

JOB CODE LIST FOR LICENSED POSITIONS WITH NO STUDENTS ATTACHED

(Effective July 1, 2008) Revised 1-30-08

	A	B	C	D	E
1	JOB CODE	JOB DESCRIPTION	LICENSE #	LICENSE DESCRIPTION	GRADE LEVEL
2					
3	DISTRICT LEVEL 1000				
4					
5	1000	Superintendent	301	Administrator	K-12
6			311	District Level Administrator	P-12
7	1015*	Assistant Superintendent *	301	Administrator	K-12
8			311	District Level Administrator	P-12
9	1030 **	Administration/Other **	301	Administrator	K-12
10			311	District Level Administrator	P-12
11			312	Building Level Administrator	P-08
12			313	Building Level Administrator	07-12
13			402	Elementary Principal	K-09
14			403	Secondary Principal	05-12
15					
16	BUILDING LEVEL 2000				
17					
18	2010	Elementary School Principal	301 (Pre 09/01/79)	Administrator (Pre 09/01/79)	K-12
19			312	Building Level Administrator	P-08
20			402	Elementary Principal	K-09
21	2020	Elementary School Assistant	185	Graduate Elementary	K-08
22		Principal	301 (Pre 09/01/79)	Administrator (Pre 09/01/79)	K-12
23			312	Building Level Administrator	P-08
24			402	Elementary Principal	K-09
25	***			APPROVAL 8515, 8516 ***	K-09
26	2030	Middle/Jr. High School Principal	301 (Pre 09/01/79)	Administrator (Pre 09/01/79)	K-12
27			312	Building Level Administrator	P-08
28			313	Building Level Administrator	07-12
29			402	Elementary Principal	K-09
30			403	Secondary Principal	05-12
31	2040	Middle/Jr.High School Assistant	301 (Pre 09/01/79)	Administrator (Pre 09/01/79)	K-12
32		Principal	312	Building Level Administrator	P-08
33			313	Building Level Administrator	07-12
34			402	Elementary Principal	K-09
35			403	Secondary Principal	05-12
36	***			APPROVAL 8515, 8517 ***	05-09

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	A	B	C	D	E
37	BUILDING LEVEL 2000 (cont.)				
38					
39	2050	High School Principal	301 (Pre 09/01/79)	Administrator (Pre 09/01/79)	K-12
40			313	Building Level Administrator	07-12
41			403	Secondary Principal	05-12
42	2060	High School Assistant Principal	301 (Pre 09/01/79)	Administrator (Pre 09/01/79)	K-12
43			313	Building Level Administrator	07-12
44			403	Secondary Principal	05-12
45	***			APPROVAL 8515, 8517, 8518 ***	07-12
46					
47	CURRICULUM/PROGRAM 3000				
48					
49	<u>Curriculum Administrator:</u>				
50	3010	Curriculum Supervisor, K-12	321	Curr/Prog Admin/Curriculum	P-08
51			322	Curr/Prog Admin/Curriculum	7-12
52			441	Curriculum Specialist K-12	K-12
53	3020	Curriculum Supervision, Sec	322	Curr/Prog Admin/Curriculum	7 -12
54			441	Curriculum Specialist K-12	K -12
55	3030	Curriculum Supervisor, Elem	321	Curr/Prog Admin/Curriculum	P-08
56			441	Curriculum Specialist K-12	K-12
57	<u>Special Education Program Administrator:</u>				
58	3040	Special Education Supervisor	190	Supervisor, Special Education	K-12
59			320	Curr/Prog Admin/Special Education	P-12
60			341	Supervisor, Special Education	K-12
61	<u>Gifted/Talented Program Administrator:</u>				
62	3050	Gifted/Talented Coordinator	237	Gifted & Talented	K-12
63			305	Gifted & Talented	P-08
64			306	Gifted & Talented	7-12
65			314	Curr/Prog Admin/Gifted/Talented	P-8
66			315	Curr/Prog Admin/Gifted/Talented	7-12
67			340	Gifted & Talented Supervisor	K-12
68	<u>Career & Tech Ed. Program Administrator:</u>				
69	3060	Career & Tech Ed. Administrator	175	Secondary Tech. Ed. Director	7-12
70			323	Curr/Prog Admin./Career & Tech	P-S
71			324	Curr/Prog Admin./Career & Tech	7-12
72			334	Curr/Prog Admin./Career & Tech	4-8

