

2017-2018 STaff Automated Report (STAR) Manual B: STAR Assignments and Questions

This section contains the STAR elements which are updated on a yearly basis (such as assignment codes). Make sure the use the current year's Section B when completing STAR.

Professional Educator Licensing and Standards Board
Educator Licensing
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[STAR Web Edit System](https://mn.gov/pelsb/districts/data-submissions/star/)

(<https://mn.gov/pelsb/districts/data-submissions/star/>)

All communications should be sent by email to the [STAR Team](mailto:star.pelsb@state.mn.us) at star.pelsb@state.mn.us.

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STAR REPORT TIMELINE

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First Submission – 2017

October 1	Staff “Snapshot” Date
October 2	STAR Web Edit System Open
November 21	Error-Free STAR Submission Due Date
November 21	Licensure/Assignment Discrepancy Reports Final

Second Submission - 2018

March 1	Staff “Snapshot” Date
March 1	STAR Web Edit System Open
April 24	Error-Free Submission Due Date
April 24	Licensure/Assignment Discrepancy Reports Final

NEW FOR 2017-2018

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Continued Transition from No Child Left Behind to Every Student Succeeds Act

The *Every Student Succeeds Act* (ESSA) was passed by the U.S. Congress and signed into law on December 10, 2015. One change made by ESSA was the elimination of the Highly Qualified Teacher provision. Although Highly Qualified has been eliminated, teachers and paraprofessionals must meet Minnesota requirements.

Minnesota Teacher Licensure Requirements

All active Minnesota teachers must hold a valid Minnesota teaching license and/or special permission, as defined by the Minnesota licensing statutes and Minnesota licensure rules, and be teaching within the assignment and grade range of the valid license and/or special permission. Districts and charter schools are responsible for ensuring compliance with licensure requirements. The STAR data submissions and subsequent reports will assist districts and charter schools in determining licensure discrepancies and any need for corrective action.

“Types of Licenses Issued and Issuing Agency including Special Permissions” can be found on the [Professional Educator Licensing and Standards Board](https://mn.gov/pelsb/aspiring-educators/requirements/) website ((<https://mn.gov/pelsb/aspiring-educators/requirements/>) website under Aspiring Educators, then License Requirements. The document is found under License and Permission Types.

Paraprofessional Requirements

Although the term Highly Qualified has been eliminated, professional standards requirements for [paraprofessionals remain the same](http://education.state.mn.us/MDE/dse/para/) (<http://education.state.mn.us/MDE/dse/para/>) as under No Child Left Behind for the 2016-2017 school year. Paraprofessional requirements will be included in MDE’s ESSA planning and state plan submission for 2017-2018.

New Assignment Codes

There are several new assignment codes for both licensed and non-licensed staff. Please see the definitions in the “[Assignments Requiring Licensure Version #2](#)” section for clarification of the new licensed assignments (pages 29-64) and in “[Classification Codes: Assignments Not Requiring Licensure Version #2](#)” section for clarification of the new non-licensed assignments (found on pages 67-71).

New Licensed Codes:

Administrative:

Dean of Students, Administrative	990850
Director, Support Services	960650
Supervisor, General Education Areas	916500

Non-Instructional:

Behavior Interventionist	990360
Gifted Education Coach	990340

Early Childhood:

Coordinator, School Readiness Plus Program	950250
Coordinator, Voluntary Pre-Kindergarten Programs	950150
School Readiness Plus Program	180755

New Non-Licensed Codes:

Non-Licensed School Readiness Plus Supervisor/Coordinator	999977
Non-Licensed Voluntary Pre-Kindergarten Supervisor/Coordinator	999978
Non-Licensed School Readiness Staff	999979
Non-Licensed Gifted and Talented Education Coordinator	999983
Non-Licensed Gifted and Talented Education Coach	999984

Administrative Assignments

The Administrative Assignments have been examined and updated. You will notice that the majority of the “Supervisor” assignments have been retired. We have combined all the general education supervisor positions to “Supervisor, General Education,” the special education supervisor positions to “Supervisor, Special Education,” and the support services and related services supervisor to “Director, Support Service.”

Also new this year is “Dean of Students, Administrative.” The purpose of creating this new assignment is twofold: it separates Dean of Students who are administrators from non-administrative Dean of Students in order to correctly count the administrative FTE for each district AND it allows principals on a probationary two-year principal license to use the Dean of Student position as the one-year requirement to renew their license to a five-year professional license.

Non-Instructional Assignments

There are two new non-instructional assignment codes.

Behavior Interventionist was created due to the large amount of Behavior Interventionist and PBIS Coaches reported as Teacher on Special Assignment – non-instructional. This individual is similar to an Academic Interventionist, but is focusing on behavior. This person is not providing instruction, but can have student contact.

A Gifted Education Coach (Gifted and Talented Education) is a non-instructional position, but can include student contact. While this person is not instructing students, it can include meeting with students during the school day for academically centered programs (i.e.: Math Masters, Lego Robotics, etc). These are typically programs that are not a regularly scheduled class and a student does not receive credits or grades for the program (although the general education/core content teacher could choose to include work completed in the program in the student’s classroom evaluation, grade, and/or credit).

Early Childhood Assignments

Program Coordinator for Voluntary Pre-Kindergarten programs is a new assignment code and does not require a specific license.

School Readiness Plus is a new program, similar to the School Readiness program. The difference in licensure requirements is that for every 20 students in the program two teachers are required and at least one must hold an educator license. The coordinator is not required to hold a license.

