



# 2025-2026 Staff Assignment Job Codes

## Job Classification Code

A description of the specific group of duties and responsibilities of an assignment.

### ADMINISTRATOR

An administrator is an individual who performs responsibilities associated with executive management, administrative leadership and organization direction and is responsible for developing, directing, and interpreting policies and regulations. Including, executing those policies or regulations through the direction of individuals at all levels. Employee classification and job title does not preclude determination of job classification. Positions that would naturally be associated with a 100 level would be those that report directly to the Board of Education, those considered cabinet level and those positions holding CDE leadership licenses (Special Education Director, Gifted Education Director, Principals, and Assistant Principals).

Job Code	Job Code Name	Job Description	Staff
101	Superintendent	Serves as the chief executive officer and primary advisor to the board of education. Responsibilities include overseeing the development of an educational program and all other activities which impact on that program.	Special Education Assignment Flag = 0
102	Assistant/Deputy/ Associate Superintendent, Senior Executive, Executive Director	Performs high-level executive management functions for a superintendent in the areas of administration and instruction. Such an assignment also includes performing the duties of the superintendent in his or her absence. Includes leadership licensed positions (i.e., Special Education Director and Gifted Education Director) with the appropriate CDE endorsement.	Special Education Assignment Flag = 0 or 1
103	Non-Instructional Administrator	Directs individuals and manages a function, program or supporting service in a senior leadership role. Other management positions include 335, 342 and 357.	Special Education Assignment Flag = 0 or 1
104	Instructional Administrator	Performs professional management, administrative, research, and/or analytical services in a senior leadership role. This may include personnel responsible for services such as evaluation, teacher development, dissemination, curriculum development and assistant directors of special education.	Special Education Assignment Flag = 0 or 1
105	Principal	Performs the highest level of executive management functions in an individual school, a group of schools or units of a school system. Responsibilities include the administration of instructional programs, extracurricular programs, community relations, operation of the school plant and the coordination of staff and student activities.	Special Education Assignment Flag = 0



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Job Code	Job Code Name	Job Description	Staff
106	Assistant/Deputy/Associate Principal	Performs high-level executive management functions in an individual school, group of schools or units of a school system. Primary duties include but are not limited to: (1) supervising student behavior; (2) handling specific assigned duties related to school management; (3) continuing curriculum and staff development; (4) working cooperatively with professional staff; and (5) providing leadership in the instructional program.	Special Education Assignment Flag = 0
120	Board of Cooperative Educational Services (BOCES) Director	Serves as the chief executive director of a BOCES which is established as a regional education service unit designed to provide support, instructional, administrative, facility, community or any other services contracted by participating members.	Special Education Assignment Flag = 0

### PROFESSIONAL INSTRUCTIONAL

Perform duties requiring a high degree of knowledge and skills acquired through at least a baccalaureate degree (or its equivalent obtained through special study and/or experience) including skills in the field of education or educational psychology. Generally, individuals hold a CDE license, endorsement, and/or authorization.

### CLASSROOM INSTRUCTION

Job Code	Job Code Name	Job Description	Staff
201	Teacher, Regular	Provides learning experiences and care to students during a particular time period or in a given discipline.	Special Education Assignment Flag = 0
202	Teacher, Special Education	Provides learning experiences and care to special education students during a particular time period or in a given discipline.	Special Education Assignment Flag = 1
204	Teacher, Permanent Substitute	These are contracted permanent substitutes who are paid whether or not they are fulfilling the substitute role. Provides learning experience and care to students during a particular time period or in a given discipline as a temporary substitute for the regular classroom teacher.	Special Education Assignment Flag = 0
206	Teacher, Title I	Provides enriched learning experiences and care to at risk students during a particular time period or in a given discipline.	Special Education Assignment Flag = 0

### INSTRUCTIONAL SUPPORT

Job Code	Job Code Name	Job Description	Staff
210	Activities Advisor/Coach	Instructs individuals in the fundamentals of a non-athletic activity and/or competitive sport. Do not include individuals employed only for extra-curricular activities outside of the normal school day. These individuals should be coded to 407, Para-professionals - Extra-Curricular Activity/Coach.	Special Education Assignment Flag = 0
211	Counselor	Guides individuals, families, groups, and communities by assisting them in problem-solving, decision-making, discovering meaning, and articulating goals related to personal, educational, and career development.	Special Education Assignment Flag = 0 or 1



