additions to buildings, initially installing or extending service systems and other built-up equipment, and improving sites.
999330	Federal Programs Those activities concerned with administering educational programs, projects, or services funded by the Federal Government. Use 999140 for an assignment area relating to Title I programs.
999340	Fine Arts The body of subject matter in this area is comprised of Dance, Drama/Theatre, Music, Visual Arts, and Multidisciplinary Arts. Subject offerings might include an arts-based humanities course, a related arts course, or arts appreciation. The course must maintain an arts base or perspective.
999350	Food Services An assignment area that performs the activities concerned with providing food to students and staff in a school district. This area includes preparing and serving regular and incidental meals, lunches, or snacks in connection with school activities and food delivery.
999360	Foreign Language Education/Teaching English to Speakers of Other Languages (TESOL) The body of subject matter in this area is comprised of a variety of foreign languages, including English as a second language (ESL). Classified under this heading are the various classical and modern foreign languages.
999370	General Education The term General Education usually refers to instruction that takes place in a self-contained class. Learning experiences are concerned with the knowledge, skills, appreciations, attitudes, and behavioral characteristics considered to be needed by all pupils in terms of the broad educational outcomes which should be achieved by all pupils to the limits of their capacities during the elementary and secondary school years or grades.
999380	Gifted and Talented Programs and projects designed to provide appropriate educational services to gifted children at preschool, elementary, and secondary levels; development and dissemination of information pertaining to such education; in-service training of educational personnel working with gifted children and their supervisors; leadership training, including internships; and model or exemplary projects

Assignment Area	Definition
999390	Grants Administration Those responsibilities associated with current information regarding federal and state grants and regulations, liaison services between the school district and community and individual foundations, development oversight of grant submissions, budget monitoring and implementation of grant activities, and evaluation of state and federal reporting requirements.
999400	Handicapped - High incidence (For Supervisors only) An assignment area for special education supervisors of programs for students with specific learning disabilities or developmentally handicapped students.
999401	Handicapped - Low incidence (For Supervisors only) An assignment area for special education supervisors of programs for students with handicapping conditions other than specific learning disabilities or the developmentally handicapped.
999402	Handicapped - Multihandicapped Activities concerned with serving students with handicapping conditions such as severe impairment, and/or such concomitant impairments, that the child's educational problems make it impossible to accommodate the needs of the child in any program but a program for multihandicapped children. (This definition may include deaf-blind; autistic; and moderately, severely or profoundly developmentally handicapped children.)
999403	Handicapped - Deaf-blind Activities concerned with serving students with handicapping conditions, such as concomitant hearing and visual impairments, the combination of which causes such severe communications and other developmental and educational problems that they cannot be accommodated in special education programs solely for deaf or blind children
999404	Handicapped - Hearing Activities concerned with serving students with hearing impairment, whether permanent or fluctuating, which adversely affects a child's educational performance but which is not included under the definition of deaf as defined in paragraph K of this rule.
999405	Handicapped - Visually Activities concerned with serving students with a visual impairment which, even with correction, adversely affects a child's educational performance. The term includes both partially seeing and blind children.
999406	Handicapped - Speech Activities concerned with serving students with a communication disorder, such as stuttering, impaired articulation, a language impairment, or a voice impairment, which adversely affects a child's educational performance.
999407	Handicapped - Orthopedically Activities concerned with serving students with a severe orthopedic impairment that adversely affects a child's educational performance. The term includes impairments caused by congenital anomaly (e.g., clubfoot, spina bifida, absence of some member), impairments caused by disease (e.g., poliomyelitis, muscular dystrophy, bone tuberculosis), and impairments from other causes (e.g., cerebral palsy, amputations, and fractures or burns which cause contractures).
999408	Handicapped - Other Health Activities concerned with serving students with limited strength, vitality, or alertness, due to chronic or acute health problems such as a heart condition, tuberculosis, rheumatic fever, nephritis, asthma, sickle cell anemia, hemophilia, epilepsy, lead poisoning, leukemia, or diabetes, which adversely affects a child's educational performance.

