

**FLORIDA DEPARTMENT OF EDUCATION  
DOE INFORMATION DATA BASE REQUIREMENTS  
VOLUME II: AUTOMATED STAFF INFORMATION SYSTEM  
AUTOMATED STAFF DATA ELEMENTS**

<b>Implementation Date:</b> Fiscal Year 1990-91 July 1, 1990
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**APPENDIX E**

**JOB CODE ASSIGNMENTS**

The job codes have been structured around the function categories 5100 to 9100 found in the Financial and Program Cost Accounting and Reporting Manual (Red Book) so that jobs found in a particular function will have codes beginning with the two digits which correspond to that function area. For example, teachers in basic education have job codes beginning with 51 and food service workers have job codes beginning with 76.

In addition, the job codes have been organized to form the following 11 categories of employees:

**Categories of Employees**

- I. Executive Administrators
- II. General Administrators
- III. School Administrators
- IV. Professional Staff
- V. Instructional Staff
- VI. Other Managers
- VII. Technicians
- VIII. Aides and Clerical/Secretarial Workers
- IX. Skilled Crafts Workers
- X. Service Workers
- XI. Other - School Board Members

The first three categories (Executive Administrators, General Administrators and School Administrators) comprise the Administrative Staff. The Instructional Staff includes category V. (Instructional Staff) plus those in categories IV. (Professional Staff) and VI. (Other Managers) whose duties are instructional. Categories VII. through X. and noninstructional personnel in Categories IV. and VI. make up the Support Staff. Definitions and guidelines for the use and assignment of job codes and categories follow.

A basic premise that should be followed throughout the assignment of job codes is that an employee should be coded according to the job functions required rather than according to the job title or pay schedule for that job. No employee eligible for membership in a bargaining unit should be assigned a job code in Categories I., II. or III.

**APPENDIX E (Continued)**

**JOB CODE ASSIGNMENTS (Continued)**

**Definitions and Guidelines for Use of Job Codes and Categories**

**I. Executive Administrators**

Included here are persons with district-level administrative or policy-making duties who have broad authority for management policies and general school district operations. They often report directly to the superintendent and supervise other administrative employees. These staff members perform jobs which require leadership, discretion and independent judgment.

Included here are the superintendent and deputy, associate, assistant and area superintendents.

Executive administrators in the district should be assigned job codes based on the established hierarchy. That is, the administrator who is higher in the district hierarchy should be placed higher when assigning DOE job codes, regardless of the title that person actually holds in the district. If this category of employee does not exist in a particular district, that district should assign DOE job codes in another category, as appropriate.

**II. General Administrators**

These persons have general administrative duties within a department, subdivision or special area. They have a management and policy-making duties and often direct the work of other employees. Their duties may include recommending hiring, firing, advancements, etc.; evaluating employees; setting and adjusting work schedules; supervising work; handling employee complaints; and interviewing, selecting and training employees.

Included here are executive and general directors, directors, assistant directors, supervisors, coordinators and administrators on special assignment.

General administrators in the district should be assigned job codes based on the established hierarchy. That is, the administrator who is higher in the district hierarchy should be placed higher when assigning DOE job codes, regardless of the title that person actually holds in the district. If this category of employee does not exist in a particular district, that district should assign DOE job codes in another category, as appropriate.

**III. School Administrators**

These administrators include the following:

Principals - Staff members performing the assigned activities as the administrative head of a school to whom has been delegated responsibility for the coordination and direction of the activities of the school.

Assistant Principals - Staff members assisting the administrative head of the school.

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Curriculum Coordinators and Deans - Staff members under the direction of the administrative head of the school who have responsibility for such things as disciplining students, assisting teachers with classroom management problems, providing information and guidance to other staff members to provide the curriculum of the school and similar duties.

**IV. Professional Staff**

These staff members perform activities of leadership, guidance and expertise in a field of specialization which requires knowledge of an advanced type. The work generally requires the consistent exercise of discretion and judgment in its performance.

Included here are specialists, managers, administrative assistants, architects, attorneys, accountants, computer programmers and teachers on special assignment.

**V. Instructional Staff**

Instructional staff include the following:

Classroom teachers - Staff members assigned the professional activity of instructing students in courses in classroom situations, including basic instruction, exceptional student education, vocational-technical and adult education. Substitute teachers are included here.

Pupil Personnel Services - Staff members responsible for advising students with regard to their abilities and aptitudes, educational and occupational opportunities, personal and social adjustments; providing placement services; performing educational evaluations; and similar functions. Included here are guidance counselors, social workers, occupational/placement specialists and school psychologists.

Librarians/Media Specialists - Staff members responsible for organizing and managing school libraries. These employees are responsible for preparing, caring for and making available to instructional programs the equipment, materials, scripts and other aids which assist teaching and learning through special appeal to the senses of sight and hearing, e.g., audio-visual services, etc.

Other Instructional Staff - Staff members who are part of the instructional staff but are not classified in one of the above categories. Included here are primary specialists, learning resource specialists, instructional trainers and similar positions.

**VI. Other Managers**

These staff members perform some managerial and supervisory functions while usually also performing general operations functions, clerical work or routine tasks. They may direct employees' work, plan the work schedule, control the flow and distribution of work or materials, train employees, handle complaints, authorize payments and appraise productivity and efficiency of employees.

Included here are managers such as word processing center managers, mail room managers and lunch room managers; foremen and lead workers.

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**JOB CODE ASSIGNMENTS (Continued)**

**VII. Technicians**

Individuals whose occupations require a combination of knowledge and manual skill which can be obtained through about two years of post-high school education, such as is offered in many technical institutes and junior colleges, or through equivalent on-the-job training.

Included here are such staff members as computer programmers and operators, film inspectors, projectionists, graphic artists, draftsmen, engineering aides, licensed practical nurses, dietitians, photographers, radio operators, technical illustrators and technicians (medical, dental, electronic, physical science).

**VIII. Aides and Clerical/Secretarial Workers**

Included here are the following:

Instructional Aides: - Individuals who are aides/education paraprofessionals under the direct supervision of an instructional staff member. Included here are classroom aides in regular instruction, exceptional education aides, vocational education aides, adult education aides, library aides, physical education and playground aides and other school-level aides and paraprofessionals.

Clerical/Secretarial Workers - Individuals whose job requires skills and training in clerical-type work including activities such as preparing, transcribing, systematizing or preserving written communications and reports or operating equipment such as bookkeeping machines, typewriters and tabulating machines. Include secretaries, bookkeepers, messengers and office machine operators.

**IX. Skilled Crafts Workers**

Individuals who perform jobs which require special manual skill and a thorough and comprehensive knowledge of the processes involved in the work which is acquired through on-the-job training and experience or through apprenticeship or other formal training programs.

Include mechanics, repairmen, electricians, heavy equipment operators, stationery engineers, skilled machining occupations, carpenters, compositors and typesetters.

**X. Service Workers**

Staff members performing a service for which there are no formal qualifications. Included here are those responsible for cleaning the buildings, school plants or supporting facilities; maintenance and operation of such equipment as heating and ventilation systems; preserving the security of school property; and keeping the school plant safe for occupancy and use.

Include garage laborers, car washers and greasers, gardeners and groundskeepers.

**XI. Other - School Board Members**

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**JOB CODE ASSIGNMENTS (Continued)**

**Job Classifications With Unique Last Digits**

Each job has been given a unique title, abbreviated title and job code number. Certain job classifications have been given unique last digits within most, but not all, of the function categories. These are listed below.

- I. Executive Administrators
  - 00 Superintendent
  - 01 Deputy Superintendent
  - 02 Associate Superintendent
  - 03 Assistant/Area Superintendent
  
- II. General Administrators
  - 04 Executive/General Director
  - 05 Director
  - 06 Assistant Director
  - 07 Supervisor
  - 08 Coordinator
  - 09 Administrator on Special Assignment
  
- IV. Professional Staff
  - 10 Specialist/Manager
  - 11 Administrative Assistant
  - 12. Teacher on Special Assignment
  
- VI. Other Managers
  - 13 Manager
  - 14. Foreman
  - 15. Lead Worker
  
- VIII. Aides and Clerical/Secretarial Workers
  - 90 Executive Secretary
  - 91 Secretary
  - 92 Clerk Typist
  - 93 Clerk
  - 94 Office Aide
  - 95 Receptionist
  - 96 Data Entry Operator
  - 97 Bookkeeper
  - 98 Messenger/Deliveryman
  - 99 Other Clerical Staff

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**51 Basic Instruction**

Abbreviated Title	Job Code Number	Job Code Title
TEACHER, DR PREV-E	51001	Teacher, Dropout Prevention, Elementary
TEACHER, DR PREV-M/J	51002	Teacher, Dropout Prevention, Middle/Junior
TEACHER, DR PREV-SH	51003	Teacher, Dropout Prevention, Senior High
TEACHER, ART-E	51004	Teacher, Art, Elementary
TEACHER, ART M/J	51005	Teacher, Art, Middle/Junior
TEACHER, ART-SH	51006	Teacher, Art, Senior High
TEACHER, COMPU ED-E	51007	Teacher, Computer Education, Elementary
TEACHER, COMPU ED-M/J	51008	Teacher, Computer Education, Middle/Junior
TEACHER, COMPU ED-SH	51009	Teacher, Computer Education, Senior High
TEACHER, DANCE-M/J	51010	Teacher, Dance, Middle/Junior High
TEACHER, DANCE-SH	51011	Teacher, Dance, Senior High
TEACHER, DRAMA-M/J	51012	Teacher, Drama, Middle/Junior
TEACHER, DRAMA-SH	51013	Teacher, Drama, Senior High
TEACHER, EXPER ED-SH	51014	Teacher, Experiential Education, Senior High
TEACHER, FOR LAN-E	51015	Teacher, Foreign Language, Elementary
TEACHER, FOR LAN-M/J	51016	Teacher, Foreign Language, Middle/Junior
TEACHER, FOR LAN-SH	51017	Teacher, Foreign Language, Senior High
TEACHER, HEALTH-E	51018	Teacher, Health, Elementary
TEACHER, HEALTH-M/J	51019	Teacher, Health, Middle/Junior
TEACHER, HEALTH-SH	51020	Teacher, Health, Senior high
TEACHER, HUM-M/J	51021	Teacher, Humanities, Middle/Junior High
TEACHER, HUM-SH	51022	Teacher, Humanities, Senior High
TEACHER, ISS-E	51023	Teacher, In-School Suspension, Elementary
TEACHER, ISS-M/J	51024	Teacher, In-School Suspension, Middle/Junior
TEACHER, ISS-SH	51025	Teacher, In-School Suspension, Senior High
TEACHER, LANG AR-E	51026	Teacher, Language Arts, Elementary
TEACHER, LANG AR-M/J	51027	Teacher, Language Arts, Middle/Junior
TEACHER, LANG AR-SH	51028	Teacher, Language Arts, Senior High
TEACHER, LIB/MED-M/J	51029	Teacher, Library/Media, Middle/Junior
TEACHER, LIB/MED-SH	51030	Teacher, Library/Media, Senior High
TEACHER, MATH-E	51031	Teacher, Mathematics, Elementary
TEACHER, MATH-M/J	51032	Teacher, Mathematics, Middle/Junior
TEACHER, MATH-SH	51033	Teacher, Mathematics, Senior High
TEACHER, MUSIC-E	51034	Teacher, Music, Elementary
TEACHER, MUSIC-M/J	51035	Teacher, Music, Middle/Junior
TEACHER, MUSIC-SH	51036	Teacher, Music, Senior High
TEACHER, PEER CN-M/J	51037	Teacher, Peer Counseling, Middle/Junior
TEACHER, PEER CN-SH	51038	Teacher, Peer Counseling, Senior High
TEACHER, PE-E	51039	Teacher, Physical Education, Elementary
TEACHER, PE-M/J	51040	Teacher, Physical Education, Middle/Junior
TEACHER, PE-SH	51041	Teacher, Physical Education, Senior High
TEACHER, READ RES-SH	51042	Teacher, Reading Resource, Senior High
TEACHER, REM/CE-E	51043	Teacher, Remedial/Comp Ed, Elementary