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73	CURRICULUM/PROGRAM	3000 (cont.)			
74					
75	<i>Content Area Spec. Program Administrator:</i>				
76	3378		378	Curr/Prog Admin/Early Childhood	P-04
77	3392		392	Curr/Prog Admin/Eng Lang Arts/SS	04-08
78	3396		396	Curr/Prog Admin/Spanish	P-08
79	3397		397	Curr/Prog Admin/Spanish	07-12
80	3383		383	Curr/Prog Admin/French	P-08
81	3384		384	Curr/Prog Admin/French	07-12
82	3379		379	Curr/Prog Admin/English Lang Arts	07-12
83	3395		395	Curr/Prog Admin/Social Studies	07-12
84	3391		391	Curr/Prog Admin/Science/Math	04-08
85	3333		333	Curr/Prog Admin/Physical/Earth Sc	07-12
86	3399		399	Curr/Prog Admin/Life/Earth Science	07-12
87	3335		335	Curr/Prog Admin/Mathematics	07-12
88	3331		331	Curr/Prog Admin/Art	P-08
89	3332		332	Curr/Prog Admin/Art	07-12
90	3327		327	Curr/Prog Admin/Vocal Music	P-08
91	3328		328	Curr/Prog Admin/Vocal Music	07-12
92	3329		329	Curr/Prog Admin/Instrumental Music	P-08
93	3330		330	Curr/Prog Admin/Instrumental Music	07-12
94	3376		376	Curr/Prog Admin/Drama/Speech	P-08
95	3377		377	Curr/Prog Admin/Drama/Speech	07-12
96	3393		393	Curr/Prog Admin/PE, Wellness & Leisure	P-08
97	3394		394	Curr/Prog Admin/PE, Wellness & Leisure	07-12
98	3369		369	Curr/Prog Admin/Adult Education	PS
99	3387		387	Curr/Prog Admin/Library Media Science	P-08
100	3388		388	Curr/Prog Admin/Library Media Science	07-12
101	3325		325	Curr/Prog Admin/Reading	P-08
102	3326		326	Curr/Prog Admin/Reading	07-12
103	<i>Content Area Spec. Program Administrator:</i>				
104	3385		385	Curr/Prog Admin/Guidance & Counseling	P-08
105	3386		386	Curr/Prog Admin/Guidance & Counseling	07-12
106	3370		370	Curr/Prog Admin/ESL	P-08
107	3371		371	Curr/Prog Admin/ESL	07-12
108	3372		372	Curr/Prog Admin/Journalism	07-12

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	A	B	C	D	E
109					
110	SUPERVISOR	4000			
111					
112	Supervisor	****			
113	4336		336	Supervisor/Speech Communications	07-12
114	4337		337	Supervisor/Industrial Technology	07-12
115	4338		338	Supervisor/Marketing	07-12
116	4339		339	Supervisor/Deaf Education	07-12
117	4342		342	Supervisor/Mathematics	07-12
118	4343		343	Supervisor/Science	07-12
119	4344		344	Supervisor/Social Studies	07-12
120	4345		345	Supervisor/English	07-12
121	4346		346	Supervisor/Reading	K-12
122	4347		347	Supervisor/Spanish	07-12
123	4348		348	Supervisor/French	07-12
124	4349		349	Supervisor/German	07-12
125	4350		350	Supervisor/Art	K-12
126	4351		351	Supervisor/Music	K-12
127	4352		352	Supervisor/Econ/Family/Consum Science	07-12
128	4353		353	Supervisor/Business	07-12
129	4354		354	Supervisor/Physical Education	K-06
130	4355		355	Supervisor/Physical Education	07-12
131	4356		356	Supervisor/Physical Education	K-12
132	4357		357	Supervisor/Agriculture	07-12
133	4358		358	Supervisor/Library Media	K-09
134	4359		359	Supervisor/Library Media	05-12
135	4360		360	Supervisor/Library Media	K-12
136	4361		361	Supervisor/Health	07-12
137	4362		362	Supervisor/Counseling	K-09
138	4363		363	Supervisor/Counseling	05-12
139	4364		364	Supervisor/Counseling	K-12
140	4365		365	Supervisor/Elementary	K-06
141	4366		366	Supervisor/Elementary	01-06
142	4367		367	Supervisor/Adult Education	P-S
143	4368		368	Supervisor/Visually Impaired	07-12
144					

