

## **SECTION 2: Administrative, Curricular and Service Assignments**

Section 2 of this directory contains numbers and titles from the Department of Education, *Information Data Base Requirements: Volume II - Appendix E, Job Code Assignments Coding Explanation*. The specific certification coverages listed for these job code assignments are recommended but not mandatory unless otherwise required by law or rule of the State Board of Education.

### Area

Basic Instruction  
Exceptional Student Education  
Student Services  
Instructional Media  
Instruction/Curriculum Development Services  
School Administration

## SECTION 2

## ADMINISTRATIVE, CURRICULAR, AND SERVICE ASSIGNMENTS

COURSE NUMBER	ABBREVIATED TITLE COURSE TITLE		CERTIFICATION
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BASIC INSTRUCTION  
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0051076	INT RESOURCE TEACHER Intermediate Resource Teacher	ANY FIELD	
0063100	PRIMARY SPECIALIST Primary Specialist	E CHILD ED @0 PRIMARY ED B ELEM ED	ELEM ED 3 PK PRIMARY H

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EXCEPTIONAL STUDENT EDUCATION  
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<sup>a</sup> 0052029	ART SPEC Art Specialist		
0063105	BEHAVIOR SPEC Behavior Specialist	EMTL DIST @6 SCHOOL PSY D EMTL HNDCP 6	SCHOOL PSY @4 @6 SP SCH PSY @6 ESE 6
0061025	CHILD FIND SPEC Child Find Specialist	E CHILD ED @0 ANY EXCEPT ED FIELD SOC WORKER D PK PRIMARY H ELEM ED K	VT/SSW @6 PRIMARY ED B PRESCH ED A
0061026	DIAGNOSTIC SPEC Diagnostic Specialist	ANY EXCEPT ED FIELD SCHOOL PSY @4 @6 SP SCH PSY @6	SCHOOL PSY D
0052028	INTERPRETER Interpreter	LIC AS AUDIOLOGIST RID	FRID

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COURSE NUMBER	ABBREVIATED TITLE COURSE TITLE	CERTIFICATION
0063103	LEARN RES SPEC Learning Resource Specialist	ANY EXCEPT ED FIELD MEDIA SPEC @6 D
0052017	OCCUP THER Occupational Therapist	LIC AS OCCUP THER OCCUP THER @6
0052031	OTA Occupational Therapy Assistant	LIC AS OTA OC THER AS
0052019	O/M SPECIALIST Orientation and Mobility Specialist	VISU IMPRD 6/ORIEN MOBL E VISU IMPRD 6
0052016	PHY THER Physical Therapist	LIC AS PHY THER PH THERAPY @6
0052030	PTA Physical Therapist Assistant	LIC AS PTA PH THERTEC
0052032	REG SP THERAPY AIDE Registered Speech Therapy Aide	REG AS SPEECH THER AIDE
0052018	SP/LANG PATH Speech and Language Pathologist	SPCH CORR @3 @4 @6 LIC SP LG PATH
0063104	TRANSITION SPEC Transition Specialist	ANY EXCEPT ED FIELD
STUDENT SERVICES -----		
0061237	COUNSELOR-CAREER ED Counselor-Career Education	OCCUP SPEC @6 @7 G
0061234	COUNSELOR-AD/VOC Counselor, Adult/Vocational School	GUIDANCE @4 @6 GUID COUN D
0061231	COUNSELOR-E Counselor, Elementary School	GUIDANCE @3 @6 GUID COUN D
0061235	COUNSELOR-EX ED Counselor, Exceptional Education School	GUIDANCE @4 @6 GUID COUN D

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COURSE NUMBER	ABBREVIATED TITLE COURSE TITLE		CERTIFICATION
0061232	COUNSELOR-M/J Counselor, Middle/Junior High	GUIDANCE @3 @4 @6	GUID COUN D
0061236	COUNSELOR-OTHER SCH Counselor, Other Type School	GUIDANCE @4 @6	GUID COUN D
0061233	COUNSELOR-SH Counselor, Senior High School	GUIDANCE @4 @6	GUID COUN D
0061238	OCC/PL-SPEC Occupational and Placement Specialist	OCCUP SPEC @6 @7 G	
0061420	SCHOOL PSY School Psychologist	SCHOOL PSY D LIC SCH PSYCH	SP SCH PSY @6
0061131	SCH SOC WK School Social Worker	SOC WORKER D	VT/SSW @6