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**51 Basic Instruction**

Abbreviated Title	Job Code Number	Job Code Title
TEACHER, REM/CE-M/J	51044	Teacher, Remedial/Comp Ed, Middle/Junior
TEACHER, REM/CE-SH	51045	Teacher, Remedial/Comp Ed, Senior High
TEACHER, RSRCH/CRIT THNK-SH	51046	Teacher, Research/Critical Thinking, Senior High
TEACHER, ROTC/MIL TRNG-M/J	51047	Teacher, ROTC/Military Training, Middle/Junior
TEACHER, ROTC/MIL TRNG-SH	51048	Teacher, ROTC/Military Training, Senior High
TEACHER, DR ED-SH	51049	Teacher, Safety/Driver Education, Senior High
TEACHER, SCIENCE-E	51050	Teacher, Science, Elementary
TEACHER, SCIENCE-M/J	51051	Teacher, Science, Middle/Junior
TEACHER, SCIENCE-SH	51052	Teacher, Science, Senior High
TEACHER, LEAD DEV, SH	51053	Teacher, Leadership Skills Development, Senior High
TEACHER, KG	51054	Teacher, Self Contained, Kindergarten
TEACHER, FIRST	51055	Teacher, Self Contained, First Grade
TEACHER, SECOND	51056	Teacher, Self Contained, Second Grade
TEACHER, THIRD	51057	Teacher, Self Contained, Third Grade
TEACHER, FOURTH	51058	Teacher, Self Contained, Fourth Grade
TEACHER, FIFTH	51059	Teacher, Self Contained, Fifth Grade
TEACHER, SIXTH	51060	Teacher, Self Contained, Sixth Grade
TEACHER, SOC ST-E	51061	Teacher, Social Studies, Elementary
TEACHER, SOC ST-M/J	51062	Teacher, Social Studies, Middle/Junior
TEACHER, SOC ST-SH	51063	Teacher, Social Studies, Senior High
TEACHER, ST HALL-E	51064	Teacher, Study Hall, Elementary
TEACHER, ST HALL-M/J	51065	Teacher, Study Hall, Middle/Junior
TEACHER, ST HALL-SH	51066	Teacher, Study Hall, Senior High
TEACHER, UNGRADED-E	51067	Teacher, Ungraded Elementary
TEACHER, COMBIN-E	51068	Teacher, Combination, Elementary Grades
TEACHER, M/J	51069	Teacher, Middle/Junior High Classroom
TEACHER, SH	51070	Teacher, Senior High Classroom
TEACHER, OTHER	51071	Teacher, Other Classroom
TEACHER, VOC BASIC	51072	Teacher, Vocational Basic
TEACHER, CH 1-E	51073	Teacher, Chapter 1, Elementary
TEACHER, CH 1-M/J	51074	Teacher, Chapter 1, Middle/Junior
TEACHER, RSRCH/CRIT THNK-M/J	51075	Teacher, Research/Critical Thinking, Middle/Junior
INT RESOURCE TEACHER	51076	Intermediate Resource Teacher
BILINGUAL SPECIALIST	51077	Bilingual Specialist
LAB ASSISTANT	51078	Lab Assistant
TUTOR	51079	Tutor
SUB TEACH, BASIC	51080	Substitute Teacher, Basic Program
ATHLETIC COACH	51081	Athletic Coach



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JOB CODE ASSIGNMENTS (Continued) 51 Basic Instruction**

Abbreviated Title	Job Code Number	Job Code Title
INTERPRETER, BASIC	51082	Interpreter, Basic Instruction
TEACHER, EXPLOR, M/J	51083	Teacher, Exploratory and Experiential Education, Middle/Junior High
TEACHER, READ - E	51084	Teacher, Reading, Elementary
TEACHER, READ - M/J	51085	Teacher, Reading, Middle/Junior High
TSA, BASIC	51090	Teacher on Special Assignment, Basic Instruction
TEACHER AIDE, KG	51101	Teacher Aide, Kindergarten
TEACHER AIDE, FIRST	51102	Teacher Aide, First Grade
TEACHER AIDE, SECOND	51103	Teacher Aide, Second Grade
TEACHER AIDE, THIRD	51104	Teacher Aide, Third Grade
TEACHER AIDE, FOURTH	51105	Teacher Aide, Fourth Grade
TEACHER AIDE, FIFTH	51106	Teacher Aide, Fifth Grade
TEACHER AIDE, SIXTH	51107	Teacher Aide, Sixth Grade
TEACHER AIDE, ELEM	51108	Teacher Aide, Elementary
TEACHER AIDE, M/J	51109	Teacher Aide, Middle/Junior High
TEACHER AIDE, SH	51110	Teacher Aide, Senior High
TEACHER AIDE, CH 1-E	51111	Teacher Aide, Chapter 1, Elementary
TEACHER AIDE, CH 1-M/J	51112	Teacher Aide, Chapter 1, Middle/Junior High
TEACHER AIDE, CH 1-SH	51113	Teacher Aide, Chapter 1, Senior High
TEACHER AIDE, OTH BA	51114	Teacher Aide, Other Basic Program
SUB TEACHER AIDE	51115	Substitute Teacher Aide

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**JOB CODE ASSIGNMENTS (Continued)**

**52 Exceptional Student  
Education**

Abbreviated Title	Job Code Number	Job Code Title
TEACHER, EMH	52001	Teacher, Educable Mentally Handicapped
TEACHER, TMH	52002	Teacher, Trainable Mentally Handicapped
TEACHER, PI	52003	Teacher, Physically Impaired
TEACHER, DHH	52004	Teacher, Deaf or Hard of Hearing
TEACHER, VI	52005	Teacher, Visually Impaired
TEACHER, EH	52006	Teacher, Emotionally Handicapped
TEACHER, SLD	52007	Teacher, Specific Learning Disabled
TEACHER, GIFTED	52008	Teacher, Gifted
TEACHER, H/H	52009	Teacher, Hospital/Homebound
TEACHER, AUTISTIC	52010	Teacher, Autistic
TEACHER, PMH	52011	Teacher, Profoundly Mentally Handicapped
TEACHER, SED	52012	Teacher, Severely Emotionally Disturbed
TEACHER, DSI	52013	Teacher, Dual-Sensory Impaired
TEACHER, VE	52014	Teacher, Varying Exceptionalities
TEACHER, PK HDC	52015	Teacher, Prekindergarten Handicapped
PHYSICAL THERAPIST	52016	Physical Therapist
OCC THERAPIST	52017	Occupational Therapist
SP/LANG PATH	52018	Speech and Language Pathologist
O/M SPECIALIST	52019	Orientation & Mobility Specialist
MUSIC THERAPIST	52020	Music Therapist
REC THERAPIST	52021	Recreation Therapist
JOB COACH	52022	Job Coach, Exceptional Student Education
TUTOR COMP/ATTEND	52027	Tutor Companion/Attendant
INTERPRETER, EX ED	52028	Interpreter, Exceptional Student Education
ART SPEC	52029	Art Specialist
PT ASST	52030	Physical Therapist Assistant, Licensed
OT ASST	52031	Occupational Therapy Assistant, Licensed
SP THERAPY AIDE	52032	Speech Therapy Aide
TEACHER, ADAPTIVE PE	52033	Teacher, Adaptive Physical Education
TEACH AIDE, EX ST ED	52050	Teacher Aide, Exceptional Student Education
BUS AIDE, EX ST ED	52051	Bus Aide, Exceptional Student Education
SELF-CARE AIDE, EX ST ED	52052	Self-Care Aide, Exceptional Student Education
SUB TEACH, EX ST ED	52080	Substitute Teacher, Exceptional Student Education
TSA, EX ST ED	52090	Teacher on Special Assignment, Exceptional Student Education

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**53 Vocational Technical**

<b>Abbreviated Title</b>	<b>Job Code Number</b>	<b>Job Code Title</b>
TEACHER, AGRI/NRE	53001	Teacher, Agribusiness/Natural Resources Education
TEACHER, BUSINESS ED	53002	Teacher, Business Technology Education
TEACHER, DIVERS ED	53003	Teacher, Diversified Education
TEACHER, HEALTH ED	53004	Teacher, Health Science Education
TEACHER, FAM/CONS	53005	Teacher, Family and Consumer Sciences
TEACHER, TECH ED	53006	Teacher, Technology Education
TEACHER, IND ED	53007	Teacher, Industrial Education
TEACHER, MARKETING	53008	Teacher, Marketing Education
TEACHER, PUB SER	53009	Teacher, Public Service Education
TEACHER, VOC OR/EXP	53010	Teacher, Vocational Orientation/Exploration
TEACHER, VOC ED-ISS	53011	Teacher, Vocational Education Instructional Support Services
TEACHER, SAIL	53012	Teacher, System for Applied Individualized Learning (SAIL)
WORK-STUDY COOR	53013	Work-Study Coordinator
TEACHER, OTH VOC	53014	Teacher, Other Vocational Technical Education
TEACHER AIDE, VOC ED	53050	Teacher Aide, Vocational Technical Education
SUB TEACHER VOC ED	53080	Substitute Teacher, Vocational Technical Education
TSA, VOC ED	53090	Teacher on Special Assignment, Vocational Technical Education

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JOB CODE ASSIGNMENTS (Continued)

54 Adult Education

Abbreviated Title	Job Code	
	Number	Job Code Title
TEACHER, ADULT ED	54001	Teacher, Adult Education
TEACH AIDE, ADULT ED	54050	Teacher Aide, Adult Education
SUB TEACH ADULT ED	54080	Substitute Teacher, Adult Education
TSA, ADULT ED	54090	Teacher on Special Assignment, Adult Education

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55 Other Education

Abbreviated Title	Job Code	
	Number	Job Code Title
TEACHER, OTHER INS	55001	Teacher, Other Instruction
TEACH AIDE, OTH INS	55050	Teacher Aide, Other Instruction
TEACHER AIDE, PK	55051	Teacher Aide, Prekindergarten
TEACHER, PK	55052	Teacher, Self Contained, Prekindergarten
SUB TEACH, OTH INS	55080	Substitute Teacher, Other Instruction
TSA, OTH INS	55090	Teacher on Special Assignment, Other Instruction

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**61 Pupil Personnel Services**

Abbreviated Title	Job Code Number	Job Code Title
DEP SUPER, PPS	61001	Deputy Superintendent, Pupil Personnel Services
ASSOC SUPER, PPS	61002	Associate Superintendent, Pupil Personnel Services
ASST SUPER, PPS	61003	Assistant/Area Superintendent, Pupil Personnel Services
EXEC DIR, PPS	61004	Executive/General Director, Pupil Personnel Services
DIR, PPS	61005	Director, Pupil Personnel Services
ASST DIR, PPS	61006	Assistant Director, Pupil Personnel Services
SUPP, PPS	61007	Supervisor, Pupil Personnel Services
COOR, PPS	61008	Coordinator, Pupil Personnel Services
ADMIN SA, PPS	61009	Administrator on Special Assignment, Pupil Personnel Services
SPEC, PPS	61010	Specialist/Manager, Pupil Personnel Services
ADMIN ASST, PPS	61011	Administrative Assistant, Pupil Personnel Services
TSA, PPS	61012	Teacher on Special Assignment, Pupil Personnel Services
STUDENT SER WORKER	61020	Student Services Worker
SCH RES OFFICER	61021	School Resource Officer
PARENT ED SPEC	61022	Parent Education Specialist
RECRUITER, MIG ED	61023	Recruiter, Migrant Education
DROPOUT PV SPEC	61024	Dropout Prevention Specialist
CHILD FIND SPEC	61025	Child Find Specialist
DIAGNOSTIC SPEC	61026	Diagnostic Specialist
RESIDENT SUP	61040	Residential Supervisor
ASST RESIDENT SUP	61041	Assistant Residential Supervisor
RESIDENT INSTRUC	61042	Residential Instructor
ASST RESIDENT INST	61043	Assistant Residential Instructor
EXEC SEC, PPS	61090	Executive Secretary, Pupil Personnel Services
SEC, PPS	61091	Secretary, Pupil Personnel Services
CLERK TYP, PPS	61092	Clerk Typist, Pupil Personnel Services
CLERK, PPS	61093	Clerk, Pupil Personnel Services
OFF AIDE, PPS	61094	Office Aide, Pupil Personnel Services
RECEP, PPS	61095	Receptionist, Pupil Personnel Services
DATA ENTRY OP, PPS	61096	Data Entry Operator, Pupil Personnel Services
BOOKKEEPER, PPS	61097	Bookkeeper, Pupil Personnel Services
MESSENGER, PPS	61098	Messenger/Deliveryman, Pupil Personnel Services
OTH CLER, PPS	61099	Other Clerical Staff, Pupil Personnel Services