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	A	B	C	D	E
145	LIBRARY/MEDIA 5000				
146					
147	5010	Elementary Library/Media Specialist	295	Library Media Science	P-08
148			501	Library K-12	K-12
149			502	Library Media I K-12	K-12
150			503	Library Media I Elementary	K-09
151			505	Library Media Specialist K-12	K-12
152			506	Library Media Spec. Elem.	K-09
153			508	Library Media Administrator	K-12
154			511	Media Specialist K-12	K-12
155	5020	Middle/Jr. High Library/Media Spec.	295	Library Media Science	P-08
156			296	Library Media Science	07-12
157			501	Library K-12	K-12
158			502	Library Media I K-12	K-12
159			503	Library Media I Elementary	K-09
160			504	Library Media I Secondary	05-12
161			505	Library Media Specialist K-12	K-12
162			506	Library Media Spec. Elem.	K-09
163			507	Library Media Spec. Secondary	05-12
164			508	Library Media Administrator	K-12
165			511	Media Specialist K-12	K-12
166	5030	High School Library/Media Spec.	296	Library Media Science	07-12
167			501	Library K-12	K-12
168			502	Library Media I K-12	K-12
169			504	Library Media I Secondary	05-12
170			505	Library Media Specialist K-12	K-12
171			507	Library Media Spec. Secondary	05-12
172			508	Library Media Administrator	K-12
173			511	Media Specialist K-12	K-12

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174					
175	GUIDANCE/COUNSELING 6000				
176					
177	6015	Elementary Guidance Counselor	299	Guidance & Counseling	P-08
178			522	Guidance Elementary	K-09
179			523	Guidance Secondary	05-12
180	6020	Middle/Jr. High Guidance Counselor	299	Guidance & Counseling	P-08
181			300	Guidance & Counseling	07-09
182			522	Guidance Elementary	K-09
183			523	Guidance Secondary	05-12
184	6030	High School Guidance Counselor	300	Guidance & Counseling	07-12
185			523	Guidance Secondary	05-12
186					
187	COORDINATOR / DIRECTOR / TEACHER OF DISTRICT OR SCHOOL LEVEL PROGRAMS 7000				
188	7005	Director of Day Care/ After School Care		Any Teaching License	
189	7010	Business/Finance Manager		Any Teaching License	
190	7020	Director Federal Programs		Any Teaching License	
191	7030	Athletic Director		Any Teaching License	
192	7040	Department Chairman		Any Appropriate Content Area License	
193	7050	Technology Coordinator		Any Teaching License	
194	7060 *****	Dean of Students *****		Any Appropriate Grade Level License	
195	7070	Parent Facilitator		Any Teaching License	
196	7080	Home to School Liaison (ESL, Migrant, Diverse pop., etc...)		Any Teaching License	
197	7090	Master Teacher (TAP)		Any Appropriate Grade Level License	
198	7095	Testing Coordinator		Any Teaching License	
199	7100	Coach/Lead Teacher (Math)		Any Appropriate Grade Level/Content Area License	
200	7110	Coach/Lead Teacher (Literacy)		Any Appropriate Grade Level/Content Area License	
201	7120	Coach/ Lead Teacher (Science)		Any Appropriate Grade Level/Content Area License	
202	7130	Coach/Lead Teacher (Social Studies)		Any Appropriate Grade Level/Content Area License	
203	7135	Coach/Lead Teacher (Generalist, all subjects)		Any Appropriate Grade Level/Content Area License	
204	7140	Computer Lab Teacher		Any Teaching License	
205	7142	ELL/ELA Inclusion Coordinator		Any Teaching License	
206	7144	ELL/ELA Inclusion Teacher		Any Teaching License	
207	7145	Inclusion Tchr (Co-teaching model	192,194,195	Any Special Education license at the appropriate grade level	
208		where the regular education	196,230,231		
209		teacher is the teacher of record)	242,244,245		