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Job Code	Job Code Name	Job Description	Staff
212	Curriculum Specialist/Consultant	Provides information and guidance to other individuals to improve the curriculum. This assignment requires expertise in a specialized field and includes the personnel who consult in the management or direction of instructional programs or areas of instruction.	Special Education Assignment Flag = 0 or 1
213	Dean	Counsels' students and supervises the enforcement of rules.	Special Education Assignment Flag = 0
214	Educational Diagnostician	Licensed special education teacher or speech/language pathologist who diagnoses students who might need special education.	Special Education Assignment Flag = 1
215	Instructional Program Consultant	Consults in the management or direction of instructional programs or areas of instruction.	Special Education Assignment Flag = 0 or 1
216	Librarian/Media Consultant	Develop plans for and manage the use of teaching and learning resources, including the maintenance of equipment, content material, and services.	Special Education Assignment Flag = 0 or 1
218	Teacher Mentor/Instructional Coach	Provides instruction and coaching, learning experience, professional development and/or mentoring to teaching staff to increase the effectiveness of educational delivery.	Special Education Assignment Flag = 0 or 1
219	Instructional Intern	Performs instructional support activities as part of a formal training program requiring supervision and periodic evaluation.	Special Education Assignment Flag = 0
220	Behavioral Specialist	Provides consultation or direct service in the areas of social, emotional and behavioral functioning to meet the individual needs of students in order to improve both academic achievement and social competence.	Special Education Assignment Flag = 0 or 1
221	Autism Specialist	Provides assessment, ongoing support, and training around programming to educational teams serving students identified as having autism or being on the autism spectrum.	Special Education Assignment Flag = 1
222	Reading Interventionist	Teachers who conduct assessments and provide consultative or direct services (interventions and instruction) in the area of reading to meet the individual needs of students through the use of evidence-based practices to improve reading achievement.	Special Education Assignment Flag = 0 or 1
223	Math Interventionist	Teachers who conduct assessments and provide consultative or direct services (interventions and instruction) in the area of mathematics to meet the individual needs of students through the use of evidence-based practices to improve mathematics achievement.	Special Education Assignment Flag = 0 or 1
224	Board Certified Behavior Analyst (BCBA)	Delivers consultative or direct behavior analytic services to meet the individual needs of students and provide support to special education and general education staff in order to improve student access to instruction, behavioral skills and academic achievement.	Special Education Assignment Flag = 0 or 1



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Job Code	Job Code Name	Job Description	Staff
225	CTE Instructor	CTE Instructors instruct students in various technical and career subjects, such as auto repair, aeronautics, healthcare, culinary arts, etc. Some courses take place in the evenings or weekends. CTE instructors typically have industry-based experience and non-traditional certification or licensure. CTE Instructors partner with local university/colleges to help students earn certifications, diplomas or AA degrees specific to a particular career area.	Special Education Assignment Flag =0 or 1

### OTHER SUPPORT

Job Code	Job Code Name	Job Description	Staff
231	Audiologist	Provide services including: 1) identification of individuals with hearing loss; 2) determination of the range, nature, and degree of hearing loss, including referral for medical or other professional attention; 3) provision of habilitating activities such as language habilitation, auditory training, speech reading (lip reading), hearing evaluation, and speech conservation; 4) creation and administration of programs for prevention of hearing loss; 5) counseling and guidance of students, parent/guardians, and teachers regarding hearing loss; and 6) determination of an individual's need for group and individual amplification, selecting and fitting an appropriate aid, and evaluating the effectiveness of amplification.	Special Education Assignment Flag = 0 or 1
232	Licensed Practical Nurse (LPN)	Provides direct services such as medication administration and performs delegated medical tasks under the direction and supervision of a physician or a registered/licensed school nurse.	Special Education Assignment Flag = 0 or 1
233	School Nurse, Registered Nurse	Directs school health services and provides nursing services for students who is licensed and properly endorsed in accordance with State Law.	Special Education Assignment Flag = 0 or 1
234	Occupational Therapist	Provides services that address the functional needs of an individual relating to self-help skills, adaptive behavior and play, and sensory, motor, and postural development. These services are designed to improve the individual's functional ability to perform tasks in the home, school, and community settings and include: 1) identification assessment and intervention; 2) adaptation of the environment, and selection, design, and fabrication of assistive and orthodontic devices to facilitate the development of functional skills, and 3) prevention or minimization of the impact of initial or future impairment, delay in development, or loss of functional ability.	Special Education Assignment Flag = 0 or 1
235	Physical Therapist	Performs activities including physical methods of treatment and rehabilitation without the use of drugs or surgery.	Special Education Assignment Flag = 0 or 1
236	Psychologist	Evaluates and analyzes students' behavior by measuring and interpreting their intellectual, emotional, and social development, and diagnosing their educational and personal problems.	Special Education Assignment Flag = 0 or 1