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**61 Attendance/Social Work**

Abbreviated Title	Job Code Number	Job Code Title
DEP SUPER, ATT/SW	61101	Deputy Superintendent, Attendance/Social Work
ASSOC SUPER, ATT/SW	61102	Associate Superintendent, Attendance/Social Work
ASST SUPER, ATT/SW	61103	Assistant/Area Superintendent, Attendance/Social Work
EXEC DIR, ATT/SOC WK	61104	Executive/General Director, Attendance/Social Work
DIR, ATT/SOC WK	61105	Director, Attendance/Social Work
ASST DIR, ATT/SOC WK	61106	Assistant Director, Attendance/Social Work
SUP, ATT/SOC WK	61107	Supervisor, Attendance/Social Work
COOR, ATT/SOC WK	61108	Coordinator, Attendance/Social Work
ADMIN SA ATT/SW	61109	Administrator on Special Assignment, Attendance/Social Work
SPEC, ATT/SW	61110	Specialist/Manager, Attendance/Social Work
ADMIN ASST, ATT/SW	61111	Administrative Assistant, Attendance/Social Work
TSA, ATT/SW	61112	Teacher on Special Assignment, Attendance/Social Work
DIR, ATTENDANCE	61119	Director, Attendance
DIR, SOCIAL WORK	61120	Director, Social Work
SUP, ATTENDANCE	61121	Supervisor, Attendance
SUP, SOCIAL WORK	61122	Supervisor, Social Work
COOR, ATTENDANCE	61123	Coordinator, Attendance
COOR, SOCIAL WORK	61124	Coordinator, Social Work
ATTENDANCE ASST	61130	Attendance Assistant/Truancy Officer
SCH SOC WK	61131	School Social Worker
EXEC SEC, ATT/SOC WK	61190	Executive Secretary, Attendance/Social Work
SEC, ATT/SOC WK	61191	Secretary, Attendance/Social Work
CLERK TYP, ATT/SOC WK	61192	Clerk Typist, Attendance/Social Work
CLERK, ATT/SOC WK	61193	Clerk, Attendance/Social Work
OFF AIDE, ATT/SOC WK	61194	Office Aide, Attendance/Social Work
RECEP, ATT/SOC WK	61195	Receptionist, Attendance/Social Work
DATA EN OP, ATT/SW	61196	Data Entry Operator, Attendance/Social Work
BOOKKEEPER, ATT/SW	61197	Bookkeeper, Attendance/Social Work
MESSENGER, ATT/SW	61198	Messenger/Deliveryman, Attendance/Social Work
OTH CLER, ATT/SW	61199	Other Clerical Staff, Attendance/Social Work

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**JOB ASSIGNMENT CODES (Continued)**

**61 Guidance Services**

<b>Abbreviated Title</b>	<b>Job Code Number</b>	<b>Job Code Title</b>
DEP SUPER, GUIDANCE	61201	Deputy Superintendent, Guidance Services
ASSOC SUPER, GUID	61202	Associate Superintendent, Guidance Services
ASST SUPER, GUID	61203	Assistant/Area Superintendent, Guidance Services
EXEC DIR, GUIDANCE	61204	Executive/General Director, Guidance Services
DIR, GUIDANCE	61205	Director, Guidance Services
ASST DIR, GUIDANCE	61206	Assistant Director, Guidance Services
SUP, GUIDANCE	61207	Supervisor, Guidance Services
COOR, GUIDANCE	61208	Coordinator, Guidance Services
ADMIN SA, GUIDANCE	61209	Administrator on Special Assignment, Guidance Services
SPEC, GUIDANCE	61210	Specialist/Manager, Guidance Services
ADMIN ASST, GUIDANCE	61211	Administrative Assistant, Guidance Services
TSA, GUIDANCE	61212	Teacher on Special Assignment, Guidance Services
DIR, CAREER ED	61219	Director, Career Education
SUP, CAREER ED	61220	Supervisor, Career Education
COOR, CAREER ED	61221	Coordinator, Career Education
DIR, ELEM GUIDANCE	61222	Director, Elementary Guidance
SUP, ELEM GUIDANCE	61223	Supervisor, Elementary Guidance
COOR, ELEM GUIDANCE	61224	Coordinator, Elementary Guidance
DIR, SECON GUIDANCE	61225	Director, Secondary Guidance
SUP, SECON GUIDANCE	61226	Supervisor, Secondary Guidance
COOR, SECON GUIDANCE	61227	Coordinator, Secondary Guidance
DIR, OCC/PL SER	61228	Director, Occupational and Placement Services
SUP, OCC/PL SER	61229	Supervisor, Occupational and Placement Services
COOR, OCC/PL SER	61230	Coordinator, Occupational and Placement Services
COUNSELOR-E	61231	Counselor, Elementary School
COUNSELOR-M/J	61232	Counselor, Middle/Junior High
COUNSELOR-SH	61233	Counselor, Senior High School
COUNSELOR-ADULT/VOC	61234	Counselor, Adult/Vocation School
COUNSELOR-EX ED	61235	Counselor, Exceptional Education School
COUNSELOR-OTH SCH	61236	Counselor, Other Type School
COUNSELOR-CAREER ED	61237	Counselor, Career Education
OCC/PL SPEC	61238	Occupational and Placement Specialist
JOB DEV COUNSELOR	61239	Job Development Counselor
EXEC SEC, GUIDANCE	61290	Executive Secretary, Guidance Services
SEC, GUIDANCE	61291	Secretary, Guidance Services
CLERK TYP, GUIDANCE	61292	Clerk Typist, Guidance Services
CLERK, GUIDANCE	61293	Clerk, Guidance Services
OFF AIDE, GUIDANCE	61294	Office Aide, Guidance Services
RECEP, GUIDANCE	61295	Receptionist, Guidance Services
DATA ENT OP, GUID	61296	Data Entry Operator, Guidance Services
BOOKKEEPER, GUIDANCE	61297	Bookkeeper, Guidance Services
MESSENGER, GUIDANCE	61298	Messenger/Deliveryman, Guidance Services
OTH CLER, GUIDANCE	61299	Other Clerical Staff, Guidance Services



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**APPENDIX E (Continued)**

**JOB ASSIGNMENT CODES (Continued)**

**61 Health Services**

Abbreviated Title	Job Code Number	Job Code Title
DEP SUPER, HEALTH	61301	Deputy Superintendent, Health Services
ASSOC SUPER, HEALTH	61302	Associate Superintendent, Health Services
ASST SUPER, HEALTH	61303	Assistant/Area Superintendent, Health Services
EXEC DIR, HEALTH SER	61304	Executive/General Director, Health Services
DIR, HEALTH SER	61305	Director, Health Services
ASST DIR, HEALTH SER	61306	Assistant Director, Health Services
SUP, HEALTH SER	61307	Supervisor, Health Services
COOR, HEALTH SER	61308	Coordinator, Health Services
ADMIN SA, HEALTH	61309	Administrator on Special Assignment, Health Services
SPEC, HEALTH	61310	Specialist/Manager, Health Services
ADMIN ASST, HEALTH	61311	Administrative Assistant, Health Services
TSA, HEALTH	61312	Teacher on Special Assignment, Health Services
NURSE, RN	61320	Nurse, Registered (RN)
NURSE, LPN	61321	Nurse, Licensed Practical (LPN)
DOCTOR	61322	Doctor
DENTIST	61323	Dentist
DENTAL ASST/ORAL HYG	61324	Dental Assistant/Oral Hygienist
NURSE ASST	61325	Nurse's Assistant
NUTRITION SPEC	61326	Nutritional Specialist
SUBSTANCE ABUSE COOR	61327	Substance Abuse Coordinator
COMMUNITY HEALTH ADV	61328	Community Health Advocate
PHARMACY AIDE	61329	Pharmacy Aide
CLINIC ATTENDANT	61330	Clinic Attendant/Health Aide
HEALTH SER TRAINER	61331	Health Services Trainer
AUDIOLOGIST	61332	Audiologist
EXEC SEC, HEALTH SER	61390	Executive Secretary, Health Services
SEC, HEALTH SER	61391	Secretary, Health Services
CLERK TYP, HEALTH SER	61392	Clerk Typist, Health Services
CLERK, HEALTH SER	61393	Clerk, Health Services
OFF AIDE, HEALTH SER	61394	Office Aide, Health Services
RECEP, HEALTH SER	61395	Receptionist, Health Services
DATA ENT OP, HEALTH	61396	Data Entry Operator, Health Services
BOOKKEEPER, HEALTH	61397	Bookkeeper, Health Services
MESSENGER, HEALTH	61398	Messenger/Deliveryman, Health Services
OTH CLER, HEALTH	61399	Other Clerical Staff, Health Services

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**APPENDIX E (Continued)**

**JOB ASSIGNMENT CODES (Continued)**

**61 Psychological Services**

Abbreviated Title	Job Code Number	Job Code Title
DEP SUPER, PSYCH	61401	Deputy Superintendent, Psychological Services
ASSOC SUPER, PSYCH	61402	Associate Superintendent, Psychological Services
ASST SUPER, PSYCH	61403	Assistant/Area Superintendent, Psychological Services
EXEC DIR, PSYCH SER	61404	Executive/General Director, Psychological services
DIR, PSYCH SER	61405	Director, Psychological Services
ASST DIR, PSYCH SER	61406	Assistant Director, Psychological Services
SUP, PSYCH SER	61407	Supervisor, Psychological Services
COOR, PSYCH SER	61408	Coordinator, Psychological Services
ADMIN SA, PSYCH	61409	Administrator on Special Assignment, Psychological Services
SPEC, PSYCH	61410	Specialist/Manager, Psychological Services
ADMIN ASST, PSYCH	61411	Administrative Assistant, Psychological Services
TSA, PSYCH	61412	Teacher on Special Assignment, Psychological Services
SCHOOL PSYCHOLOGIST	61420	School Psychologist
PSYCHOMETRIST	61421	Psychometrist
EXEC SEC, PSYCH SER	61490	Executive Secretary, Psychological Services
SEC, PSYCH SER	61491	Secretary, Psychological Services
CLERK TYP, PSYCH SER	61492	Clerk Typist, Psychological Services
CLERK, PSYCH SER	61493	Clerk, Psychological Services
OFF AIDE, PSYCH SER	61494	Office Aide, Psychological Services
RECEP, PSYCH SER	61495	Receptionist, Psychological Services
DATA ENT OP, PSYCH	61496	Data Entry Operator, Psychological Services
BOOKKEEPER, PSYCH	61497	Bookkeeper, Psychological Services
MESSENGER, PSYCH	61498	Messenger/Deliveryman, Psychological Services
OTH CLER, PSYCH	61499	Other Clerical Staff, Psychological Services

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**JOB ASSIGNMENT CODES (Continued)**