Assignment Area	Definition
999409	<p>Handicapped - Severe Behavior Activities concerned with serving students with handicapping conditions defined as follows:</p> <p>A) A condition exhibiting one or more of the following characteristics over a long period of time and to a marked degree, which adversely affects educational performance:</p> <ol style="list-style-type: none"> 1. An inability to learn, which cannot be explained by intellectual, sensory or health factors; 2. An inability to build or maintain satisfactory interpersonal relationships with peers and teachers; 3. Inappropriate types of behavior or feelings under normal circumstances; 4. A general pervasive mood of unhappiness or depression; or 5. A tendency to develop physical symptoms or fears associated with personal or school problems. <p>B) This area does not include children who are socially maladjusted, unless it is determined that they are severe behavior handicapped.</p> <ol style="list-style-type: none"> 1. Modifications of regular career-technical programs (mainstreamed); 2. Special educational services which supplement regular career-technical education programs (mainstreamed); and 3. Special career-technical education programs designed only for the disadvantaged and/or handicapped (separate classes).
999410	<p>Handicapped - Developmentally Activities concerned with serving students who have significantly subaverage general intellectual functioning existing concurrently with deficits in adaptive behavior manifested during the developmental period, which adversely affects a child's educational performance.</p>
999411	<p>Handicapped - Specific Learning Activities concerned with serving students with a disorder in one or more of the basic psychological processes involved in understanding or in using language, spoken or written, which may manifest itself in an imperfect ability to listen, think, speak, read, write, spell, or to do mathematical calculations. The term includes such conditions as perceptual handicaps, brain injury, minimal brain dysfunction, dyslexia, and developmental aphasia. The term does not include children who have learning problems that are primarily the result of visual, hearing or motor handicaps, or mental retardation, of emotional disturbance, or of environmental, cultural or economic disadvantage.</p>
999412	<p>Preschool Special Education - (Early Education of the Handicapped) This assignment area is to be used by school districts for preschool special education coordinators, supervisor/managers, directors, and/or staff who serve preschool age students with disabilities either in a center-based, itinerant program, or via related services. This assignment is to be used for all staff members serving preschoolers with disabilities, including SLPs. If the staff member is ONLY serving preschool children, then an additional 999741 or 999742 assignment is not to be reported. However, if the SLP's time is split between preschool and school age students, then in addition to reporting the 999412 assignment for the preschool students, the staff member is to have either a 999741 or 999742 assignment reported to reflect the school age population being served.</p>
999413	<p>Preschool Handicapped Itinerant – (Early Education of the Handicapped) This assignment area is to be used by school districts for teachers who serve students with disabilities in an itinerant program.</p>
999416	<p>Health/Safety The body of related subject matter and activities in health and safety in daily living.</p>

Assignment Area	Definition
999418	Physical Education The body of related subject matter and activities in physical education and recreation.
999430	Industrial Technology Education (Non-career-technical) The body of related subject matter or related courses, organized for development of understanding about the technical, consumer, occupational, recreational, organizational, managerial, social, historical, and cultural aspects of industry and technology. Learning experiences involve activities such as experimenting, designing, constructing, evaluating, and using tools, machines, materials, and processes which provide opportunities for creativity and problem solving.
999450	Instructional Technology/Support Programs Those activities primarily concerned with nutrition education, instructional television, library and media services, arts for the handicapped, adapted physical education, and volunteer programs.
999455	Intern (Psychology) This assignment area is to be used by school districts for psychology interns who are approved by the Division of Special Education and who met the requirements of the university to receive supervised experience in school psychology in the approved training sites.
999490	Legislative Services An assignment area which includes the monitoring of bills that are introduced into the state and federal legislatures and determining their impact on public education; Coordinating the development of pro/con position statement regarding pertinent legislation; Communicating position statements with appropriate legislative committees and legislators and apprising staff members of current bills introduced and potential impact; Facilitating the implementation of legislative mandates; Serving as a source of information for the schools to obtain additional funds and services made available by legislation promoting competitive grants.
999500	Library/Media Services An assignment area which develops plans for, and the use of, teaching and learning resources, including equipment, content material, and services.
999520	Maintenance/Construction/Grounds Assignment areas which 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; also an area which may maintain grounds owned, rented, or leased, and used by the school district.
999530	Management Information Services Those activities concerned with writing, editing, and preparing the necessary information regarding the operation of the school district and make-up of the community, state, and nation, and disseminating that information to management to aid them in decision-making.
999535	Technology Assignment area that addresses a broad range of technology including computer literacy, information literacy, and technological literacy such as computer science, information technology systems, and technology education.
999550	Mathematics Education The body of related subject matter, or the body of related courses, organized for carrying on learning experiences concerned with the science of relations existing between quantities (magnitude) and operations and the science of methods used for deducting from other quantities, known or supposed, the quantities sought.