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Job Code	Job Code Name	Job Description	Staff
237	Social Worker	Provides social services for clients who may be individuals, families, groups, community organizations, or society in general. Social workers help individuals increase their capacities for problem solving and coping, and help obtain needed resources, facilitate interactions between individuals and their environments, make organizations responsible to individuals, and influence social policies.	Special Education Assignment Flag = 0 or 1
238	Speech-Language Pathologist	Diagnoses specific speech or language impairments and provides speech language services for the habilitation or prevention of communicative impairments and provides counseling and guidance to parents, children/students, and teachers, regarding speech and language development.	Special Education Assignment Flag = 0 or 1
241	Speech-Language Pathology Assistant	The speech-language pathology assistant (SLPA) serves as a member of an educational team and holds an authorization by CDE to perform tasks prescribed, directed, and supervised by a certified speech-language pathologist (SLP), in implementing services for children/students with speech, language, cognitive, voice, oral-muscular, augmentative/alternative communication disorders, and hearing impairments in accordance with 1CCR 301-37, 4.11.	Special Education Assignment Flag = 1
242	School Orientation and Mobility Specialist	A professional who specializes in teaching travel skills to visually impaired persons, including the use of canes, dog guides, or sophisticated electronic travel aids, as well as the sighted guide technique.	Special Education Assignment Flag = 1

### PROFESSIONAL OTHER

Perform duties requiring a high degree of knowledge and skills acquired through at least a baccalaureate degree (or its equivalent obtained through special study and/or experience) including skills in the field of education or educational psychology. Generally, individuals hold a CDE license, endorsement, and/or authorization.

### OTHER LICENSED SPECIALISTS

Job Code	Job Code Name	Job Description	Staff
301	Health Specialists	Individuals licensed to provide services in the following specialty areas: Dental Hygienist, Dentist, Ophthalmologist, Optometrist, Physician, Physician Assistant, Psychiatrist, Psychometrics, Rehabilitation Counselor, or Respiratory Therapist.	Special Education Assignment Flag = 0
308	Psychiatrist	Diagnoses and treats diseases and disorders of the mind.	Special Education Assignment Flag = 0 or 1
309	Psychometrist	Measures the intellectual, social, and emotional development of individuals through the administration and interpretation of psychosocial tests. These activities are usually carried out under the direction or supervision of a psychologist or a related professional.	Special Education Assignment Flag = 0 or 1
310	Rehabilitation Counselor	Provides a combination of treatment and education services designed to restore maximum functionality, a sense of well-being, and a personally satisfying level of independence in individuals who have temporary or permanent disabilities.	Special Education Assignment Flag = 0 or 1



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Job Code	Job Code Name	Job Description	Staff
312	Audiometric Technician	Conducts hearing screening activities according to recommended CDE guidelines under the supervision of the school audiologist or if a school audiologist is unavailable, can be under the supervision of a school nurse.	Special Education Assignment Flag = 0 or 1
313	School-Based Therapist	School-Based Therapist (licensed outside of CDE). Individuals licensed by various state boards in the Colorado Department of Regulatory Agencies provide supplemental and supportive services in the following areas: Licensed Addiction Counselor, Licensed Professional Counselor, Licensed Marriage and Family Therapist, Licensed Psychologist or Licensed Clinical Social Worker.	Special Education Assignment Flag = 0 or 1

### PROFESSIONAL SUPPORT

Job Code	Job Code Name	Job Description	Staff
320	Accountant	Designs and maintains financial, staff, student, program, or property records; summarizes, analyzes, or verifies such records; and/or controls and certifies expenditures and receipts.	Special Education Assignment Flag = 0 or 1
322	Administrative/ Executive Assistant	Performs professional activities assisting an executive officer in directing and managing the functions of a school or system.	Special Education Assignment Flag = 0 or 1
323	Admissions Officer	Examine academic records of students to determine eligibility of graduation or for entrance to school.	Special Education Assignment Flag = 0 or 1
324	Analyst	Examines, evaluates, and makes recommendations in such areas as cost, systems, curriculum, educational sectors, or other areas including management, research and assessment, policy, budget, and personnel.	Special Education Assignment Flag = 0
325	Architect	Performs activities such as designing and preparing plans and specifications for the construction, remodeling, or repair of buildings and facilities and overseeing the construction to ensure compliance with plans and specifications.	Special Education Assignment Flag = 0
326	Athletic Trainer	Coordinates and implements training activities for athletes to improve their athletic performance.	Special Education Assignment Flag = 0
327	Attendance Officer	Monitors compulsory attendance laws. § 22-33-107, C.R.S.	Special Education Assignment Flag = 0
329	Benefits Specialist	Organizes and provides information to employees about organizational fringe benefits.	Special Education Assignment Flag = 0
330	Child Find Coordinator	Individual responsible for the process of locating, identifying and evaluating all children who may have a disability and be eligible for special education and related services.	Special Education Assignment Flag = 1
331	Dietitian/Nutritionist	Plans and evaluates food service programs including determining the nutritional value of food for meals.	Special Education Assignment Flag = 0





