

JOB CODE LIST FOR LICENSED POSITIONS WITH NO STUDENTS ATTACHED

Revised 5-20-11

	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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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	<i>Curriculum Administrator:</i>				
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	<i>Special Education Program Administrator:</i>				
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	<i>Gifted/Talented Program Administrator:</i>				
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	<i>Career & Tech Ed. Program Administrator:</i>				
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

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72			334	Curr/Prog Admin./Career & Tech	4-8
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

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107	3371		371	Curr/Prog Admin/ESL	07-12
108	3372		372	Curr/Prog Admin/Journalism	07-12
109	SUPERVISOR 4000				
110					
111	Supervisor	****			
112	4336		336	Supervisor/Speech Communications	07-12
113	4337		337	Supervisor/Industrial Technology	07-12
114	4338		338	Supervisor/Marketing	07-12
115	4339		339	Supervisor/Deaf Education	07-12
116	4342		342	Supervisor/Mathematics	07-12
117	4343		343	Supervisor/Science	07-12
118	4344		344	Supervisor/Social Studies	07-12
119	4345		345	Supervisor/English	07-12
120	4346		346	Supervisor/Reading	K-12
121	4347		347	Supervisor/Spanish	07-12
122	4348		348	Supervisor/French	07-12
123	4349		349	Supervisor/German	07-12
124	4350		350	Supervisor/Art	K-12
125	4351		351	Supervisor/Music	K-12
126	4352		352	Supervisor/Econ/Family/Consum Science	07-12
127	4353		353	Supervisor/Business	07-12
128	4354		354	Supervisor/Physical Education	K-06
129	4355		355	Supervisor/Physical Education	07-12
130	4356		356	Supervisor/Physical Education	K-12
131	4357		357	Supervisor/Agriculture	07-12
132	4358		358	Supervisor/Library Media	K-09
133	4359		359	Supervisor/Library Media	05-12
134	4360		360	Supervisor/Library Media	K-12
135	4361		361	Supervisor/Health	07-12
136	4362		362	Supervisor/Counseling	K-09
137	4363		363	Supervisor/Counseling	05-12
138	4364		364	Supervisor/Counseling	K-12
139	4365		365	Supervisor/Elementary	K-06
140	4366		366	Supervisor/Elementary	01-06
141	4367		367	Supervisor/Adult Education	P-S

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1	JOB CODE	JOB DESCRIPTION	LICENSE #	LICENSE DESCRIPTION	GRADE LEVEL
142	4368		368	Supervisor/Visually Impaired	07-12
143					
144	LIBRARY/MEDIA 5000				
145	5010	Elementary Library/Media Specialist	295	Library Media Science	P-08
146			501	Library K-12	K-12
147			502	Library Media I K-12	K-12
148			503	Library Media I Elementary	K-09
149			505	Library Media Specialist K-12	K-12
150			506	Library Media Spec. Elem.	K-09
151			508	Library Media Administrator	K-12
152			511	Media Specialist K-12	K-12
153	5020	Middle/Jr. High Library/Media Spec.	295	Library Media Science	P-08
154			296	Library Media Science	07-12
155			501	Library K-12	K-12
156			502	Library Media I K-12	K-12
157			503	Library Media I Elementary	K-09
158			504	Library Media I Secondary	05-12
159			505	Library Media Specialist K-12	K-12
160			506	Library Media Spec. Elem.	K-09
161			507	Library Media Spec. Secondary	05-12
162			508	Library Media Administrator	K-12
163			511	Media Specialist K-12	K-12
164	5030	High School Library/Media Spec.	296	Library Media Science	07-12
165			501	Library K-12	K-12
166			502	Library Media I K-12	K-12
167			504	Library Media I Secondary	05-12
168			505	Library Media Specialist K-12	K-12
169			507	Library Media Spec. Secondary	05-12
170			508	Library Media Administrator	K-12
171			511	Media Specialist K-12	K-12

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172					
173	GUIDANCE/COUNSELING 6000				
174	6015	Elementary Guidance Counselor	299	Guidance & Counseling	P-08
175			522	Guidance Elementary	K-09
176			523	Guidance Secondary	05-12
177	6020	Middle/Jr. High Guidance Counselor	299	Guidance & Counseling	P-08
178			300	Guidance & Counseling	07-09
179			522	Guidance Elementary	K-09
180			523	Guidance Secondary	05-12
181	6030	High School Guidance Counselor	300	Guidance & Counseling	07-12
182			523	Guidance Secondary	05-12
183					
184	COORDINATOR / DIRECTOR / TEACHER OF DISTRICT OR SCHOOL LEVEL PROGRAMS 7000				
185	7005	Director of Day Care/ After School Care		Any Teaching License	
186	7010	Business/Finance Manager		Any Teaching License	
187	7020	Director Federal Programs		Any Teaching License	
188	7030	Athletic Director		Any Teaching License	
189	7040	Department Chairman		Any Appropriate Content Area License	
190	7050	Technology Coordinator		Any Teaching License	
191	7060 *****	Dean of Students *****		Any Appropriate Grade Level License	
192	7070	Parent Facilitator		Any Teaching License	
193	7080	Home to School Liaison (ESL, Migrant, Diverse pop., etc...)		Any Teaching License	
194	7090	Master Teacher (TAP)		Any Appropriate Grade Level License	
195	7095	Testing Coordinator		Any Teaching License	
196	7100	Coach/Lead Teacher (Math)		Any Appropriate Grade Level/Content Area License	
197	7110	Coach/Lead Teacher (Literacy)		Any Appropriate Grade Level/Content Area License	
198	7120	Coach/ Lead Teacher (Science)		Any Appropriate Grade Level/Content Area License	
199	7130	Coach/Lead Teacher (Social Studies)		Any Appropriate Grade Level/Content Area License	
200	7135	Coach/Lead Teacher (Generalist, all subjects)		Any Appropriate Grade Level/Content Area License	
201	7140	Computer Lab Teacher		Any Teaching License	
202	7142	ELL/ELA Inclusion Coordinator		Any Teaching License	
203	7144	ELL/ELA Inclusion Teacher		Any Teaching License	
204	7145	Inclusion Tchr (Co-teaching model	192,194,195	Any Special Education license at the appropriate grade level	
205		where the regular education	196,230,231		
206		teacher is the teacher of record)	242,244,245		