Assignment Area	Definition
999560	Middle Childhood Education Learning experiences which are concerned with knowledge, skills, appreciations, attitudes, and behavioral characteristics necessary for all pupils as they become aware of the world of work and life within our culture, which should be achieved during the middle school years as defined by each school district based on state-provided criteria.
999570	Music Education The fine art that utilizes sounds in time in a meaningful and organized manner. Subject matter and activities in music are designed to impart the skills and knowledge necessary for the understanding, appreciation, creation, performance, and enjoyment of music.
999575	Performance Arts Education comprised of the organized body of subject matter or related courses involving the performance arts including dance, and drama/theatre.
999583	Work-Study (multi-district) This assignment area is to be used by school districts for work-study coordinators who provide services to students with disabilities in a multi-district cooperative arrangement.
999584	Work-Study (single district) This assignment area is to be used by school districts for work-study coordinators who provide services to students with disabilities in a single district.
999600	Personnel Services/Human Resources An assignment area which performs activities concerned with recruiting, selecting, assigning, promoting, and training staff members; maintaining staff records; and working with administrators in developing pension and insurance plans.
999610	Planning/Research/Development/Evaluation/Analysis Assignment area which (1) performs 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) performs 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) determines the value or effect of plans, programs, and activities, by appraisal of data, in light of specified goals and objectives; and (4) (e.g., a systems analyst, budget analyst, or psychological analyst) examines, evaluates, and makes recommendations in such areas as cost, systems, curriculum, or other educational sectors.
999630	Psychological Services Activities concerned with conducting and interpreting psycho-educational assessments focused upon pupil learning and behavior, designing instructional and behavioral interventions to help pupils attain specific pupil outcomes, consulting with educators, parents and community agencies to coordinate resources necessary to support needed interventions, providing in-service training to parents and educators regarding effective learning and behavioral techniques promote student performance, and provision of counseling to pupils and parents on an individual and group basis.
999640	Public/Community Relations/Information An assignment area which exists 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, and civic activities; and by reviewing material for and directing preparation of school district publications.
999650	Purchasing/Warehousing An assignment area which performs activities concerned with buying supplies, equipment, and materials used in the operation of the school district and of receiving, storing, and dispensing same.

Assignment Area	Definition
999655	Reading First An assignment area which exists to identify personnel who are funded through the Reading First federal grant program authorized by the No Child Left Behind Act of 2001, Reauthorization of Elementary and Secondary Education Act (ESEA), Public Law 107-110.
999660	Safety and Security Services An assignment area concerned with maintaining the safety and security of school district property, facilities, and personnel.
999670	Site-based Management A system of school governance in which specified decision-making is delegated to the school building level. The authority for specified decisions may be shared between the school building level in conjunction with central office administration; and/or only at the school building level or central office level.
999690	Science Education Education which includes the body of related subject matter or the body of related courses, organized for carrying on learning experiences concerned with knowledge of the physical and biological world, and of the processes of discovering and validating this knowledge.
999700	Secondary Education Learning experiences concerned with knowledge, skills, appreciations, attitudes, and behavioral characteristics considered necessary for all pupils as they learn of various occupations and/or professions and begin to understand themselves and their relationships with society, which normally may be achieved in the secondary years.
999710	Social Studies Education Education which is comprised of interrelated subject matter organized to impart knowledge, develop skills, and identify goals concerning elements and institutions of human society in the disciplines of history, economics, political science, sociology, anthropology, psychology, geography, and philosophy.
999720	Special Education - General (For Supervisors/Managers, Directors and Coordinators only) Specially designed instruction, at no cost to the parent, which meets the unique needs of a handicapped child, including classroom instruction, instruction in physical education, home instruction, and instruction in hospitals and institutions.
999725	Vocational Special Education Coordinator Services Services provided by the Vocational Special Education Coordinator include assisting students with disabilities who are enrolled in programs offered by a career technical planning district or joint vocational education school district by: collaborating with referring district officials, parents, and instructional personnel in developing the IEP and career-technical education program; providing support to general and career-technical teachers in the design and delivery of differentiated instruction for students with disabilities, to ensure their access to and progress in the general education curriculum; providing supplemental instruction to those students with disabilities requiring intensive support; serving as a liaison to the referring district and to the student's home; collaboratively monitoring progress of student with disabilities on a continuous basis and assisting the work-study coordinator in follow-up studies.
999730	Special Programs Programs which will make substantial progress toward elimination, reduction, or prevention of minority group isolation, and will aid school children overcoming the educational disadvantages of minority group isolation.