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Job Code	Job Code Name	Job Description	Staff
332	Engineer	Applies scientific and mathematical principles to practical ends such as the design, construction, and operation of efficient and economical structures, equipment, and systems.	Special Education Assignment Flag = 0
333	Environmental/Safety/ Energy Specialist	Plans and coordinates activities related to environmental safety and efficient use of energy. Includes compliance with Environmental Protection Agency (EPA) rules and regulations, asbestos abatement and compliance with Americans with Disabilities Act (ADA) provisions.	Special Education Assignment Flag = 0
334	Evaluator	Determines the value or effect of plans, programs and activities by appraisal of data and activities in light of specified goals and objectives (e.g., personnel evaluator).	Special Education Assignment Flag = 0
335	Non-Instructional Program Consultant/ Coordinator/Supervisor	Consults in the management or direction of services within a non-instructional program (e.g., Staffing Coordinator, Mental Health Coordinator, licensed School Psychologist or School Social Worker).	Special Education Assignment Flag = 0 or 1
336	Instructional Program Consultant/Coordinator/Supervisor	Coordinates, manages (including supervising other certified individuals) or directs services (e.g., vocational education and special education) within an instructional program or areas of instruction.	Special Education Assignment Flag = 0 or 1
337	Grant Developer	Expands opportunities to obtain funds from outside parties in exchange for completion of a task.	Special Education Assignment Flag = 0
339	Insurance/Risk Management Specialist	Coordinates property, liability, vehicle and other non-employee benefit insurance coverage for the LEA.	Special Education Assignment Flag = 0
340	Internal Auditor	Verifies account records, including evaluating the adequacy of the internal control system, verifying and safeguarding assets, reviewing the reliability of the accounting and reporting systems, and ascertaining compliance with established policies and procedures.	Special Education Assignment Flag = 0
341	Legal Professional	Practices law and assists an executive legal officer by performing such activities as conducting lawsuits, drawing up legal documents and advising on legal rights. Includes staff who assist legal executive officers such as lawyers, paralegal, or general counsel.	Special Education Assignment Flag = 0
342	Specialized Professional Manager/Supervisor	Performs professional activities, generally assisting an executive officer, in directing and supervising the functions of professional and support staff. Functions may include budget, finance, human resources, payroll, personnel, purchasing, risk management, etc.	Special Education Assignment Flag = 0 or 1
344	Personnel Specialist	Perform activities concerned with staff recruitment, selection, training and assignment. This includes maintaining staff records, working with administrators in developing pension and insurance plans and maintaining employer-employee harmony and efficiency through negotiations and internal public relations efforts.	Special Education Assignment Flag = 0 or 1



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Job Code	Job Code Name	Job Description	Staff
345	Public/Community Relations/Informational Services Specialist	Attempts to foster good relations between an organization and the public as a whole, by planning and conducting programs to disseminate accurate information through such media as newspapers, radio and television, public forums and civic activities and by reviewing material for and directing preparation of publications.	Special Education Assignment Flag = 0 or 1
346	Research and Development Specialist	Performs activities concerned with systematic study and investigation using the products of research and judgment to improve programs.	Special Education Assignment Flag = 0 or 1
347	Staff Developer	Plans, coordinates, and implement in-services training activities that help individuals to identify future career options and improve skills necessary to achieve them.	Special Education Assignment Flag = 0 or 1
348	Statistician	Plans surveys and collects, summarizes, and interprets numerical data, applying statistical theory and methods to provide usable information.	Special Education Assignment Flag = 0
350	Transition Coordinator	Provides services that: 1) strengthens and coordinates special programs and related services for individuals with special needs, including students with disabilities, who are currently in school or have recently left school and may benefit from assistance during the transition to postsecondary education, vocational training, competitive employment (including supported employment), continuing education or adult services; 2) stimulate the improvement and development of programs for secondary special education; and/or 3) stimulate the improvement of vocational and life skills to enable students with special needs to be better prepared for transition to adult life and services.	Special Education Assignment Flag = 1
351	Volunteer Coordinator	Oversees and coordinates the activity of individuals who enter into positions without the promise of compensation.	Special Education Assignment Flag = 0
352	Work Study Coordinator	Provides direct services for pre-vocational and experiential learning. Personnel is required to hold both a CDE License with appropriate special education endorsement AND a vocational credential.	Special Education Assignment Flag = 1
353	Writer/Editor	Writes original prose materials and reviews manuscripts for distribution and/or publication.	Special Education Assignment Flag = 0
354	School-to-Career Coordinator	Develops a system to coordinate business, community, and educational partnerships for students in the K-16 learning system.	Special Education Assignment Flag = 0
355	School-to-Work Alliance Program (SWAP) Coordinator	Develops and coordinates a program of community-based services. Provides direct services for career planning and placement needs for SWAP eligible youth; works with transition coordinator and special educators to provide for the needs of in-school youth at risk of dropping out; identifies and provides services for out-of-school youth.	Special Education Assignment Flag = 1
356	Library Cataloger	Provides and maintains access to library collection by describing, indexing, and classifying materials.	Special Education Assignment Flag = 0