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207	7150	Consulting/Indirect Spec. Educ. Tchr	192,194,195	Any Special Education licenses:	
208			196,230,231		
209			242,244,245		
210	7160	In School Suspension Teacher		Any Appropriate Grade Level License	
211	7170	Adaptive PE Teacher	192,194,195	Any of these Special Education licenses,	
212			196,230,231	but must be at the appropriate grade level	
213			242,244,245	or these Physical Education Licenses, but	
214			082,083,085	must be at the appropriate grade level	
215			086,227,228		
216	7180	Title I (Math/Reading)		Any Appropriate Grade Level/Content Area License	
217	7190	Special Education HomeBound	192,194,195	Any of these Special Education licenses,	
218			196,230,231	but must be at the appropriate grade level	
219			242,244,245		
220					
221	NON-INSTRUCTIONAL P-12 LICENSE AREAS 9000 - Additional Licensure Plans (ALPs) for P-12 areas shall not be attached.)				
222					
223	9010 *****	School Psychology Specialist	316 *****	School Psychology Specialist	P-12
224			526 *****	School Psychology Specialist	K-12
225	9020 *****	Speech Language Pathologist	198 *****	Speech Therapy (void 7-1-2015)	K-12
226			317 *****	Speech Language Pathologist	P-12
227			532 *****	Speech Language Pathology	K-12
228	9030 *****	Educational Examiner	191 *****	Educational Examiner	07-12
229			309 *****	Educational Examiner	P-08
230			310 *****	Educational Examiner	07-12
231	9035	School Based Mental Health	316 *****	School Psychology Specialist	P-12
232			526 *****	School Psychology Specialist	K-12
233			299, 300	School Counselor	P-8 , 7-12
234			309, 310	Psychological Examiner	P-8, 7-12
235	9040 *****	Adult Education	229 *****	Post Secondary	PS
236	9041 *****	Adult Education - Business/Technology	229 *****	Post Secondary	PS
237			224, 225, 226	Business Technology	4-8,07-12, PS
238	9042	Adult Education/Part-Time	229 *****	Post Secondary	PS
239			Appropriate 07-12	Any appropriate level of 07-12 license	07-12

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240					
241	NOTES:				
242					
243	*	1015 - Assistant Superintendent -- An individual holding either a License Code 402 or 403 employed as an Assistant Superintendent prior to August 1, 2003 will be grandfathered for this position. All Assistant Superintendents hired after August 1, 2003 and hold an Administrator License Code 312, 313, 402 or 403 may continue in this role until the expiration of the license, at which time the appropriate District Level Administrator License or an Administrator Licensure Completion Program (ALCP) for District Level will be required to continue in that role. This is in accordance to the Rules Governing Initial and Standard Administrator Licensure.			
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250	**	1030 - Administration/Other -- Individuals shall not be coded as 1030 where a more appropriate license/job code exists. Examples: Individuals employed as Assistant Superintendent, Special Education Administrator, Content Area Specialist Program Administrator, Curriculum Administrator, etc... shall not be coded as 1030 since a more appropriate job code exists. Examples which may be coded as 1030 are licensed administrators serving in the capacity of Director of Professional Development, Director of Human Resources, Director of Transportation, Director of Student Services, Director of Child Nutrition, Plant Facilities Manager, etc...			
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257	***	The 8515, 8516, 8517 and 8518 Approvals are NOT Administrator Licenses . These Approvals may be used only for an Assistant Principal position (at the appropriate level) and will not transfer into an administrator license. Approvals are no longer issued.			
258					
259					
260					
261	****	Individuals previously coded 8550 as a Subject Area Supervisor or 8590 as a Supervisor/Other will need to be re-coded under a more appropriate code, specific to the subject or area of supervision listed. These supervisor areas were issued under the previous licensure system, but are no longer issued under the current licensure rule.			
262					
263					
264					
265	*****	7060 - A Dean of Students shall not be hired to perform Building Level Administrator or Curriculum/Program Administrator duties such as evaluation of staff (licensed or classified) or developing/directing curriculum. As the title implies, this individual's sole responsibility is working with students. Building Level Administrator includes: Principal, Assistant Principal, & Vice-Principal. Curriculum/Program Administrator includes: Special Education Program Administrator, G/T Program Administrator, Career & Tech Program Administrator, Content Area Specialist Program Administrator, and Curriculum Administrator.			
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267					
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269					
270					
271					
272	*****	These are NON-INSTRUCTIONAL P-12 Licenses: 229, 316, 526, 191, 309, 310, 198, 317 & 532. An Additional Licensure Plan (ALP) for a P-12 licensure area shall not be attached.			
273					

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274					
275	*****	An Additional Licensure Plan (ALP) shall not be attached to any vocational permit.			