**62 Instructional Media**

<b>Abbreviated Title</b>	<b>Job Code Number</b>	<b>Job Code Title</b>
DEP SUPER, MEDIA	62001	Deputy Superintendent, Instructional Media
ASSOC SUPER, MEDIA	62002	Associate Superintendent, Instructional Media
ASST SUPER, MEDIA	62003	Assistant/Area Superintendent, Instructional Media
EXEC DIR, MEDIA	62004	Executive/General Director, Instructional Media
DIR, MEDIA	62005	Director, Instructional Media
ASST DIR, MEDIA	62006	Assistant Director, Instructional Media
SUP, MEDIA	62007	Supervisor, Instructional Media
COOR, MEDIA	62008	Coordinator, Instructional Media
ADMIN SA, MEDIA	62009	Administrator on Special Assignment, Instructional Media Services
SPEC, MEDIA	62010	Specialist/Manager, Instructional Media Services
ADMIN ASST, MEDIA	62011	Administrative Assistant, Instructional Media Services
TSA, MEDIA	62012	Teacher on Special Assignment, Instructional Media Services
MANAGER, MEDIA	62013	Manager, Instructional Media Services
FOREMAN, MEDIA	62014	Foreman, Instructional Media Services
LEAD WK, MEDIA	62015	Lead Worker, Instructional Media Services
DIR, TEXTBOOKS	62016	Director, Textbooks
COOR, TEXTBOOKS	62017	Coordinator, Textbooks
SUP, TEXTBOOKS	62018	Supervisor, Textbooks
DIR, LIB/MEDIA	62019	Director, Library/Media Services
COOR, LIB/MEDIA	62020	Coordinator, Library/Media Services
SUP, LIB/MEDIA	62021	Supervisor, Library/Media Services
INS TV PROG SPEC	62022	Instructional Television Program Specialist
LIB/MED SPEC-E	62030	School Librarian/Media Specialist, Elementary School
LIB/MED SPEC-M/J	62031	School Librarian/Media Specialist, Middle/Junior High
LIB/MED SPEC-SH	62032	School Librarian/Media Specialist, Senior High
LIB/MED SPEC-AD/VOC	62033	School Librarian/Media Specialist, Vocational/Adult School
LIB/MED SPEC-OTHER	62034	School Librarian/Media Specialist, Other Type School
LIB/MED SPEC-DIST	62035	Librarian/Media Specialist, District Office
LIB/MEDIA AIDE	62040	Library/Media Aide

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**JOB ASSIGNMENT CODES (Continued)**

**62 Instructional Media**

<b>Abbreviated Title</b>	<b>Job Code Number</b>	<b>Job Code Title</b>
LIB TECH ASST	62077	Library Technical Assistant
FILM TECH	62078	Film Technician
INST EQUIP REPAIR MAN	62079	Instructional Equipment Repair Manager
AV TECHNICIAN	62080	Audio Visual Technician
ELECTRONICS, MEDIA	62081	Electronics Technician, Instructional Media
MEDIA TECHNICIAN	62082	Media Technician
SOFTWARE TECH	62083	Software Support Technician
OTHER MEDIA STAFF	62084	Other Instructional Media Staff
EXEC SEC, MEDIA	62090	Executive Secretary, Instructional Media Services
SEC, MEDIA	62091	Secretary, Instructional Media Services
CLERK TYP, MEDIA	62092	Clerk Typist, Instructional Media Services
CLERK, MEDIA	62093	Clerk, Instructional Media Services
OFF AIDE, MEDIA	62094	Office Aide, Instructional Media Services
RECEP, MEDIA	62095	Receptionist, Instructional Media Services
DATA ENT OP, MEDIA	62096	Data Entry Operator, Instructional Media Services
BOOKKEEPER, MEDIA	62097	Bookkeeper, Instructional Media Services
MESSENGER, MEDIA	62098	Messenger/Deliveryman, Instructional Media Services
OTH CLER, MEDIA	62099	Other Clerical Staff, Instructional Media Services

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**63 Instructional/Curriculum  
Development Services**

Abbreviated Title	Job Code Number	Job Code Title
DEP SUPER, INS/CUR	63001	Deputy Superintendent, Instruction/Curriculum
ASSOC SUPER, INS/CUR	63002	Associate Superintendent, Instruction/Curriculum
ASST SUPER, INS/CUR	63003	Assistant/Area Superintendent, Instruction/Curriculum
EXEC DIR, INS/CUR	63004	Executive/General Director, Instruction/Curriculum
DIR, INS/CUR	63005	Director, Instruction/Curriculum
ASST DIR, INS/CUR	63006	Assistant Director, Instruction/Curriculum
SUP, INS/CUR	63007	Supervisor, Instruction/Curriculum
COOR, INS/CUR	63008	Coordinator, Instruction/Curriculum
ADMIN SA, INS/CUR	63009	Administrator on Special Assignment, Instruction/Curriculum
SPEC, INS/CUR	63010	Specialist/Manager, Instruction/Curriculum
ADMIN ASST, INS/CUR	63011	Administrative Assistant, Instruction/Curriculum
TSA, INS/CUR	63012	Teacher on Special Assignment, Instruction/Curriculum
DIR, EL ED	63016	Director, Elementary Education
DIR, MIDDLE/JR	63017	Director, Middle/Junior High Education
DIR/SEC ED	63018	Director, Secondary Education
DIR, VOC ED	63019	Director, Vocational Education
DIR, EX ST ED	63020	Director, Exceptional Student Education
DIR/ADULT ED	63021	Director, Adult Education
DIR, CH 1 PROG	63022	Director, Chapter 1 Programs
DIR, FED PROG	63023	Director, Federal Programs
SUP/COOR, DANCE	63024	Supervisor/Coordinator, Dance
SUP/COOR, DRAMA	63025	Supervisor/Coordinator, Drama
SUP/COOR, FOR LANG	63026	Supervisor/Coordinator, Foreign Language
SUP/COOR, HEALTH	63027	Supervisor/Coordinator, Health
SUP/COOR, LANG ARTS	63028	Supervisor/Coordinator, Language Arts
SUP/COOR, LIB/MEDIA	63029	Supervisor/Coordinator, Library/Media
SUP/COOR, MATH	63030	Supervisor/Coordinator, Mathematics
SUP/COOR, MUSIC	63031	Supervisor/Coordinator, Music
SUP/COOR, PE	63032	Supervisor/Coordinator, Physical Education
SUP/COOR, COMP ED	63033	Supervisor/Coordinator, Remedial/Compensatory Education
SUP/COOR, ROTC	63034	Supervisor/Coordinator, ROTC
SUP/COOR, DRIVER ED	63035	Supervisor/Coordinator, Safety/Driver Education
SUP/COOR, SCIENCE	63036	Supervisor/Coordinator, Science

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**63 Instructional/Curriculum  
Development Services**

Abbreviated Title	Job Code Number	Job Code Title
SUP/COOR, SOC ST	63037	Supervisor/Coordinator, Social Studies
SUP/COOR, ADULT ED	63038	Supervisor/Coordinator, Adult Education
SUP/COOR, OTHER	63039	Supervisor/Coordinator, Other Educational Services
SUP/COOR, EX ED	63040	Supervisor/Coordinator, Exceptional Education
SUP/COOR, EMH	63041	Supervisor/Coordinator, Educable Mentally Handicapped
SUP/COOR, TMH	63042	Supervisor/Coordinator, Trainable Mentally Handicapped
SUP/COOR, PI	63043	Supervisor/Coordinator, Physically Impaired
SUP/COOR, PT/OT	63044	Supervisor/Coordinator, Physical and Occupational Therapy
SUP/COOR, SP/LANG	63045	Supervisor/Coordinator, Speech & Language Impaired
SUP/COOR, DHH	63046	Supervisor/Coordinator, Deaf or Hard of Hearing
SUP/COOR, VI	63047	Supervisor/Coordinator, Visually Impaired
SUP/COOR, SLD	63048	Supervisor/Coordinator, Specific Learning Disabled
SUP/COOR, GIFTED	63049	Supervisor/Coordinator, Gifted
SUP/COOR, H/H	63050	Supervisor/Coordinator, Hospital/Homebound
SUP/COOR, AUTISTIC	63051	Supervisor/Coordinator, Autistic
SUP/COOR, DSI	63052	Supervisor/Coordinator, Dual-Sensory Impaired
SUP/COOR, PMH	63053	Supervisor/Coordinator, Profoundly Mentally Handicapped
SUP/COOR, SED	63054	Supervisor/Coordinator, Severely Emotionally Disturbed
SUP/COOR, VE	63055	Supervisor/Coordinator, Varying Exceptionalities
SUP/COOR, PK HDC	63056	Supervisor/Coordinator, Prekindergarten Handicapped
SUP/COOR, OTHER ESE	63057	Supervisor/Coordinator, Other ESE Programs
SUP/COOR, STAFFING	63058	Supervisor/Coordinator, Staffing & Admissions
SUP/COOR, VOC ED	63059	Supervisor/Coordinator, Vocational Education
SUP/COOR, AGR/NRE	63060	Supervisor/Coordinator, Agribusiness Natural Resources Education
SUP/COOR, BUSINESS ED	63061	Supervisor/Coordinator, Business Technology Education
SUP/COOR, DIVERS ED	63062	Supervisor/Coordinator, Diversified Education
SUP/COOR, HEALTH ED	63063	Supervisor/Coordinator, Health Science Education
SUP/COOR, FAM/CONS	63064	Supervisor/Coordinator, Family and Consumer Science
SUP/COOR, TECH ED	63065	Supervisor/Coordinator, Technology Education

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**63 Instructional/Curriculum  
Development Services**

Abbreviated Title	Job Code Number	Job Code Title
SUP/COOR, IND ED	63066	Supervisor/Coordinator, Industrial Education
SUP/COOR, MARKETING	63067	Supervisor/Coordinator, Marketing Education
SUP/COOR, PUB SER	63068	Supervisor/Coordinator, Public Service Education
SUP/COOR, VOC OR/EXP	63069	Supervisor/Coordinator, Vocational Orientation/Exploration
SUP/COOR, OTH VOC ED	63070	Supervisor/Coordinator, Other Vocational Technical Education Programs
SUP/COOR, VOC ED-ISS	63071	Supervisor/Coordinator, Vocational Education Instructional Support Services
SUP/COOR, MIGRANT ED	63072	Supervisor/Coordinator, Migrant Education
SUP/COOR, CH 1	63073	Supervisor/Coordinator, Chapter 1
SUP/COOR, VOLUNTEER	63074	Supervisor/Coordinator, Volunteer Program
SUP/COOR, PREP	63075	Supervisor/Coordinator, PREP
SUP/COOR, EARLY CH PROJECT COOR	63076 63077	Supervisor/Coordinator, Early Childhood Education Project Coordinator
ASST PROJECT COOR	63078	Assistant Project Coordinator
SUP/COOR, ART	63079	Supervisor/Coordinator, Art
SUP/COOR, COMPU ED	63080	Supervisor/Coordinator, Computer Education
SUP/COOR, EH	63081	Supervisor/Coordinator, Emotionally Handicapped
SUP/COOR, DROPOUT PV	63082	Supervisor/Coordinator, Dropout Prevention
COOR, COMM ED	63083	Coordinator, Community Education
SUP/COOR, EL ED	63084	Supervisor/Coordinator, Elementary Education
SUP/COOR, MIDDLE/JR	63085	Supervisor/Coordinator, Middle/Junior High Education
SUP/COOR, SEC ED	63086	Supervisor/Coordinator, Secondary Education
SUP/COOR, BILINGUAL	63087	Supervisor/Coordinator, Bilingual Education
EXEC SEC, INS/CUR	63090	Executive Secretary, Instruction/Curriculum Development Services
SEC, INS/CUR	63091	Secretary, Instruction/Curriculum Development Services
CLERK TYP, INS/CUR	63092	Clerk Typist, Instruction/Curriculum Development Services
CLERK, INS/CUR	63093	Clerk, Instruction/Curriculum
OFF AIDE, INS/CUR	63094	Office Aide, Instruction/Curriculum Development Services
RECEP, INS/CUR	63095	Receptionist, Instruction/Curriculum Development Services
DATA ENT OP, INS/CUR	63096	Data Entry Operator, Instruction/Curriculum

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63 Instructional/Curriculum  
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Abbreviated Title	Job Code	
	Number	Job Code Title
BOOKKEEPER, INS/CUR	63097	Bookkeeper, Instruction/Curriculum
MESSENGER, INS/CUR	63098	Messenger/Deliveryman, Instruction/Curriculum
OTH CLER, INS/CUR	63099	Other Clerical Staff, Instruction/Curriculum
PRIMARY SPECIALIST	63100	Primary Specialist
PROGRAM SPEC	63101	Program Specialist
STAFFING SPEC	63102	Staffing Specialist
LEARN RES SPEC	63103	Learning Resource Specialist
TECHNOLOGY SPEC	63104	Technology Specialist
BEHAVIOR SPEC	63105	Behavior Specialist
DIR, COMM ED	63106	Director, Community Education
SUP/COOR, HEAD START	63107	Supervisor/Coordinator, Head Start



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**64 Instructional Staff  
Training Services**