## 2025-2026 Staff Assignment Job Codes

Job Code	Job Code Name	Job Description	Staff
357	Crafts/Trades/Food Services Manager	Performs professional activities assisting an executive officer in directing and supervising the functions of maintenance, transportation, food services, etc.	Special Education Assignment Flag = 0
358	Translator	Provides services that allow individuals who cannot comprehend or communicate in a particular language to understand and express themselves.	Special Education Assignment Flag = 0 or 1
364	Drafter	Drafts detailed drawings, such as writing diagrams, layout drawings, mechanical detail drawings, and drawings of intermediate and final assemblies, used to manufacture, assemble, install, and repair electronic components, printed circuit boards, and other equipment.	Special Education Assignment Flag = 0
366	Graphic Artist	Plans and arranges art layouts which illustrate programs or processes for publication, demonstration, and more effective communication.	Special Education Assignment Flag = 0
369	Photographer	Uses cameras and lighting equipment to photograph individuals and may take exposed film to a darkroom for processing and development.	Special Education Assignment Flag = 0
370	Medicaid Specialist	Consults in the management or direction of the school Medicaid Program, including observation, training, collection, and processing of data for analysis.	Special Education Assignment Flag = 0 or 1
371	SWAAAC Coordinator	Develops and coordinates a team of related services personnel, regular and special educators, paraprofessionals and other education personnel as identified to provide a program of Assistive Technology Services, including assistive technology assessment, consultation, intervention and follow-up services.	Special Education Assignment Flag = 1

### COMPUTER TECHNOLOGY

Job Code	Job Code Name	Job Description	Staff
380	System Administration	Provides technical oversight, including personnel supervision, of a particular hardware/software system (e.g., network administrator, database administrator, operating system administrator, technology administrator, specialized software administrator).	Special Education Assignment Flag = 0 or 1
381	System Development	Provides analysis, design, development, and implementation of software solutions (e.g., programmers, system analysts/designers, project coordinators).	Special Education Assignment Flag = 0 or 1
382	System Support	Installs, configures, and maintains hardware and software and provides training and support for users (e.g., desktop support, trainer, computer operator, computer technician, applications support specialist, specialized software support, installer).	Special Education Assignment Flag = 0 or 1
399	Program Support Specialist	An individual who offers expertise in an area which is not defined specifically by the other assigned job classifications but offers a unique skill set which would require some professional training or experience to perform.	Special Education Assignment Flag = 0 or 1



## 2025-2026 Staff Assignment Job Codes

### PARAPROFESSIONALS

Performing activities supporting professional - instructional individuals or functions of an organization; may support areas outside the traditional classroom (e.g., bus monitor).

