

**Facility Schools
Job Classification Descriptions
2013-14**

ADMINISTRATOR

An Administrator is an individual who performs managerial activities, and is responsible for developing or interpreting policies or regulations and executing those policies or regulations through the direction of individuals at all levels, and may supervise other employees. Administrators on Special Assignment must be reported within the 100 series.

102 Director of Special Education --Performs high-level executive management functions in the areas of administration and instruction.

107 Education Coordinator--Coordinates, manages (including supervising other certified individuals), or directs services (e.g., vocational education and special education) within an instructional program or area of instruction.

PROFESSIONAL-INSTRUCTIONAL

Performs 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.

CLASSROOM INSTRUCTION

201 Teacher, Regular – Only allowed for State Operated Programs--Provides learning experiences and care to students during a particular time period or in a given discipline.

202 Teacher, Special Education--Provides learning experiences and care to special education students during a particular time period or in a given discipline.

INSTRUCTIONAL SUPPORT

214 Educational Diagnostician--Licensed special education teacher or speech/language pathologist who diagnoses students who might need special education.

215 Instructional Program Consultant--Consults in the management or direction of instructional programs or areas of instruction.

OTHER SUPPORT

233 Registered Nurse-- Directs school health services and provides nursing services for students, and who is licensed and properly endorsed in accordance with State Law.

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.

235 Physical Therapist--Performs activities including physical methods of treatment and rehabilitation without the use of drugs or surgery.

236 Psychologist--Evaluates and analyzes students' behavior by measuring and interpreting their intellectual, emotional, and social development, and diagnosing their educational and personal problems.

237 Social Worker--Provides social services for clients who may be individuals, families, groups, communities, 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.

238 Speech-Language Pathologist--Diagnoses specific speech or language impairments, and provides speech and 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.

PROFESSIONAL-OTHER

Performs assignments requiring a high degree of knowledge and skills usually acquired through at least a baccalaureate degree (or its equivalent obtained through special study and/or experience) but not requiring skills in the field of education.

PROFESSIONAL SUPPORT

347 Staff Developer--Plans, coordinates, and implements in-service training activities that help individuals to identify future career options and improve skills necessary to achieve them.

COMPUTER TECHNOLOGY

Computer Technology Note: Individuals, particularly those in small districts, who perform computer technology functions in more than one area, should be reported at the highest level.

380 System Administration--Personnel whose primary function is the technical oversight of a particular hardware/software system. This might also involve personnel supervision. (e.g. Network Administrator, Data Base Administrator, Operating System Administrator, Technology Administrator (small district), Specialized Software Administrator (transportation, library, student information, etc.)

381 System Development--Primary functions are analysis, design, development, and implementation of software solutions. (e.g. Programmers (web, data, applications, telecommunications, etc.), System Analysts/Designers, Project Coordinators)

382 System Support--Primary functions are to install, configure and maintain hardware and software and provide training and support for users of them. (e.g. Desktop Support, Trainers, Computer Operator, Computer Technician, Applications Support Specialist, Specialized Software Support (transportation, library, student information, etc.), Installers (wiring, telecommunications), Instructional Technology Support)

PARAPROFESSIONALS

Performs activities supporting professional individuals/functions of an organization.

402 Career Assistant/Job Coach--Assists students in developing and utilizing skills which can be applied to career choices.

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.

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.

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.

OFFICE/ADMINISTRATIVE SUPPORT

Performs the activities of preparing, transferring, transcribing, systematizing, or preserving communications, records, and transactions.

501 Bookkeeping/Accounting/Auditing/Cashier/Payroll--Keeps a systematic record of accounts or transactions and prepares statements reflecting those activities. (Cashier and Payroll do not apply to special education.)

502 Human Resources/Personnel--Performs activities supporting personnel functions for an organization.

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.

509 Office Manager/Supervisor--Coordinates office services such as personnel, budget preparation and control, housekeeping, records control, and special management activities.

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.

EXCESS COST STAFF – ADDITIONAL EDUCATION COSTS

A prorated FTE, salary and benefits amount for overall facility school staff, reflective of time attributed to the education program, may be reported on the fiscal year Excess Cost application. The following categories are applicable.

602 Van Driver--Drives a bus/van used in the service of a school or system.

700 General Administration

800 General Business Services

900 Janitorial Services