Abbreviated Title	Job Code	
	Number	Job Code Title
DEP SUPER, ST TRNG	64001	Deputy Superintendent, Instructional Staff Training Services
ASSOC SUPER, ST TRNG	64002	Associate Superintendent, Instructional Staff Training Services
ASST SUPER, ST TRNG	64003	Assistant/Area Superintendent, Instructional Staff Training Services
EXEC DIR, ST TRNG	64004	Executive/General Director, Instructional Staff Training Services
DIR, ST TRNG	64005	Director, Instructional Staff Training Services
ASST DIR, ST TRNG	64006	Assistant Director, Instructional Staff Training Services
SUP, ST TRNG	64007	Supervisor, Instructional Staff Training Services
COOR, ST TRNG	64008	Coordinator, Instructional Staff Training Services
ADMIN SA, ST TRNG	64009	Administrator on Special Assignment, Instructional Staff Training Services
SPEC, ST TRNG	64010	Specialist/Manager, Instructional Staff Training Services
ADMIN ASST, ST TRNG	64011	Administrative Assistant, Instructional Staff Training Services
TSA, ST TRNG	64012	Teacher on Special Assignment, Instructional Staff Training Services
DIR, TEC	64016	Director, Teacher Education Center
SUP/COOR, TEC	64017	Supervisor/Coordinator, Teacher Education Center
DIR, PROF ORIEN PROG	64018	Director, Professional Orientation Program
SUP/COOR, PROF ORIEN PROG	64019	Supervisor/Coordinator, Professional Orientation Program
TRAINER, INS	64020	Trainer, Instructional

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JOB ASSIGNMENT CODES (Continued)

64 Instructional Staff  
Training Services

Abbreviated Title	Job Code	
	Number	Job Code Title
EXEC SEC, ST TRNG	64090	Executive Secretary, Instructional Staff Training Services
SEC, ST TRNG	64091	Secretary, Instructional Staff Training Services
CLERK TYP, ST TRNG	64092	Clerk Typist, Instructional Staff Training Services
CLERK, ST TRNG	64093	Clerk, Instructional Staff Training Services
OFF AIDE, ST TRNG	64094	Office Aide, Instructional Staff Training Services
RECEP, ST TRNG	64095	Receptionist, Instructional Staff Training Services
DATA ENT OP, ST TRNG	64096	Data Entry Operator, Instructional Staff Training Services
BOOKKEEPER, ST TRNG	64097	Bookkeeper, Instructional Staff Training Services
MESSENGER, ST TRNG	64098	Messenger/Deliveryman, Instructional Staff Training Services
OTH CLER, ST TRNG	64099	Other Clerical Staff, Instructional Staff Training Services

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**JOB ASSIGNMENT CODES (Continued)**

**71 School Board**

<b>Abbreviated Title</b>	<b>Job Code Number</b>	<b>Job Code Title</b>
BOARD MEMBER	71001	Board Member
BOARD COUNSEL	71002	Board General Counsel
OTH BOARD ATTORNEY	71003	Other Board Attorney
BOARD AUDITOR	71004	Board Auditor
OTH BOARD EMP	71005	Other Board Employee (Assigned to Board)
ADMIN ASST, BOARD	71011	Administrative Assistant, School Board
LEGAL SEC, SCH BOARD	71089	Legal Secretary, School Board
EXEC SEC, SCH BOARD	71090	Executive Secretary, School Board
SEC, SCH BOARD	71091	Secretary, Board Members (s)
CLERK TYP, SCH BOARD	71092	Clerk Typist, Board Member(s)
CLERK, SCH BOARD	71093	Clerk, School Board
OFF AIDE, SCH BOARD	71094	Office Aide, Board Member (s)
RECEP, SCHOOL BOARD	71095	Receptionist, Board Member(s)
DATA ENT OP, SCH BD	71096	Data Entry Operator, School Board
BOOKKEEPER, SCH BD	71097	Bookkeeper, School Board
MESSENGER, SCH BD	71098	Messenger/Deliveryman, School Board
OTH CLER, SCH BD	71099	Other Clerical Staff, School Board

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**APPENDIX E (Continued)**

**JOB ASSIGNMENT CODES (Continued)**

**72 General Administration**

<b>Abbreviated Title</b>	<b>Job Code Number</b>	<b>Job Code Title</b>
SUPERINTENDENT	72000	District Superintendent
DEP SUPER, ADMIN	72001	Deputy Superintendent, Administration
ASSOC SUPER, ADMIN	72002	Associate Superintendent, Administration
ASST SUPER, ADMIN	72003	Assistant/Area Superintendent, Administration
EXEC DIR, ADMIN	72004	Executive/General Director, Administration
DIR, ADMIN	72005	Director, Administration
ASST DIR, ADMIN	72006	Assistant Director, Administration
SUP, ADMIN	72007	Supervisor, Administration
COOR, ADMIN	72008	Coordinator, Administration
ADMIN SA, ADMIN	72009	Administrator on Special Assignment, Administration
SPEC, ADMIN	72010	Specialist/Manager, Administration
ADMIN ASST, ADMIN	72011	Administrative Assistant, Administration
TSA, ADMIN	72012	Teacher on Special Assignment, Administration
STAFF ATTORNEY	72020	Staff Attorney
ADMIN INTERN	72022	Administrative Intern
NEGOTIATOR	72023	Negotiator
FTE ADMIN	72024	FTE Administrator
EXEC SEC, ADMIN	72090	Executive Secretary, Administration
SEC, ADMIN	72091	Secretary, Administration
CLERK TYP, ADMIN	72092	Clerk Typist, Administration
CLERK, ADMIN	72093	Clerk, Administration
OFF AIDE, ADMIN	72094	Office Aide, Administration
RECEP, ADMIN	72095	Receptionist, Administration
DATA ENT OP, ADMIN	72096	Data Entry Operator, Administration
BOOKKEEPER, ADMIN	72097	Bookkeeper, Administration
MESSENGER, ADMIN	72098	Messenger/Deliveryman, Administration
OTH CLER, ADMIN	72099	Other Clerical Staff, Administration

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**APPENDIX E (Continued)**

**JOB ASSIGNMENT CODES (Continued) 73 School Administration**

Abbreviated Title	Job Code Number	Job Code Title
PRINCIPAL-E	73001	Principal, Elementary School
PRINCIPAL-M/J	73002	Principal, Middle/Junior High
PRINCIPAL-SH	73003	Principal, Senior High
PRINCIPAL-OTHER	73004	Principal, Other Elementary Secondary School
PRINCIPAL-EX ED	73005	Principal, Exceptional Student School
PRINCIPAL-ADULT	73006	Principal, Adult School
DIR, VO-TEC	73007	Director, Vocational Technical Center
ASST PRIN-E	73008	Assistant Principal, Elementary
ASST PRIN-M/J	73009	Assistant Principal, Middle/Junior High
ASST PRIN-SH	73010	Assistant Principal, Senior High
ASST PRIN-OTHER	73011	Assistant Principal, Other Elementary Secondary School
ASST PRIN-EX ED	73012	Assistant Principal, Exceptional Student School
ASST PRIN-ADULT	73013	Assistant Principal, Adult School
ASST DIR, VO-TEC	73014	Assistant Director, Vocational Technical Center
CURR COOR-E	73015	Curriculum Coordinator/Assistant Principal for Curriculum, Elementary
CURR COOR-M/J	73016	Curriculum Coordinator/Assistant Principal for Curriculum, Middle/Junior High
CURR COOR-SH	73017	Curriculum Coordinator/Assistant Principal for Curriculum, Senior High
CURR COOR-OTHER	73018	Curriculum Coordinator/Assistant Principal for Curriculum, Other Type School
DEAN-E	73019	Dean/Assistant Principal for Student Affairs, Elementary
DEAN-M/J	73020	Dean/Assistant Principal for Student Affairs, Middle/Junior High
DEAN-SH	73021	Dean/Assistant Principal for Student Affairs, Senior High
DEAN-OTHER	73022	Dean/Assistant Principal for Student Affairs, Other Type School
ACTIVITIES DIR	73023	Activities Director
ATHLETIC DIR	73024	Athletic Director
BUSINESS DIR	73025	Business Director
REGISTRAR	73026	Registrar
ATTENDANCE CLERK	73027	Attendance Clerk
ADMIN ASST, SCH	73028	Administrative Assistant, School
LABORER, SCH	73029	Laborer, School
TEACHER, APP TR I	73030	Teacher, Apprentice Trainer I
TEACHER, APP TR II	73031	Teacher, Apprentice Trainer II
TEACHER, ATH TR	73032	Teacher, Athletic Trainer
ATHLETIC TR	73033	Athletic Trainer
EXEC SEC, SCH	73090	Executive Secretary, School
SEC, SCH	73091	Secretary, School

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**APPENDIX E (Continued)**

**JOB ASSIGNMENT CODES (Continued)**

**73 School Administration**

Abbreviated Title	Job Code Number	Job Code Title
CLERK TYPIST, SCH	73092	Clerk Typist, School
CLERK, SCH	73093	Clerk, School
OFF AIDE, SCH	73094	Office Aide, School
RECEP, SCH	73095	Receptionist, School
DATA ENTRY OP, SCH	73096	Data Entry Operator, School
BOOKKEEPER, SCH	73097	Bookkeeper, School
MESSENGER, SCH	73098	Messenger/Deliveryman, School
OTH CLER, SCH	73099	Other Clerical Staff, School
INTERN PRIN-E	73101	Intern Principal, Elementary School
INTERN PRIN-M/J	73102	Intern Principal, Middle/Junior High
INTERN PRIN-SH	73103	Intern Principal, Senior High
INTERN PRIN-OTHER	73104	Intern Principal, Other Elementary Secondary School
INTERN PRIN-EX ED	73105	Intern Principal, Exceptional Student School
INTERN PRIN-ADULT	73106	Intern Principal, Adult School
INTERN DIR, VO-TECH	73107	Intern Director, Vocational Technical Center
INTERN AP-E	73108	Intern Assistant Principal, Elementary School
INTERN AP-M/J	73109	Intern Assistant Principal, Middle/Junior High
INTERN AP-SH	73110	Intern Assistant Principal, Senior High
INTERN AP-OTHER	73111	Intern Assistant Principal, Other Elementary Secondary School
INTERN AP-EX ED	73112	Intern Assistant Principal, Exceptional Student School
INTERN AP-ADULT	73113	Intern Assistant Principal, Adult School
INTERN AD, VO-TECH	73114	Intern Assistant Director, Vocational Technical Center
INTERIM PRIN-E	73201	Interim Principal, Elementary School
INTERIM PRIN-M/J	73202	Interim Principal, Middle/Junior High
INTERIM PRIN-SH	73203	Interim Principal, Senior High
INTERIM PRIN-OTHER	73204	Interim Principal, Other Elementary Secondary School
INTERIM PRIN-EX ED	73205	Interim Principal, Exceptional Student School
INTERIM PRIN-ADULT	73206	Interim Principal, Adult School
INTERIM DIR, VO-TECH	73207	Interim Director, Vocational Technical Center
INTERIM AP-E	73208	Interim Assistant Principal, Elementary School
INTERIM AP-M/J	73209	Interim Assistant Principal, Middle/Junior High
INTERIM AP-SH	73210	Interim Assistant Principal, Senior High
INTERIM AP-OTHER	73211	Interim Assistant Principal, Other Elementary Secondary School
INTERIM AP-EX ED	73212	Interim Assistant Principal, Exceptional Student School
INTERIM AP-ADULT	73213	Interim Assistant Principal, Adult School
INTERIM AD, VO-TECH	73214	Interim Assistant Director, Vocational Technical Center