## INSTRUCTIONAL MEDIA

0062035	LIB/MED SPEC-DIST Librarian/Media Specialist, District Office	MEDIA SPEC @6 D	
0062033	LIB/MED SPEC-AD/VOC School Librarian/Media Specialist, Adult/Vocational School	MEDIA SPEC @6 D	
0062030	LIB/MED SPEC-E School Librarian/Media Specialist, Elementary School	MEDIA SPEC @6 D	
0062031	LIB/MED SPEC-M/J School Librarian/Media Specialist, Middle/Junior High	MEDIA SPEC @6 D	
0062034	LIB/MED SPEC-OTH SCH School Librarian/Media Specialist, Other Type School	MEDIA SPEC @6 D	
0062032	LIB/MED SPEC-SH School Librarian/Media Specialist, Senior High	MEDIA SPEC @6 D	

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COURSE NUMBER	ABBREVIATED TITLE COURSE TITLE		CERTIFICATION
----- INSTRUCTION/CURRICULUM DEVELOPMENT SERVICES -----			
0063020	DIR, EX ST ED Director, Exceptional Student Education	ADM SUPV @3 @4 @6 SCH PRNCPL F +EX ED FIELD	ED LDRSHP F
0063019	DIR, VOC ED Director, Vocational Education	VOC ED DIR 7	
0063101	PROGRAM SPEC Program Specialist	SUPV @3 @4 @6 SCH PRNCPL F	ADM SUPV @3 @4 @6 ED LDRSHP F
0063102	STAFFING SPEC Staffing Specialist	ANY EXCEPT ED FIELD SCHOOL PSY @4 @6 D	SP SCH PSY @6
0063070	SUP/COOR, OTH VOC ED Supervisor/Coordinator, Other Vocational Education Programs	SUPV @4 @6 SUP COOP E @7 COORD TIE @7 COORD VBE @7 ED LDRSHP F	VOC ED DIR 7 COORD DE @7 COORD COOP @7 SCH PRNCPL F
0063071	SUP/COOR, VOC ED SNS Supervisor/Coordinator, Vocational Education for Special Needs	SUPV @4 @6 SUP COOP E @7 COORD TIE @7 COORD VBE @7 ED LDRSHP F	VOC ED DIR 7 COORD DE @7 COORD COOP @7 SCH PRNCPL F
0063059	SUP/COOR, VOC EDC ED Supervisor/Coordinator, Vocational Education Programs	SUPV @4 @6 SUP COOP E @7 COORD TIE @7 COORD VBE @7 ED LDRSHP F	VOC ED DIR 7 COORD DE @7 COORD COOP @7 SCH PRNCPL F
0063060	SUP/COOR, AGRI/NRE Supervisor/Coordinator, Agribusiness Natural Resources Education	SUPV @4 @6 SCH PRNCPL F	VOC ED DIR 7 ED LDRSHP F