Job Code	Job Code Name	Job Description	Staff
401	Bilingual Assistant	Assists in the instruction of students using more than one language for teaching content.	Special Education Assignment Flag = 0 or 1
402	Career Assistant/Job Coach	Assists students in developing and utilizing skills which can be applied to career choices.	Special Education Assignment Flag = 0 or 1
403	Childcare Provider /Group Leader	Implements childcare activities in before or after school programs, including custodial functions and other services. Assists in organizing and leading children in educational activities such as reading, drawing and games.	Special Education Assignment Flag = 0 or 1
405	Community Liaison	Works with the family, school, and community to determine the cause of and provide solutions for students who are experiencing serious attendance, academic and/or discipline problems in order to promote positive educational development.	Special Education Assignment Flag = 0 or 1
406	Counselor Assistant	Assists students, parents, teachers, or other staff, under the supervision or direction of a counselor, by helping individuals make plans and decisions in relation to education, career, or personal development.	Special Education Assignment Flag = 0
407	Extra-Curricular Activity/Coach	Supervises school-sponsored activities that are not related to the curriculum (e.g., sports), including all direct and personal services that are planned for student enjoyment. Includes individuals employed only for extracurricular activities outside of the normal school day. (See also position 210.)	Special Education Assignment Flag = 0
408	Financial Aid Specialist	Interviews students applying for financial aid, including loans, grants-in-aid or scholarships, to determine eligibility for assistance.	Special Education Assignment Flag = 0
409	Health Care Technician	Assists with health needs of students, including maintenance of health records.	Special Education Assignment Flag = 0 or 1
410	Educational Interpreter	Provides a variety of interpreting services (American Sign Language, Cued Speech, English Sign Systems, and Oral) in an educational setting. Services include interpreting all school-related functions, tutoring or clarifying instructional information, participating on the educational team related to student progress and achievement, and providing expertise to the educational team.	Special Education Assignment Flag = 1
411	Library/Media Assistant	Assists in the maintenance and operation of a library/media center by aiding in the selection, ordering cataloging, processing, and circulation of all media and/or serving as specialist, etc.	Special Education Assignment Flag = 0 or 1



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Job Code	Job Code Name	Job Description	Staff
414	Student Monitor	Monitors the conduct of students in the halls, cafeteria, playground, study hall and places where alternatives to classroom instruction are provided (e.g., detention hall) to maintain discipline and safety. Helps keep order on buses or in other school or system facilities. Includes traffic guards for loading buses, crossing guards for monitoring pedestrian traffic, as well as individuals who administer and monitor tests.	Special Education Assignment Flag = 0 or 1
415	Teaching Assistant, Regular Education	Performs the day-to-day activities of teaching students while under the supervision of a teacher. The teaching assistant does not make diagnostic or long-term evaluative decisions regarding students. This includes individuals who may or may not be certified and may include associate degree level preschool classroom instructors.	Special Education Assignment Flag = 0
416	Teaching Assistant, Special Education	Performs the day-to-day activities of teaching special education students while under the supervision of a teacher. The teaching assistant does not make diagnostic or long-term evaluative decisions regarding special education students. This includes individuals who may or may not be certified and may include associate degree level preschool classroom instructors.	Special Education Assignment Flag = 1
417	Teaching/Classroom Technician	Assists a teacher with routine non-instructional activities associated with teaching (i.e., those activities requiring minor decisions regarding students, such as conducting rote exercises, operating equipment, and clerking). These individuals do not instruct students.	Special Education Assignment Flag = 0 or 1
418	Tutor	Provides academic instruction (e.g., in English, mathematics, and foreign language) to students requiring additional assistance outside of the classroom.	Special Education Assignment Flag = 0
419	Teaching Assistant, Title I	Performs the day-to-day activities of teaching at-risk students while under the supervision of a teacher. The teaching assistant does not make diagnostic or long-term evaluative decisions regarding at-risk students. This includes individuals who may or may not be certified but must have completed at least two years of formal education preparation for teaching or the equivalent in experience or training.	Special Education Assignment Flag = 0
420	Brailist	Responsible for competently transcribing and preparing Braille materials using the braillewriter, computer software and other means of technology. In addition, responsible for preparing other adapted materials for the student with visual impairments (e.g., enlargement of material, use of tactile graphics).	Special Education Assignment Flag = 1
421	Occupational Therapist Assistant	An individual who holds a Certified Occupational Therapist Assistant (COTA) registration who provides services that address the functional needs of an individual relating to self-help skills, adaptive behavior and play, and sensory, motor, and postural development under the supervision of a licensed occupational therapist.	Special Education Assignment Flag = 0 or 1
422	Physical Therapist Assistant	An individual who holds a Physical Therapist Assistant license who provides facilitative or rehabilitative services to individuals with disabilities under the supervision of a licensed physical therapist.	Special Education Assignment Flag = 0 or 1
423	School-to-Work Alliance Program (SWAP) Specialist	Implements and plans services under the direction of the SWAP Coordinator and assists in obtaining records and evaluations to determine eligibility for the program.	Special Education Assignment Flag = 1



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Job Code	Job Code Name	Job Description	Staff
424	Health Screener	An individual who is specifically trained to perform routine procedures to identify children who require further evaluation in hearing, vision and/or health areas. Screeners always work under the supervision of the school nurse, audiologist or other appropriate professional.	Special Education Assignment Flag = 0 or 1
426	Temporary/Part-time Worker (As needed)	An hourly employee who works on an "as needed" or "on call" basis. This employee is not required to be reported to CDE as part of the human resources data collection.	Special Education Assignment Flag = 0

### BUSINESS/OFFICE/ADMINISTRATIVE SUPPORT

May include supervisory of general office or programming and would not be considered exempt. Additionally, performs activities associated with data collection, recording and retrieval, preparing, transferring, systematizing, or preserving communications, records and transactions. Distinguishable from the 300 job class series.