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210	7150	Consulting/Indirect Spec. Educ. Tchr	192,194,195	Any Special Education licenses:	
211			196,230,231		
212			242,244,245		
213	7160	In School Suspension Teacher		Any Appropriate Grade Level License	
214	7170	Adaptive PE Teacher	192,194,195	Any of these Special Education licenses,	
215			196,230,231	but must be at the appropriate grade level	
216			242,244,245		
217			082,083,085	or these Physical Education Licenses, but	
218			086,227,228	must be at the appropriate grade level	
219	7180	Title I (Math/Reading)		Any Appropriate Grade Level/Content Area License	
220	NON-INSTRUCTIONAL P-12 LICENSE AREAS 9000 - Additional Licensure Plans (ALPs) for P-12 areas shall not be attached.)				
221					
222	9010 *****	School Psychology Specialist	316 *****	School Psychology Specialist	P-12
223			526 *****	School Psychology Specialist	K-12
224	9020 *****	Speech Language Pathologist	198 *****	Speech Therapy (void 7-1-2010)	K-12
225			317 *****	Speech Language Pathologist	P-12
226			532 *****	Speech Language Pathology	K-12
227	9030 *****	Educational Examiner	191 *****	Educational Examiner	07-12
228			309 *****	Educational Examiner	P-08
229			310 *****	Educational Examiner	07-12
230	9040 *****	Adult Education	229 *****	Post Secondary	PS

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231					
232	NOTES:				
233					
234	*	1015 - Assistant Superintendent -- An individual holding either a License Code 402 or 403 employed as an			
235		Assistant Superintendent prior to August 1, 2003 will be grandfathered for this position. All Assistant Superintendents			
236		hired after August 1, 2003 and hold an Administrator License Code 312, 313, 402 or 403 may continue in this role until			
237		the expiration of the license, at which time the appropriate District Level Administrator License or an Administrator			
238		Licensure Completion Program (ALCP) for District Level will be required to continue in that role. This is in accordance			
239		to the Rules Governing Initial and Standard Administrator Licensure.			
240					
241	**	1030 - Administration/Other -- Individuals shall not be coded as 1030 where a more appropriate license/job code			
242		exists. Examples: Individuals employed as Assistant Superintendent, Special Education Administrator, Content Area			
243		Specialist Program Administrator, Curriculum Administrator, etc... shall not be coded as 1030 since a more appropriate			
244		job code exists. Examples which may be coded as 1030 are licensed administrators serving in the capacity of Director			
245		of Professional Development, Director of Human Resources, Director of Transportation, Director of Student Services,			
246		Director of Child Nutrition, Plant Facilities Manager, etc...			
247					
248	***	The 8515, 8516, 8517 and 8518 Approvals are NOT Administrator Licenses. These Approvals may be used only for			
249		an Assistant Principal position (at the appropriate level) and will not transfer into an administrator license. Approvals are			
250		no longer issued.			
251					
252	****	Individuals previously coded 8550 as a Subject Area Supervisor or 8590 as a Supervisor/Other will need to be re-coded			
253		under a more appropriate code, specific to the subject or area of supervision listed. These supervisor areas were			
254		issued under the previous licensure system, but are no longer issued under the current licensure rule.			
255					
256	*****	7060 - A Dean of Students shall not be hired to perform Building Level Administrator or Curriculum/Program Administrator			
257		duties such as evaluation of staff (licensed or classified) or developing/directing curriculum. As the title implies, this			
258		individual's sole responsibility is working with students. Building Level Administrator includes: Principal, Assistant			
259		Principal, & Vice-Principal. Curriculum/Program Administrator includes: Special Education Program Administrator,			
260		G/T Program Administrator, Career & Tech Program Administrator, Content Area Specialist Program Administrator, and			
261		Curriculum Administrator.			
262					
263	*****	These are NON-INSTRUCTIONAL P-12 Licenses: 229, 316, 526, 191, 309, 310, 198, 317 & 532. An Additional			
264		Licensure Plan (ALP) for a P-12 licensure area shall not be attached.			
265					

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266	*****	An Additional Licensure Plan (ALP) shall not be attached to any vocational permit.			