Assignment Area	Definition
999741	Speech and Language (Option I), General ADM This assignment area is to be used by school districts for speech and language therapists who are generating funding based upon the district's general ADM in the first week of October.
999742	Speech and Language (Option II) This assignment area is to be used by school districts for speech and language therapists who are generating funding based upon the number of multihandicapped, orthopedically handicapped, other health handicapped and hearing handicapped children in special class/learning center units.
999750	Staff Development/Relations Those activities which serve staff developers and key persons in the basic content areas by offering leadership, funding, printed resources, information, training events, and consultative assistance, all to provide leadership toward improving the quality of instruction.
999770	Student Activities/Services Student activities under the guidance or supervision of qualified adults which are designed to provide opportunities for pupils to participate in such experiences on an individual basis, in small groups, or in large groups - at school events, public events, or a combination of these - for purposes such as motivation, enjoyment, and skill improvement. In practice, participation usually is not required and credit usually is not given. When participation is required, or credit given, the activity generally is considered to be a curricular course.
999780	Support Services Those services which provide administrative, technical (such as guidance and health), and logistical support to facilitate and enhance instruction, and to a lesser degree, community services. Supporting services exist as adjuncts for the fulfillment of the objectives of instruction, rather than as entities within themselves.
999785	Substance Abuse Prevention An assignment area of programs which address drug, alcohol, and tobacco abuse situations including prevention, intervention, discipline, and community relations available to the pupil and to the family. Schools may have informal communication systems for planning and coordinating in-school counseling.
999790	Transportation Services An assignment area consisting primarily of the operation of vehicles such as buses, trucks, or automobiles used in the service of the school district.
999791	Transportation Aide/Assistant Activities concerned with assisting students with handicapping conditions who are transported on specially equipped district vehicles. This assignment area could be validly used with the following position codes: <ul style="list-style-type: none"> ▪ 906 - Monitoring Assignment ▪ 909 - Attendant (Assignment Area required)
999795	Troops to Teachers An assignment area used to identify military personnel who have transitioned to a new career as public school teachers in "high-need" schools. The Troops to Teachers (TTT) program was established in 1994 as a Department of Defense program. The primary objective of TTT is to help recruit quality teachers for schools that serve low-income families throughout America. This assignment area should not be used for individuals hired under the Veterans Provision referred to in Section 3319.283 of the Ohio Revised Code.

Assignment Area	Definition
999800	Career-Technical Programs/Career Pathways An assignment area that includes school-based career-technical education programs. Includes any career-technical education content area, including but not limited to Agricultural & Environmental Systems, Business Education, Market Education, Information Technology, Health Sciences, Industrial & Engineering Systems, Family & Consumer Sciences, Career Based Intervention and Job Training Coordinating Unit.
999805	Career-Technical Education-Apprenticeship Program An assignment area that includes worksite based career-technical education apprenticeship programs. Includes any career-technical content area.
999895	Career Assessment Specialist Services (formerly called Vocational Evaluation) Services provided by a career-assessment specialist including assessing students' interests, aptitudes, work behaviors, etc. in order to develop an individualized comprehensive report.