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**APPENDIX E (Continued)**

**JOB ASSIGNMENT CODES (Continued)**

**74 Facilities Acquisition  
and Construction**

Abbreviated Title	Job Code Number	Job Code Title
DEP SUPER, FACIL	74001	Deputy Superintendent, Facilities/Construction
ASSOC SUPER, FACIL	74002	Associate Superintendent, Facilities/Construction
ASST SUPER, FACIL	74003	Assistant/Area Superintendent, Facilities/Construction
EXEC DIR, FACIL	74004	Executive/General Director, Facilities/Construction
DIR/FACIL	74005	Director, Facilities/Construction
ASST DIR, FACIL	74006	Assistant Director, Facilities/Construction
SUP, FACIL	74007	Supervisor, Facilities/Construction
COOR, FACIL	74008	Coordinator, Facilities/Construction
ADMIN SA, FACIL	74009	Administrator on Special Assignment, Facilities/Construction
SPEC, FACIL	74010	Specialist, Facilities/Construction
ADMIN ASST, FACIL	74011	Administrative Assistant, Facilities/Construction
TSA, FACIL	74012	Teacher on Special Assignment, Facilities/Construction
MANAGER, FACIL	74013	Manager, Facilities/Construction
FOREMAN, FACIL	74014	Foreman, Facilities/Construction
LEAD WK, FACIL	74015	Lead Worker, Facilities/Construction
DIR, FACIL PL	74016	Director, Facilities Planning
SUP, FACIL PL	74017	Supervisor, Facilities Planning
COOR, FACIL PL	74018	Coordinator, Facilities Planning
FACILITIES PLANNER	74020	Facilities Planner
CHIEF ARCHITECT	74021	Chief Architect
OTHER ARCHITECT	74022	Other District Architect
BLDG INSPECTOR	74023	Building Inspector
PROJECT MAN, FACIL	74024	Project Manager, Facilities/Construction
MECH ENGINEER	74025	Mechanical Engineer
CIVIL ENGINEER	74026	Civil Engineer
ELEC ENGINEER	74027	Electrical Engineer
DRAFTSMAN	74028	Draftsman
STAT ENGINEER	74029	Stationary Engineer
MATERIALS SPEC, FACIL	74030	Materials Specialist, Facilities/Construction
ACCOUNTANT, FACIL	74031	Accountant, Facilities/Construction
LABORER, FACIL	74032	Laborer, Facilities/Construction
OTH FACIL ST	74033	Other Facilities Staff

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**APPENDIX E (Continued)**

**JOB ASSIGNMENT CODES (Continued)**

**74 Facilities Acquisition  
and Construction**

<b>Abbreviated Title</b>	<b>Job Code Number</b>	<b>Job Code Title</b>
EXEC SEC, FACIL	74090	Executive Secretary, Facilities/Construction
SEC, FACIL	74091	Secretary, Facilities/Construction
CLERK TYP, FACIL	74092	Clerk Typist, Facilities/Construction
CLERK, FACIL	74093	Clerk, Facilities/Construction
OFF AIDE, FACIL	74094	Office Aide, Facilities/Construction
RECEP, FACIL	74095	Receptionist, Facilities/Construction
DATA ENT OP, FACIL	74096	Data Entry Operator, Facilities/Construction
BOOKKEEPER, FACIL	74097	Bookkeeper, Facilities/Construction
MESSENGER, FACIL	74098	Messenger/Deliveryman, Facilities/Construction
OTH CLER, FACIL	74099	Other Clerical Staff, Facilities/Construction



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**JOB ASSIGNMENT CODES (Continued)**

**75 Fiscal Services**

<b>Abbreviated Title</b>	<b>Job Code Number</b>	<b>Job Code Title</b>
DEP SUPER, FISCAL	75001	Deputy Superintendent, Business & Finance
ASSOC SUPER, FISCAL	75002	Associate Superintendent, Business & Finance
ASST SUPER, FISCAL	75003	Assistant/Area Superintendent, Business & Finance
EXEC DIR, FISCAL	75004	Executive/General Director, Business & Finance
DIR, FISCAL	75005	Director, Business & Finance
ASST DIR, FISCAL	75006	Assistant Director, Business & Finance
SUP, FISCAL	75007	Supervisor, Business & Finance
COOR, FISCAL	75008	Coordinator, Business & Finance
ADMIN SA, FISCAL	75009	Administrator on Special Assignment, Business & Finance
SPEC, FISCAL	75010	Specialist/Manager, Fiscal Services
ADMIN ASST, FISCAL	75011	Administrative Assistant, Fiscal Services
TSA, FISCAL	75012	Teacher on Special Assignment, Fiscal Services
MANAGER FISCAL	75013	Manager, Fiscal Services
DIR, BUDGET	75016	Director, Budgeting
DIR, ACCOUNTING	75017	Director, Accounting
SUP/COOR, BUDGET	75018	Supervisor/Coordinator, Budgeting
SUP/COOR, INT AUDIT	75019	Supervisor/Coordinator, Internal Auditing
SUP/COOR, ACCOUNTING	75020	Supervisor/Coordinator, Accounting
SUP/COOR, PAYROLL	75021	Supervisor/Coordinator, Payroll
SUP/COOR, INVEST	75022	Supervisor/Coordinator, Investments
FINANCE OFFICER	75023	Finance Officer/Comptroller
ASST FINANCE OFFICER	75024	Assistant Finance Officer/Comptroller
BUDGET ANALYST	75030	Fiscal/Budget Analyst
ACCOUNTANT	75031	Accountant
ACCOUNT CLERK	75032	Account Clerk/Payroll Clerk
INT AUDITOR	75033	Internal Accounts Auditor
OTH FISCAL EMP	75034	Other Fiscal Personnel
EXEC SEC, FISCAL	75090	Executive Secretary, Business & Finance
SEC, FISCAL	75091	Secretary, Business & Finance
CLERK TYP, FISCAL	75092	Clerk Typist, Business & Finance
CLERK, FISCAL	75093	Clerk, Fiscal Services
OFF AIDE, FISCAL	75094	Office Aide, Business & Finance
RECEP, FISCAL	75095	Receptionist, Business & Finance
DATA ENT OP, FISCAL	75096	Data Entry Operator, Fiscal Services
BOOKKEEPER, FISCAL	75097	Bookkeeper, Fiscal Services
MESSENGER, FISCAL	75098	Messenger/Deliveryman, Fiscal Services
OTH CLER, FISCAL	75099	Other Clerical Staff, Fiscal Services

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**APPENDIX E (Continued)**

**JOB CODE ASSIGNMENTS (Continued)**

**76 Food Services**

Abbreviated Title	Job Code Number	Job Code Title
DEP SUPER, FOOD SER	76001	Deputy Superintendent, Food Services
ASSOC SUPER, FOOD SER	76002	Associate Superintendent, Food Services
ASST SUPER, FOOD SER	76003	Assistant/Area Superintendent, Food Services
EXEC DIR, FOOD SER	76004	Executive/General Director, Food Services
DIR, FOOD SER	76005	Director, Food Services
ASST DIR, FOOD SER	76006	Assistant Director, Food Services
SUP, FOOD SER	76007	Supervisor, Food Services
COOR, FOOD SER	76008	Coordinator, Food Services
ADMIN SA, FOOD SER	76009	Administrator on Special Assignment, Food Services
SPEC, FOOD SER	76010	Specialist/Manager, Food Services
ADMIN ASST, FOOD SER	76011	Administrative Assistant, Food Services
TSA, FOOD SER	76012	Teacher on Special Assignment, Food Services
MANAGER, FOOD SER	76013	Manager, Food Services
ASST FOOD SER MANAGER	76016	Assistant Food Service Manager
BAKER	76020	Baker
COOK	76021	Cook
SALAD MAKER	76022	Salad Maker
FOOD SER WORKER	76023	School Food Service Worker/Assistant
LUNCH ROOM AIDE	76024	Lunch Room Aide
CASHIER, FOOD SER	76025	Cashier, Food Services
STORES CLERK, FOOD SER	76027	Stores Clerk/Buyer, Food Services
FOOD SER DRIVER	76028	Food Service Driver
OTH FOOD SER EMP	76029	Other Food Service Personnel
SUB FOOD SER WK	76030	Substitute Food Service Worker
EXEC SEC, FOOD SER	76090	Executive Secretary, Food Services
SEC, FOOD SER	76091	Secretary, Food Services
CLERK TYP, FOOD SER	76092	Clerk Typist, Food Services
CLERK, FOOD SER	76093	Clerk, Food Services
OFF AIDE, FOOD SER	76094	Office Aide, Food Services
RECEP, FOOD SER	76095	Receptionist, Food Services
DATA ENT OP, FOOD SER	76096	Data Entry Operator, Food Services
BOOKKEEPER, FOOD SER	76097	Bookkeeper, Food Services
MESSANGER, FOOD SER	76098	Messenger/Deliveryman, Food Services
OTH CLER, FOOD SER	76099	Other Clerical Staff, Food Services

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**JOB CODE ASSIGNMENTS (Continued)**

**77 Central Services**

<b>Abbreviated Title</b>	<b>Job Code Number</b>	<b>Job Code Title</b>
DEP SUPER, CEN SER	77001	Deputy Superintendent, Central Services
ASSOC SUPER, CEN SER	77002	Associate Superintendent, Central Services
ASST SUPER, CEN SER	77003	Assistant/Area Superintendent, Central Services
EXEC DIR, CEN SER	77004	Executive/General Director, Central Services
DIR, CEN SER	77005	Director, Central Services
ASST DIR, CEN SER	77006	Assistant Director, Central Services
SUP, CEN SER	77007	Supervisor, Central Services
COOR, CEN SER	77008	Coordinator, Central Services
ADMIN SA, CEN SER	77009	Administrator on Special Assignment, Central Services
SPEC, CEN SER	77010	Specialist/Manager, Central Services
ADMIN ASST, CEN SER	77011	Administrative Assistant, Central Services
TSA, CEN SER	77012	Teacher on Special Assignment, Central Services
MANAGER, CEN SER	77013	Manager, Central Services
EXEC SEC, CEN SER	77090	Executive Secretary, Central Services
SEC, CEN SER	77091	Secretary, Central Services
CLERK TYP, CEN SER	77092	Clerk Typist, Central Services
CLERK, CEN SER	77093	Clerk, Central Services
OFF AIDE, CEN SER	77094	Office Aide, Central Services
RECEP, CEN SER	77095	Receptionist, Central Services
DATA ENT OP, CEN SER	77096	Data Entry Operator, Central Services
BOOKKEEPER, CEN SER	77097	Bookkeeper, Central Services
MESSENGER, CEN SER	77098	Messenger/Deliveryman, Central Services
OTH CLER, CEN SER	77099	Other Clerical Staff, Central Services

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**APPENDIX E (Continued)**

**JOB CODE ASSIGNMENTS (Continued)**

**77 Planning, Research  
Development and  
Evaluation Services**

Abbreviated Title	Job Code Number	Job Code Title
DEP SUPER, P/R/E	77101	Deputy Superintendent, Planning, Research & Evaluation
ASSOC SUPER, P/R/E	77102	Associate Superintendent, Planning, Research & Evaluation
ASST SUPER, P/R/E	77103	Assistant/Area Superintendent, Planning, Research & Evaluation
EXEC DIR, P/R/E	77104	Executive/General Director, Planning, Research & Evaluation
DIR, P/R/E	77105	Director, Planning, Research & Evaluation
ASST DIR, P/R/E	77106	Assistant Director, Planning, Research & Evaluation
SUP, P/R/E	77107	Supervisor, Planning Research & Evaluation
COOR, P/R/E	77108	Coordinator, Planning, Research & Evaluation
ADMIN SA, P/R/E	77109	Administrator on Special Assignment, Planning, Research & Evaluation
SPEC, P/R/E	77110	Specialist/Manager, Planning, Research & Evaluation
ADMIN ASST, P/R/E	77111	Administrative Assistant, Planning, Research & Evaluation
TSA, P/R/E	77112	Teacher on Special Assignment, Planning, Research & Evaluation
DIR, RES/EVAL	77117	Director, Research & Evaluation
SUP, RES/EVAL	77118	Supervisor, Research & Evaluation
COOR, RES/EVAL	77119	Coordinator, Research & Evaluation
DIR, PLAN	77120	Director, Planning
SUP, PLAN	77121	Supervisor, Planning
COOR, PLAN	77122	Coordinator, Planning
PLANNING SPEC	77130	Planning Specialist
EVAL SPEC	77131	Testing/Evaluation/Assessment Specialist
ED DIAG	77132	Educational Diagnostician
OTH DIAG	77133	Other Diagnosticians
TESTING ASST	77134	Testing Assistant
EXEC SEC, P/R/E	77190	Executive Secretary, Planning, Research & Evaluation
SEC, P/R/E	77191	Secretary, Planning, Research & Evaluation
CLERK TYP, P/R/E	77192	Clerk Typist, Planning, Research & Evaluation
CLERK, P/R/E	77193	Clerk, Planning, Research & Evaluation
OFF AIDE, P/R/E	77194	Office Aide, Planning, Research & Evaluation
RECEP, P/R/E	77195	Receptionist, Planning, Research & Evaluation
DATA ENT OP, P/R/E	77196	Data Entry Operator, Planning, Research & Evaluation
BOOKKEEPER, P/R/E	77197	Bookkeeper, Planning, Research & Evaluation
MESSENGER, P/R/E	77198	Messenger/Deliveryman, Planning, Research & Evaluation
OTH CLER, P/R/E	77199	Other Clerical Staff, Planning Research & Evaluation