Job Code	Job Code Name	Job Description	Staff
501	Bookkeeping/Accounting/Auditing/Cashier/Payroll	Keeps a systematic record of accounts or transactions and prepares statements reflecting those activities. <i>See also</i> 320, etc.	Special Education Assignment Flag = 0 or 1
502	Human Resources/Personnel	Performs activities supporting personnel functions for an organization. <i>See also</i> 329, 344, etc.	Special Education Assignment Flag = 0 or 1
504	Dispatcher	May be, but is not limited to, a safety services or transportation dispatcher. Responds and/or performs specific services and/or records such information as necessary as a school or system may require (e.g., assigns vehicles and drivers, etc.)	Special Education Assignment Flag = 0
505	Print Shop Operator	Coordinates, schedules, facilitates, and monitors printing and productions services. <i>Recommend recoding and/or distinguishing from job class 627.</i>	Special Education Assignment Flag = 0
506	General Office/Secretary	Perform such activities as preparing, transcribing, systematizing, or preserving written communication and reports or operating mechanical equipment (e.g., computers, facsimile machines, typewriters, calculators, and word processing equipment); receiving, storing, and dispensing supplies, materials, and equipment.	Special Education Assignment Flag = 0 or 1
507	Mail Handler/Messenger	Routes mail prepares outgoing materials for mailing and maintains internal written communication systems. Delivers messages, documents, packages and other items to offices or departments within or outside of an organization.	Special Education Assignment Flag = 0 or 1
509	Office Manager/Supervisor	Coordinates office services such as personnel, budget preparation and control, housekeeping, records control, and special management activities.	Special Education Assignment Flag = 0 or 1
510	Purchasing Agent	Buys supplies, equipment, and materials used in the operation of an organization.	Special Education Assignment Flag = 0



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511	Receptionist/Switchboard Operator	Receives callers or visitors at the establishment, determines the nature of business and directs callers or visitors to destinations. Also operates a telephone switchboard and relays incoming, outgoing, and interoffice calls. <i>Recommend recoding employees to 506; subject to deletion in subsequent revision.</i>	Special Education Assignment Flag = 0
514	Temporary/Part-time Worker (As Needed)	An hourly employee who works on an "as needed" or "on call" basis. This employee is not required to be reported to CDE as part of the human resources data collection.	Special Education Assignment Flag = 0
515	Records Clerk/Data Entry	Establishes and maintains an adequate and efficient system for controlling records (e.g., registration, admission, attendance, IEP's) for an organization. May include data entry into an established database.	Special Education Assignment Flag = 0 or 1
516	Registrar	Coordinates and directs registration activities, including the compilation and analysis of registration data for administrative use. Collects information from participants in specified grant programs (e.g., Even Start, GED, etc.)	Special Education Assignment Flag = 0

### CRAFTS/TADES/SERVICES

Perform tasks that require skill levels which can be acquired through on-the-job training and experience or through apprenticeship or other formal training programs. This includes assignments in crafts and trades, operative, laborer and service work.

Job Code	Job Code Name	Job Description	Staff
601	Brick Mason	Works with brick and similar materials in the construction, erection and reparation of structures and fixtures. <i>Recommend renaming, rewording, or combining 603, 604 &amp; 606.</i>	Special Education Assignment Flag = 0
602	Bus Driver	Drives a bus used in the service of a school or system.	Special Education Assignment Flag = 0 or 1
603	Carpenter	Constructs, erects, installs, and repairs wood structures and fixtures. <i>Recommend recoding to 601; subject to deletion in subsequent revision.</i>	Special Education Assignment Flag = 0
604	Cement Mason	Works with cement and similar materials in the construction, erection and repairing of structures and fixtures. <i>Recommend recoding to 601; subject to deletion in subsequent revision.</i>	Special Education Assignment Flag = 0
606	Construction Laborer	Performs any combination of duties on construction projects, usually working in utility capacity, by transferring from one task to another. Duties include measuring distances from grade stakes, signaling operators of construction equipment and mixing concrete. <i>Recommend recoding to 601; subject to deletion in subsequent revision.</i>	Special Education Assignment Flag = 0
607	Cook/Food Preparer/Caterer/Server	Prepares and cooks foodstuffs in quantities according to menu and number of persons to be served. Serves sandwiches, salads, beverages, desserts and other foodstuffs. May order items to replace stocks and collect money for purchases.	Special Education Assignment Flag = 0
608	Custodian	Performs plant housekeeping and servicing activities consisting of the cleaning; operation of the heating, ventilating, and air conditioning systems; and the servicing of building equipment.	Special Education Assignment Flag = 0