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COURSE NUMBER	ABBREVIATED TITLE COURSE TITLE			CERTIFICATION
----- SCHOOL ADMINISTRATION -----				
0073013	ASST PRIN-ADULT Assistant Principal, Adult School	ADM	2	
0073008	ASST PRIN-E Assistant Principal, Elementary	ADM SUPV	@3 @6	SCH PRNCPL F
		ED LDRSHP	F	ADM @3 @6
0073012	ASST PRIN-EX ED Assistant Principal, Exceptional Student School	ADM SUPV	@3 @4 @6	SCH PRNCPL F
		ADM	@3 @4 @6	ED LDRSHP F
		+EX ED FIELD		
0073009	ASST PRIN-M/J Assistant Principal, Middle/Junior	ADM SUPV	@3 @4 @6	ADM @3 @4 @6
		SCH PRNCPL	F	ED LDRSHP F
0073011	ASST PRIN-OTHER SCH Assistant Principal, Other Elementary and Secondary School	ADM SUPV	@3 @4 @6	ADM @3 @4 @6
		SCH PRNCPL	F	ED LDRSHP F
0073010	ASST PRIN-SH Assistant Principal, Senior High	ADM SUPV	@4 @6	ADM @4 @6
		SCH PRNCPL	F	ED LDRSHP F
0073014	ASST DIR-VO TEC Assistant Principal, Vocational Technical Center	VOC ED DIR	7	
0073015	CURR COOR-E Curriculum Coordinator/Assistant Principal/Curriculum, Elementary	ADM SUPV	@3 @6	SUPV @3 @6
		SCH PRNCPL	F	ED LDRSHP F
0073016	CURR COOR-M/J Curriculum Coordinator/Assistant Principal/Curriculum, M/J	ADM SUPV	@3 @4 @6	SUPV @3 @4 @6
		SCH PRNCPL	F	ED LDRSHP F
0073017	CURR COOR-SH Curriculum Coordinator/Assistant Principal/Curriculum, Senior High	ADM SUPV	@4 @6	SUPV @4 @6
		SCH PRNCPL	F	ED LDRSHP F
0073018	CURR COOR-OTHER SCH Curriculum Coordinator/Assistant Principal/Curriculum, Other Type Sch	ADM SUPV	@3 @4 @6	SUPV @3 @4 @6
		SCH PRNCPL	F	ED LDRSHP F

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COURSE NUMBER	ABBREVIATED TITLE COURSE TITLE			CERTIFICATION
0073019	DEAN-E Dean/Assistant Principal (For Student Affairs) Elementary	ADM SUPV @3 @6	SCH PRNCPL F	ADM @3 @6 ED LDRSHP F
0073020	DEAN-M/J Dean/Assistant Principal(For Student Affairs) Middle/Junior High	GUIDANCE @3 @4 @6	ADM SUPV @3 @4 @6	GUID COUN D ADM @3 @4 @6
0073021	DEAN-SH Dean/Assistant Principal(For Student Affairs) Senior High	SCH PRNCPL F	ED LDRSHP F	ED LDRSHP F
0073022	DEAN-OTHER SCH Dean/Assistant Principal(For Student Affairs)Other Type School	GUIDANCE @3 @4 @6	ADM SUPV @3 @4 @6	GUID COUN D ADM @3 @4 @6
0073007	DIR, VO-TEC Director, Vocational Technical Center	SCH PRNCPL F	ED LDRSHP F	ED LDRSHP F
0073208	INTERIM AP-E Interim Assistant Principal, Elementary School	ADM SUPV @3 @6	ED LDRSHP F	ADM @3 @6
0073212	INTERIM AP-EX ED Interim Assistant Principal, Exceptional Student School	ADM SUPV @3 @4 @6	ADM @3 @4 @6	SCH PRNCPL F ED LDRSHP F
0073209	INTERIM AP-M/J Interim Assistant Principal, Middle/Junior High School	+EX ED FIELD	ADM SUPV @3 @4 @6	ADM @3 @4 @6
0073210	INTERIM AP-SH Interim Assistant Principal, Senior High School	SCH PRNCPL F	ED LDRSHP F	ED LDRSHP F
0073214	INTERIM AP-VO-TECH Interim Assistant Principal,  Vocational Technical Center	ADM SUPV @4 @6	SCH PRNCPL F	ADM @4 @6 ED LDRSHP F
0073211	INTERIM AP-OTHER SCH Interim Assistant Principal, Other Elementary and Secondary School	VOC ED DIR 7		
		ADM SUPV @3 @4 @6	SCH PRNCPL F	ADM @3 @4 @6 ED LDRSHP F