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**APPENDIX E (Continued)**

**JOB CODE ASSIGNMENTS (Continued)**

**77 Information Services**

<b>Abbreviated Title</b>	<b>Job Code Number</b>	<b>Job Code Title</b>
DEP SUPER, INFO	77201	Deputy Superintendent, Information Services
ASSOC SUPER, INFO	77202	Associate Superintendent, Information Services
ASST SUPER, INFO	77203	Assistant/Area Superintendent, Information Services
EXEC DIR, INFO SER	77204	Executive/General Director, Information Services
DIR, INFO SER	77205	Director, Information Services
ASST DIR, INFO SER	77206	Assistant Director, Information Services
SUP, INFO SER	77207	Supervisor, Information Services
COOR, INFO SER	77208	Coordinator, Information Services
ADMIN SA, INFO	77209	Administrator on Special Assignment, Information Services
SPEC, INFO	77210	Specialist/Manager, Information Services
ADMIN ASST, INFO	77211	Administrative Assistant, Information Services
TSA, INFO	77212	Teacher on Special Assignment, Information Services
MANAGER, INFO	77213	Manager, Information Services
PUB REL INFO SPEC	77220	Public Relations information Specialist
WP MANAGER	77221	Word Processing Center Manager
WP OPERATOR	77222	Word Processing Operator
GRAPHICS ARTIST	77223	Graphics Artist
PHOTOGRAPHER	77224	Photographer
DATA ANALYST	77225	Data Analyst
RESEARCH ASSOC	77226	Research Associate
RECORDS/FORMS ANAL	77227	Records/Forms Analyst
EXEC SEC, INFO SER	77290	Executive Secretary, Information Services
SEC, INFO SER	77291	Secretary, Information Services
CLERK TYP, INFO SER	77292	Clerk Typist, Information Services
CLERK, INFO	77293	Clerk, Information Services
OFF AIDE, INFO SER	77294	Office Aide, Information Services
RECEP, INFO SER	77295	Receptionist, Information Services
DATA ENT OP, INFO	77296	Data Entry Operator, Information Services
BOOKKEEPER, INFO	77297	Bookkeeper, Information Services
MESSENGER, INFO	77298	Messenger/Deliveryman, Information Services
OTH CLER, INFO	77299	Other Clerical Staff, Information Services

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**JOB CODE ASSIGNMENTS (Continued)**

**77 Staff Services**

<b>Abbreviated Title</b>	<b>Job Code Number</b>	<b>Job Code Title</b>
DEP SUPER, STAFF	77301	Deputy Superintendent, Staff Services
ASSOC SUPER, STAFF	77302	Associate Superintendent, Staff Services
ASST SUPER, STAFF	77303	Assistant/Area Superintendent, Staff Services
EXEC DIR, STAFF	77304	Executive/General Director, Staff Services
DIR, STAFF	77305	Director, Staff Services
ASST DIR, STAFF	77306	Assistant Director, Staff Services
SUP, STAFF	77307	Supervisor, Staff Services
COOR, STAFF	77308	Coordinator, Staff Services
ADMIN SA, STAFF	77309	Administrator on Special Assignment, Staff Services
SPEC, STAFF	77310	Specialist/Manager, Staff Services
ADMIN ASST, STAFF	77311	Administrative Assistant, Staff Services
TSA, STAFF	77312	Teacher on Special Assignment, Staff Services
DIR, RISK MAN	77316	Director, Risk Management
SUP, RISK MAN	77317	Supervisor, Risk Management
COOR, RISK MAN	77318	Coordinator, Risk Management
DIR, EMP REL	77319	Director, Employee Relations
SUP, EMP REL	77320	Supervisor, Employee Relations
COOR, EMP REL	77321	Coordinator, Employee Relations
DIR, PERS	77322	Director, Personnel
SUP, PERS	77323	Supervisor, Personnel
COOR, PERS	77324	Coordinator, Personnel
ASST CERT	77325	Assistant for Certification
ASST RET	77326	Assistant for Retirement
CLAIMS REP	77327	Claims Representative
TRAINER, NONINST	77328	Trainer, Noninstructional
SR PERS ANALYST	77329	Senior Personnel Analyst
PERS SPEC	77330	Personnel Specialist
AFF ACTION SPEC	77331	Affirmative Action/Title IX Specialist
INSURANCE SPEC	77332	Insurance Specialist
EQUITY OFF	77333	Equity Officer
SALARY ADMIN	77334	Salary Administrator
RECRUITER	77335	Recruiter
HUMAN REL SPEC	77336	Human Relations Specialist
CERT SPEC	77337	Certification Specialist
SUP, HRMD TRNG	77338	Supervisor, Human Resource Management Development Training

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JOB CODE ASSIGNMENTS (Continued)

77 Staff Services

Abbreviated Title	Job Code Number	Job Code Title
EXEC SEC, STAFF SER	77390	Executive Secretary, Staff Services
SEC, STAFF SER	77391	Secretary, Staff Services
CLERK TYP, STAFF SER	77392	Clerk Typist, Staff Services
CLERK, STAFF	77393	Clerk, Staff Services
OFF AIDE, STAFF SER	77394	Office Aide, Staff Services
RECEP, STAFF SER	77395	Receptionist, Staff Services
DATA ENT OP, STAFF	77396	Data Entry Operator, Staff Services
BOOKKEEPER, STAFF	77397	Bookkeeper, Staff Services
MESSENGER, STAFF	77398	Messenger/Deliveryman, Staff Services
OTH CLER, STAFF	77399	Other Clerical Staff, Staff Services

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APPENDIX E (Continued)  
JOB CODE ASSIGNMENTS (Continued)

77 Statistical Services

Abbreviated Title	Job Code Number	Job Code Title
STATISTICIAN	77420	Statistician
STAT AIDE	77421	Statistical Aide/Clerk



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**JOB CODE ASSIGNMENTS (Continued)**

**77 Data Processing**

<b>Abbreviated Title</b>	<b>Job Code Number</b>	<b>Job Code Title</b>
DEP SUPER, DP	77501	Deputy Superintendent, Data Processing
ASSOC SUPER, DP	77502	Associate Superintendent, Data Processing
ASST SUPER, DP	77503	Assistant/Area Superintendent, Data Processing
EXEC DIR, DP	77504	Executive/General Director, Data Processing
DIR, DP	77505	Director, Data Processing
ASST DIR, DP	77506	Assistant Director, Data Processing
SUP, DP	77507	Supervisor, Data Processing
COOR, DP	77508	Coordinator, Data Processing
ADMIN SA, DP	77509	Administrator on Special Assignment, Data Processing
SPEC, DP	77510	Specialist/Manager, Data Processing
ADMIN ASST, DP	77511	Administrative Assistant, Data Processing
TSA, DP	77512	Teacher on Special Assignment, Data Processing
COMP SYS ANALYST	77520	Computer Systems Analyst
COMP SYS USER ED	77521	Computer Systems User Educator
COMP PROG	77522	Computer Programmer
COMP OP	77523	Computer Operator
DATA ENTRY SUP	77524	Data Entry Supervisor
LEAD COMP OP	77525	Lead Computer Operator
MICROFILM CLERK	77526	Microfilm Clerk
COMP NET SPEC	77527	Computer Network Specialist
PROG ANALYST	77528	Programmer Analyst
SR PROG ANALYST	77529	Senior Programmer Analyst
PROJECT MAN, DP	77530	Project Manager, Data Processing
ASST COMP PROG	77531	Assistant Computer Programmer
TELECOMM SPEC	77532	Telecommunications Specialist
TECH, DP	77533	Technician, Data Processing
INFO SPEC	77534	Information Specialist
SYS SUPPORT SPEC	77535	Systems Support Specialist
EXEC SEC, DP	77590	Executive Secretary, Data Processing
SEC, DP	77591	Secretary, Data Processing
CLERK TYP, DP	77592	Clerk Typist, Data Processing
CLERK, DP	77593	Clerk, Data Processing
OFF AIDE, DP	77594	Office Aide, Data Processing
RECEP, DP	77595	Receptionist, Data Processing
DATA ENTRY OP, DP	77596	Data Entry Operator, Data Processing
BOOKKEEPER, DP	77597	Bookkeeper, Data Processing
MESSENGER, DP	77598	Messenger/Deliveryman, Data Processing
OTH CLER, DP	77599	Other Clerical Staff, Data Processing

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**APPENDIX E (Continued)**

**JOB CODE ASSIGNMENTS (Continued)**

**77 Internal Services**

<b>Abbreviated Title</b>	<b>Job Code Number</b>	<b>Job Code Title</b>
DEP SUPER, INT SER	77601	Deputy Superintendent, Internal Services
ASSOC SUPER, INT SER	77602	Associate Superintendent, Internal Services
ASST SUPER, INT SER	77603	Assistant/Area Superintendent, Internal Services
EXEC DIR, INT SER	77604	Executive/General Director, Internal Services
DIR, INT SER	77605	Director, Internal Services
ASST DIR, INT SER	77606	Assistant Director, Internal Services
SUP, INT SER	77607	Supervisor, Internal Services
COOR, INT SER	77608	Coordinator, Internal Services
ADMIN SA, INT SER	77609	Administrator on Special Assignment, Internal Service
SPEC, INT SER	77610	Specialist/Manager, Internal Services
ADMIN ASST, INT SER	77611	Administrative Assistant, Internal Services
TSA, INT SER	77612	Teacher on Special Assignment, Internal Services
MANAGER, INT SER	77613	Manager, Internal Services
FOREMAN, INT SER	77614	Foreman, Internal Services
LEAD WK, INT SER	77615	Lead Worker, Internal Services
DIR, PROP REC	77616	Director, Property Records
SUP, PROP REC	77617	Supervisor, Property Records
COOR, PROP REC	77618	Coordinator, Property Records
DIR, WAREHOUSING	77619	Director, Warehousing
SUP, WAREHOUSING	77620	Supervisor, Warehousing
COOR, WAREHOUSING	77621	Coordinator, Warehousing
DIR, PURCHASING	77622	Director, Purchasing
SUP, PURCHASING	77623	Supervisor, Purchasing
COOR, PURCHASING	77624	Coordinator, Purchasing
PROP CONTROL SPEC	77625	Property Control Specialist
STOREROOM MANAGER	77626	Storeroom Manager
WAREHOUSEMAN	77627	Storekeeper/Warehouseman
SHIP/REC CLERK	77628	Shipping/Receiving Clerk
TEXTBOOK SPEC, WHSE	77629	Textbook Specialist, Warehouse
DUP EQUIP OP	77630	Duplicating/Reproduction Equipment Operator
PRINTER	77631	Printer/Print Manager
PRODUCTION SPEC	77632	Production Specialist
CAMERAMAN	77633	Camerman (Print Shop)
OFFSET PRESSMAN	77634	Offset Pressman
BINDERY TECH	77635	Bindery Technician
MICROGRAPHICS TECH	77636	Micrographics Technician
PURCHASING AGENT	77637	Purchasing Agent/Buyer
SUPPLIES SPEC	77638	Supplies Specialist
WAREHOUSE MANAGER	77639	Warehouse Manager
FOREMAN, PRINT SHOP	77640	Foreman, Print Shop

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APPENDIX E (Continued)

JOB CODE ASSIGNMENTS (Continued)