## 2025-2026 Staff Assignment Job Codes

Job Code	Job Code Name	Job Description	Staff
609	Dietary Technician/Coordinator	Advises and assists personnel in public and private establishments in food services systems by making recommendations for foods that will constitute nutritionally adequate meals. <i>Recommend recoding to 331; subject to deletion in subsequent revision.</i>	Special Education Assignment Flag = 0
610	Electrical and Electronic Repairer	Installs and repairs electric and electronic equipment. <i>Recommend renaming, rewording and combining 611.</i>	Special Education Assignment Flag = 0
611	Electrician	Plans, lays out, installs and repairs wiring, electrical fixtures, apparatus and control equipment. <i>Recommend recoding to 610; subject to deletion in subsequent revision.</i>	Special Education Assignment Flag = 0
612	Facilities Maintenance Worker	Inspects buildings and office areas to evaluate suitability for occupancy considering such factors as air circulation, lighting, location, and size.	Special Education Assignment Flag = 0
613	Foreman/Group Leader/Lead Worker/ Food Service Head Cook	Supervises the day-to-day operations of a group of workers (e.g., cafeteria, warehouse workers). See also job class 357.	Special Education Assignment Flag = 0
616	Freight, Stock, and Materials Handler	Loads, unloads, and moves stock, and other materials.	Special Education Assignment Flag = 0
617	Garage Worker	Performs a variety of duties assisting mechanics in a garage. Includes individuals responsible for washing vehicles and/or cleaning equipment.	Special Education Assignment Flag = 0
619	Grounds keeper	Maintains grounds that are owned, rented, or leased and used by a school or system.	Special Education Assignment Flag = 0
620	Heating, Ventilating, and Air Conditioning Specialist (HVAC)	Services heating units, ventilation systems and air conditioners in buildings.	Special Education Assignment Flag = 0
621	Inspector	Examines the condition of equipment and buildings as they relate to safety and health and the condition of new construction as it relates to specifications and codes, including asbestos inspections.	Special Education Assignment Flag = 0
622	Locksmith	Installs, repairs, rebuilds, and services mechanical or electrical locking devices using hand tools and specialized equipment.	Special Education Assignment Flag = 0
623	Maintenance Repairer/General Utility Worker	Repairs and maintains buildings, machinery, electrical and mechanical equipment.	Special Education Assignment Flag = 0
624	Painter and Paperhanger	Paints, varnishes, and stains or wallpapers the interior and/or exterior of buildings and fixtures.	Special Education Assignment Flag = 0
625	Parking Lot Attendant	Patrols and monitors parking areas to prevent thefts of and from parked automobiles and collects parking fees from drivers.	Special Education Assignment Flag = 0
626	Plumber	Assembles, installs, and repairs pipes, fittings and fixtures of heating, water and drainage systems.	Special Education Assignment Flag = 0





## 2025-2026 Staff Assignment Job Codes

Job Code	Job Code Name	Job Description	Staff
627	Print Shop Operator [Printer]	Coordinates, schedules, facilitates, and monitors printing and productions services. [Makes copies by chemical or photographic means]. <i>Recommend rewording and/or distinguishing from job class 505.</i>	Special Education Assignment Flag = 0
629	Service Technician (Vehicle Mechanic)	Inspects, repairs, and maintains functional parts of mechanical equipment and machinery.	Special Education Assignment Flag = 0
630	Vehicle Operator	Drives a vehicle such as a truck or automobile used in the service of a school or system.	Special Education Assignment Flag = 0
632	Temporary/Part-time Worker (As Needed)	An hourly employee who works on an "as needed" or "on call" basis. These employees are not required to be reported to CDE as part of the human resource data collection.	Special Education Assignment Flag = 0
633	Temporary/Part-time Worker (Regularly Scheduled)	An hourly employee who is regularly scheduled for the school year. This employee is required to be reported to CDE as part of the human resources data collection.	Special Education Assignment Flag = 0
634	Student Worker	Students hired for temporary assignments. These employees are not required to be reported to CDE and therefore do not need to be included in the interchange.	Special Education Assignment Flag = 0
635	Armed Security Guard	Maintains safety and security of property, facilities, and personnel.	Special Education Assignment Flag = 0 or 1
636	Unarmed Security Guard	Maintains safety and security of property, facilities, and personnel.	Special Education Assignment Flag = 0 or 1