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0073207	INTERIM DIR-VO-TECH Interim Director, Vocational Technical Center	VOC ED DIR	7	
0073206	INTERIM PRIN-ADULT Interim Principal, Adult School	ADM	2	
0073201	INTERIM PRIN-E Interim Principal, Elementary School	ADM SUPV SCH PRNCPL	@3 @6 F	ADM ED LDRSHP @3 @6 F
0073205	INTERIM PRIN-EX ED Interim Principal, Exceptional Student School	ADM SUPV SCH PRNCPL +EX ED FIELD	@3 @4 @6 F	ADM ED LDRSHP @3 @4 @6 F
0073202	INTERIM PRIN-M/J Interim Principal, Middle/Junior High School	ADM SUPV SCH PRNCPL	@3 @4 @6 F	ADM ED LDRSHP @3 @4 @6 F
0073204	INTERIM PRIN-OTH SCH Interim Principal, Other Elementary and Secondary School	ADM SUPV SCH PRNCPL	@3 @4 @6 F	ADM ED LDRSHP @3 @4 @6 F
0073203	INTERIM PRIN-SH Interim Principal, Senior High School	ADM SUPV SCH PRNCPL	@4 @6 F	ADM ED LDRSHP @4 @6 F
0073114	INTERN AD-VO-TECH Intern Assistant Director, Vocational Technical Center	VOC ED DIR	7	
0073108	INTERN AP-E  Intern Assistant Principal, Elementary	ADM SUPV SCH PRNCPL	@3 @6 F	ADM ED LDRSHP @3 @6 F
0073112	INTERN AP-EX ED Intern Assistant Principal, Exceptional Student School	ADM SUPV SCH PRNCPL +EX ED FIELD	@3 @4 @6 F	ADM ED LDRSHP @3 @4 @6 F
0073109	INTERN AP-M/J Intern Assistant Principal, Middle/Junior High	ADM SUPV SCH PRNCPL	@3 @4 @6 F	ADM ED LDRSHP @3 @4 @6 F

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0073110	INTERN AP-SH Intern Assistant Principal, Senior High	ADM SUPV @4 @6 SCH PRNCPL F		ADM @4 @6 ED LDRSHP F
0073113	INTERN AP-ADULT Intern Assistant Principal, Adult School	ADM 2		
0073111	INTERN AP-OTHER SCH Intern Assistant Principal, Other Elementary and Secondary School	ADM SUPV @3 @4 @6 SCH PRNCPL F		ADM @3 @4 @6 ED LDRSHP F
0073101	INTERN PRIN-E Intern Principal, Elementary	ADM SUPV @3 @6 SCH PRNCPL F		ADM @3 @6 ED LDRSHP F
0073104	INTERN PRIN-OTH SCH Intern Principal, Elementary and Secondary	ADM SUPV @3 @4 @6 SCH PRNCPL F		ADM @3 @4 @6 ED LDRSHP F
0073105	INTERN PRIN-EX ED Intern Principal, Exceptional Student School	ADM SUPV @3 @4 @6 SCH PRNCPL F +EX ED FIELD		ADM @3 @4 @6 ED LDRSHP F
0073102	INTERN PRIN-M/J Intern Principal, Middle/Junior High School	ADM SUPV @3 @4 @6 SCH PRNCPL F		ADM @3 @4 @6 ED LDRSHP F
0073103	INTERN PRIN-SH Intern Principal, Secondary	ADM SUPV @4 @6 SCH PRNCPL F		ADM @4 @6 ED LDRSHP F
0073006	PRINCIPAL-ADULT Principal, Adult School	ADM 2		
0073001	PRINCIPAL-E Principal, Elementary School	SCH PRNCPL F ADM SUPV @3 @6		ED LDRSHP F ADM @3 @6
0073005	PRINCIPAL-EX ED Principal, Exceptional Student School	SCH PRNCPL F +EX ED FIELD ED LDRSHP F ADM @3 @4 @6		ADM SUPV @3 @4 @6

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COURSE NUMBER	ABBREVIATED TITLE COURSE TITLE		CERTIFICATION
0073002	PRINCIPAL-M/J Principal, Middle/Junior High	SCH PRNCPL F ADM SUPV @3 @4 @6	ED LDRSHP F ADM @3 @4 @6
0073004	PRINCIPAL-OTHER SCH Principal, Other Elementary and Secondary School	SCH PRNCPL F ADM SUPV @3 @4 @6	ED LDRSHP F ADM @3 @4 @6
0073003	PRINCIPAL-SH Principal, Senior High	SCH PRNCPL F ADM SUPV @4 @6	ED LDRSHP F ADM @4 @6
0073023	ACTIVITIES DIR Activities Director	ANY FIELD	
0073024	ATHLETIC DIR Athletic Director	ANY FIELD	
0073033	ATHLETIC TR Athletic Trainer	ANY FIELD/LIC ATH TR LIC ATH TR	