77 Internal Services

Abbreviated Title	Job Code Number	Job Code Title
RECORDS SPEC	77641	Records Specialist/Technician
GRAPHICS SPEC	77642	Graphics Production Specialist
MATERIALS SPEC, INT	77643	Materials Control/Testing Specialist, Internal Services
MAILROOM SUP	77644	Mail Room Supervisor
COURIER	77645	Mail Delivery Clerk/Courier
EXEC SEC, INT SER	77690	Executive Secretary, Internal Services
SEC, INT SER	77691	Secretary, Internal Services
CLERK TYP, INT SER	77692	Clerk Typist, Internal Services
CLERK, INT SER	77693	Clerk, Internal Services
OFF AIDE, INT SER	77694	Office Aide, Internal Services
RECEP, INT SER	77695	Receptionist, Internal Services
DATA ENT OP, INT SER	77696	Data Entry Operator, Internal Services
BOOKKEEPER, INT SER	77697	Bookkeeper, Internal Services
MESSENGER, INT SER	77698	Messenger/Deliveryman, Internal Services
OTH CLER, INT SER	77699	Other Clerical Staff, Internal Services

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**APPENDIX E (Continued)**

**JOB CODE ASSIGNMENTS (Continued)**

**78 Pupil Transportation Services**

Abbreviated Title	Job Code Number	Job Code Title
DEP SUPER, TRANS	78001	Deputy Superintendent, Transportation
ASSOC SUPER, TRANS	78002	Associate Superintendent, Transportation
ASST SUPER, TRANS	78003	Assistant/Area Superintendent, Transportation
EXEC DIR, TRANS	78004	Executive/General Director, Transportation
DIR, TRANS	78005	Director, Transportation
ASST DIR, TRANS	78006	Assistant Director, Transportation
SUP, TRANS	78007	Supervisor, Transportation
COOR, TRANS	78008	Coordinator, Transportation
ADMIN SA, TRANS	78009	Administrator on Special Assignment, Transportation
SPEC, TRANS	78010	Specialist/Manager, Transportation
ADMIN ASST, TRANS	78011	Administrative Assistant, Transportation
TSA, TRANS	78012	Teacher on Special Assignment, Transportation
MANAGER, TRANS	78013	Manager, Transportation
FOREMAN, TRANS	78014	Foreman, Transportation
LEAD WK, TRANS	78015	Lead Worker, Transportation
ROUTE COOR	78020	Route Coordinator/Manager
OTH ROUTING EMP	78021	Other Routing Personnel/Assistants
SUP/COOR, EX ED TRANS	78022	Supervisor/Coordinator of Exceptional Education Transportation
SUP/COOR, VEH SER	78023	Supervisor/Coordinator, Vehicle Service
MECHANIC	78024	Mechanic
MECHANIC HELPER	78025	Mechanic's Helper
PAINT & BODY EMP	78026	Paint & Body Personnel
PARTS EMP	78027	Parts Personnel
GAS ATTEND	78028	Gas Attendant/Tire Personnel
DISPATCHER, TRANS	78029	Dispatcher, Transportation
BUS DRIVER	78030	Bus Driver
SUB BUS DRIVER	78031	Relief Driver/Substitute
BUS AIDE	78032	Bus Aide/Bus Attendant
BUS DRIVER TRAINER	78033	Bus Driver Trainer/Safety Specialist
OTH TRANS EMP	78034	Other Transportation Personnel
SHOP SUPER	78035	Shop Supervisor
EXEC SEC, TRANS	78090	Executive Secretary, Transportation
SEC, TRANS	78091	Secretary, Transportation
CLERK TYP, TRANS	78092	Clerk Typist, Transportation
CLERK, TRANS	78093	Clerk, Transportation
OFF AIDE, TRANS	78094	Office Aide, Transportation
RECEP, TRANS	78095	Receptionist, Transportation
DATA ENT OP, TRANS	78096	Data Entry Operator, Transportation
BOOKKEEPER, TRANS	78097	Bookkeeper, Transportation
MESSENGER, TRANS	78098	Messenger/Deliveryman, Transportation
OTH CLER, TRANS	78099	Other Clerical Staff, Transportation

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**JOB CODE ASSIGNMENTS (Continued)**

**79 Operation of Plant**

Abbreviated Title	Job Code Number	Job Code Title
DEP SUPER, OP	79001	Deputy Superintendent, Operations
ASSOC SUPER, OP	79002	Associate Superintendent, Operations
ASST SUPER, OP	79003	Assistant/Area Superintendent, Operations
EXEC DIR, OP	79004	Executive/General Director, Operations
DIR, OP	79005	Director, Operations
ASST DIR, OP	79006	Assistant Director, Operations
SUP, OP	79007	Supervisor, Operations
COOR, OP	79008	Coordinator, Operations
ADMIN SA, OP	79009	Administrator on Special Assignment, Operations
SPEC, OP	79010	Specialist/Manager, Operations
ADMIN ASST, OP	79011	Administrative Assistant, Operations
TSA, OP	79012	Teacher on Special Assignment, Operations
MANAGER, OP	79013	Manager, Operations
FOREMAN, OP	79014	Foreman, Operations
LEAD WK, OP	79015	Lead Worker, Operations
UTILITIES MANAGER	79016	Utilities Manager
SUP, SECURITY	79017	Supervisor of Security
ENERGY MANAGER	79018	Energy Manager
INVESTIGATOR	79020	Special Investigator
SAFETY OFF	79021	Safety and Security Officer
SAFETY INSPECTOR	79022	Loss Prevention/Fire & Safety Inspector
SECURITY GUARD	79023	Security Guard/Night Watchman
CROSSING GUARD, SCH	79024	Crossing Guard, School
HEAD CUSTODIAN	79025	Head Custodian/Maintenance Unit Manager
CUSTODIAN	79026	Custodian
MAID	79027	Maid
PEST CONTROL WK	79028	Insect/Pest Control Worker
GARDENER	79029	Landscape Gardener/Worker
COMM TECH	79032	Communications Technician
DISPATCHER, OP	79033	Dispatcher, Operations
SUB CUSTODIAN	79034	Substitute Custodian
LABORER, OP	79035	Laborer, Operations
GROUNDS MAIN TECH	79036	Grounds Maintenance Technician/Tree Surgeon
ENVIRONMENTAL ENG	79037	Environmental Engineer
EXEC SEC, OP	79090	Executive Secretary, Operations
SEC, OP	79091	Secretary, Operations

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79 Operation of Plant

Abbreviated Title	Job Code Number	Job Code Title
CLERK TYP, OP	79092	Clerk Typist, Operations
CLERK, OP	79093	Clerk, Operations
OFF AIDE, OP	79094	Office Aide, Operations
RECEP, OP	79095	Receptionist, Operations
DATA ENT OP, OP	79096	Data Entry Operator, Operations
BOOKKEEPER, OP	79097	Bookkeeper, Operations
MESSENGER, OP	79098	Messenger/Deliveryman, Operations
OTH CLER, OP	79099	Other Clerical Staff, Operations

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**JOB CODE ASSIGNMENTS (Continued)**

**81 Maintenance of Plant**

Abbreviated Title	Job Code Number	Job Code Title
DEP SUPER, MAIN	81001	Deputy Superintendent, Maintenance
ASSOS SUPER, MAIN	81002	Associate Superintendent, Maintenance
ASST SUPER, MAIN	81003	Assistant/Area Superintendent, Maintenance
EXEC DIR, MAIN	81004	Executive/General Director, Maintenance
DIR, MAIN	81005	Director, Maintenance
ASST DIR, MAIN	81006	Assistant Director, Maintenance
SUP, MAIN	81007	Supervisor, Maintenance
COOR, MAIN	81008	Coordinator, Maintenance
ADMIN SA, MAIN	81009	Administrator on Special Assignment, Maintenance
SPEC, MAIN	81010	Specialist/Manager, Maintenance
ADMIN ASST, MAIN	81011	Administrative Assistant, Maintenance
TSA, MAIN	81012	Teacher on Special Assignment, Maintenance
MANAGER, MAIN	81013	Manager, Maintenance
FOREMAN, MAIN	81014	Foreman, Maintenance
LEAD WK, MAIN	81015	Lead Worker, Maintenance
EQUIP OP	81020	Equipment Operator
TRUCK DRIVER	81021	Truck Driver
WASTE PLANT OP	81022	Wastewater Plant Operator
AC MECHANIC	81024	Air Conditioning and Refrigeration Mechanic
BOILER MECHANIC	81025	Boiler Mechanic
ELECTRICIAN	81026	Electrician
PLUMBER	81027	Plumber
WELDER	81028	Welder
CARPENTER	81029	Carpenter
MASON	81030	Mason
CARPET REPAIRMAN	81031	Carpet & Tile Repairman
GLAZIER	81032	Glazier (Window Repairman)
PAINTER	81033	Painter
ROOFER	81034	Roofer
SHEET METAL WK	81035	Sheet Metal Worker
REFINISHER	81036	Refinisher
EQUIP MECHANIC	81037	Equipment Mechanic
SMALL ENGINE MECH	81038	Small Engine Mechanic
HVY EQUIP MECH	81039	Heavy Equipment Mechanic
APPL REPAIRMAN	81040	Appliance Repairman
LOCKSMITH	81041	Locksmith
OFF MACH REPAIRMAN	81042	Office Machine Repairman
MAIN WK	81043	Maintenance Worker/Trades worker
CABINET MAKER	81044	Millshop Worker/Cabinet Maker
ELECTRONICS, MAIN	81045	Electronics Technician, Maintenance
MECHANICS, OTHER	81046	Other Mechanics
VENETIAN BL REPAIRS	81047	Venetian Blind Repairman
FURNITURE REPAIR	81048	Furniture Repairman
PLASTERER	81049	Plasterer

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JOB CODE ASSIGNMENTS (Continued)

81 Maintenance of Plant

Abbreviated Title	Job Code Number	Job Code Title
OTH MAIN PERS	81050	Other Maintenance Personnel
EXEC SEC, MAIN	81090	Executive Secretary, Maintenance
SEC, MAIN	81091	Secretary, Maintenance
CLERK TYP, MAIN	81092	Clerk Typist, Maintenance
CLERK, MAIN	81093	Clerk, Maintenance
OFF AIDE, MAIN	81094	Office Aide, Maintenance
RECEP, MAIN	81095	Receptionist, Maintenance
DATA ENT OP, MAIN	81096	Data Entry Operator, Maintenance
BOOKKEEPER, MAIN	81097	Bookkeeper, Maintenance
MESSENGER, MAIN	81098	Messenger/Deliveryman, Maintenance
OTH CLER, MAIN	81099	Other Clerical Staff, Maintenance



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**JOB CODE ASSIGNMENTS (Continued)**

**91 Community Services**

<b>Abbreviated Title</b>	<b>Job Code Number</b>	<b>Job Code Title</b>
DEP SUPER, COMM	91001	Deputy Superintendent, Community Services
ASSOC SUPER, COMM	91002	Associate Superintendent, Community Services
ASST SUPER, COMM	91003	Assistant/Area Superintendent, Community Services
EXEC DIR, COMM	91004	Executive/General Director, Community Services
DIR, COMM	91005	Director, Community Services
ASST DIR, COMM	91006	Assistant Director, Community Services
SUP, COMM	91007	Supervisor, Community Services
COOR, COMM	91008	Coordinator, Community Services
ADMIN SA, COMM	91009	Administrator on Special Assignment, Community Services
SPEC, COMM	91010	Specialist/Manager, Community Services
ADMIN ASST, COMM	91011	Administrative Assistant, Community Services
TSA, COMM	91012	Teacher on Special Assignment, Community Services
REC SPEC	91030	Recreation Specialist
ACTIVITIES LEADER	91031	Activities Leader
PARENT SPEC, COMM	91032	Parent Specialist, Community Services
AIDE, COMM	91033	Aide, Community Services
OTH COMM PERS	91034	Other Community Services Personnel
EXEC SEC, COMM	91090	Executive Secretary, Community Services
SEC, COMM	91091	Secretary, Community Services
CLERK TYP, COMM	91092	Clerk Typist, Community Services
CLERK, COMM	91093	Clerk, Community Services
OFF AIDE, COMM	91094	Office Aide, Community Services
RECEP, COMM	91095	Receptionist, Community Services
DATA ENT OP, COMM	91096	Data Entry Operator, Community Services
BOOKKEEPER, COMM	91097	Bookkeeper, Community Services
MESSENGER, COMM	91098	Messenger/Deliveryman, Community Services
OTH CLER, COMM	91099	Other Clerical Staff, Community Services