

Fall Beds 2013-2014
District Assignment – DE Coding Matrix

District Assignment	Position	Description	Subject Area	Description	Course	Description
Athletic Director	550	Administrator – Other	40	Activities/Athletic Director	015	Activities/Athletic Director
Athletic Director	633	Coordinator/Dept. Head	50	Coordinator/Dept. Head	005	Activities/Athletics
Board Secretary	112	Board Secretary	99	Non-licensed Staff	050	Non-Licensed Staff Note: Calculate FTE separately from Board Secretary
Bus Driver	171	Pupil Transportation	99	Non-Licensed Staff	050	Non-Licensed Staff
Clerical staff assigned to a building	153	School Administrative Support	99	Non-Licensed staff	050	Non-Licensed Staff
Coach – Non-employee	699	Coach	90	Coach	002	Non-employee Coach
Curriculum Coordinator	633	Coordinator/Dept. Head	50	Director Coordinator Assignments	011	Elementary Curriculum – For grades PK-8 If K-12 Curriculum, post two assignments.
Curriculum Coordinator	633	Coordinator/Dept. Head	50	Director Coordinator Assignments	032	Secondary Curriculum – For grades 9-12 If K-12 Curriculum Coordinator post two assignments
Dean of Students	513 or 514	Principal or Assistant Principal	40	Administrator	002-006	Administration – Requires an administrative license for job responsibilities similar/comparable to a building-level administrator

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Dean of Students	153	School Administrative Support	99	Non-licensed	050	Non-Licensed Staff – Person whose activities are concerned with support of the teaching and administrative duties of the office of the principal
Director of Food Service	163	Food Service Director	99	Non-Licensed	050	Supervises Food Service Functions
Director of Transportation	167	Transportation Director	99	Non-Licensed	050	Supervises Transportation Functions
Director of Operations/ Maintenance	168	Operations/ Maintenance Director	99	Non-Licensed	050	Supervises Operations/Maintenance Functions
Human Resource Manager	134	HR/Personnel	99	Non-Licensed Staff	050	Non-Licensed Staff
Instructional Coach	633	Coordinator/Dept. Head	50		012 - Elementary Education or 033 – Secondary Education	Staff person that works directly with teachers in a mentoring capacity.
Long-term Substitutes	729	Long-term Substitute	60, 01-30	PK-8 Instructional Assignments Or 9-12 Instructional Assignments	Any instructional course code	Long-term substitute – a substitute employed in any one or more instructional assignments with an expectations that the assignment will be for longer than 30 consecutive school days.
Media Specialists – Elementary	722	Teacher Librarian Media Specialists	60	Regular Education (PK-8)	040	Library Media – If responsible for K-12 Media, post two assignments, one for

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						PK-8 and one for 9-12.
Media Specialist Secondary	722	Teacher Librarian Media Specialists	30	Special Area – Secondary	020	Library Media – If responsible for K-12 Media, post two assignments, one for PK-8 and one for 9-12.
Other Business Official	133	Generally the Business Manager	99	Non-Licensed Staff	050	Non-Licensed Staff Note: Calculate FTE separately from Board Secretary
Project Lead the Way	726	Project Lead the Way	21 or 60 for Middle school	Engineering and Technology	004,006,008,010,012-60014 or 60025 for middle school	Select one of the courses available. Note: Valid for math and science teacher only.
Religion/Theology – Courses taught as components of a religious instruction program.	137	Other Professional	99	Non-Licensed Staff	050	Non-Licensed Staff
School Administration Manager	550	Administrator - Other	40	Administrator	020	Licensed Staff supporting managerial activities within the principal's office.
School Administration Manager	650	School Administrative Manager	50	School Administrative Manager	050	Licensed Staff supporting managerial activities within the principal's office.
School Administration Manager	153	School Administrative Support	99	Non-Licensed Staff	050	Non-Licensed Staff – Person whose activities are concerned with support of the administrative duties of the office of the principal

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School Business Official	612	School Business Official	50	Non-Licensed Staff	035	School Business Official – Generally the Chief Financial Officer.
School Nurse	698	Nurse – Statement of Professional Recognition issued by the Board of Educational Examiners (SPR)	95	School Nurse	001	Nurse Note: SPR must be on file with BOEE
School Nurse	143	Nurse – No Statement of Professional Recognition	99	Non-Licensed Staff	050	Non-Licensed Staff
Second Chance Reading Teacher	728	Regular Education Teacher	60	PK-8 Instructional Assignments	018	Reading – Teacher must have a reading endorsement.
Second Chance Reading Teacher	728	Regular Education Teacher	60	PK-8 Instructional Assignment	009	English/Language Arts – If the teacher is teaching language arts and including Second Chance Reading.