Board Resolutions and Allowances

Science

In 2013 the Board of Teaching had resolved that if a science teacher holds a 7-12 license and adds a 9-12 science license to their existing license, then the teacher can teach the 9-12 subject in grades 7 and 8. This can be found on the Professional Educator Licensing and Standards Board website under Board, then [Resolutions](#) click on "2013," click on September, then open the Meeting Minutes. The action taken is on page 13, part F.

For example, the teacher holds an old Life Science 7-12 and had added Earth Science 9-12 to her license. She can now teach Earth Science for 7th and 8th graders.

This will create a discrepancy, but a manual override will be completed by the STAR Team.

Specialties in Pre-Kindergarten

In June 2017 the Board of Teaching resolved that K-12 Music, Art, Physical Education, and ESL teachers can provide instruction in their specialty area for pre-kindergarten (ages 3-5) until the board enters into rulemaking to determine the best solution for pre-kindergarten specialties. The resolution can be found on the Professional Educator Licensing and Standards Board website under Board, then [Resolutions](#) under the document "Resolution: PreK Assignments to Teach in Specialty Areas."

This will create a discrepancy, but a manual override will be completed by the STAR Team.

Parent and Family Educators

The interim directors of Board of Teaching and Educator Licensing have agreed that until the board has entered into Rulemaking on the Parent and Family Educators License the license will be allowed to teach a parenting class for teenage parents during the school day and award elective credits for the class. All the students in the class must be teenage parents and the curriculum must be the same that would be provided to adult parents in an ECFE program.

When reporting this assignment please report the high school grade level of the students.

This will create a discrepancy, but a manual override will be completed by the STAR Team.

Professional Educator Licensing and Standards Board (PELSB)

The omnibus education bill created the Professional Educator Licensing and Standards Board (PELSB) to oversee and implement teacher licensing for the state of Minnesota. Beginning January 1, 2018 the current responsibilities carried out by the Minnesota Department of Education and the Board of Teaching will be consolidated into PELSB. The PELSB will be responsible for (1) developing the teacher's code of ethics; (2) adopting rules to license public school teachers; (3) adopting rules for and approving teacher preparation programs; (4) issue or deny license applications (5) suspending, revoking, or

denying a license based on qualifying grounds; and (6) verification of district and charter school licensure compliance.

The legislation passed creating PELSB did not change the duties, governance or the licensing structure of the Board of School Administrators (BOSA). BOSA will need to contract with PELSB to process and issue licenses.

Licensure Changes

Tiered Licensure

Beginning July 1, 2018 Minnesota will move to a tiered licensure system. The following license types will be available starting July 1, 2018. Further details will be determine during the rulemaking process.

Tier 1: Individuals and school districts or charter schools may apply for a Tier 1 license. The license is a one-year license specific to a district or charter school and specific to a content area. School may request up to 3 renewals. Additional renewals may be available if “good cause” is proven, if in a “shortage area,” or for CTE licensure fields.

Tier 2: Individuals and school districts or charter schools may apply for a Tier 2 license. The license is a two-year license specific to a district or charter school and specific to content area. The license can be renewed up to 3 times or more based on PELSB adopted rules.

Tier 3: Individuals can apply for a Tier 3 license which is a three-year license specific to a content area. Tier 3 licenses can be renewed an unlimited number of times as long as the individual meets licensure renewal requirements.

Tier 4: Individuals can apply for a Tier 4 license which is a five-year license, specific to a content area. Tier 4 licenses can be renewed an unlimited number of times as long as the individual meets licensure renewal requirements.

Other Licensure Information

Short-Call Substitute License: Tier 1 teachers can qualify as short-call substitutes. Further details will be determine during the rulemaking process.

Long-Call Substitute License: Tier 3 and 4 teachers can qualify for long-call substitutes. This is also available for retired teachers who hold a Lifetime Substitute license. Further details will be determine during the rulemaking process.

Early Childhood Family Education Programs: Removes the Board of Teaching’s ability to grant a variance for ECFE teachers beginning January 1, 2018.

Special Education License Review: PELSB must conduct a review of all the available teacher of special education licenses and determine the options for cross-categorical licenses for teachers of special education.

Academic and Behavioral Strategist Licensure: By September 1, 2017 the Board of Teaching must amend rules so that Academic and Behavioral Strategist (ABS) licenses do not require an additional full-professional license.

Exemption for Career and Technical Education Instructors: After June 30, 2020, a person who taught in a part time vocational or career and technical education program may apply for a teaching license.

Testing: Basic Skills exam will only be required to obtain a Tier 4 license. Content and Pedagogy are required for Tier 3 and 4 licenses.

Licensure Approval or Denial: Beginning July 1, 2018 PELS B must inform a candidate within 30 days of receiving a completed application wither the candidates application for an initial teaching license or renewal of license has been approved or denied. The terms “completed application” and “denial” are defined in law.

Teachers of English as a Second Language (ESL): Beginning school year 2016-2017 the Every Student Succeeds Act (ESSA) law eliminated the Highly Qualified requirement. ESSA requires that teachers must be appropriately licensed in accordance to state statutes and rules. This created an issue for ESL teachers who were deemed Highly Qualified because this enabled them to grant content credit even if they were not licensed in that content area.

ESL teachers teaching core content areas and/or awarding core content credits are required to hold both an ESL license and content license or permission. The education bill included a provision that grandfatheres ESL teachers to provide instruction in a district or charter school until the end of the 2018-2019 school year who meets all three of the following criteria.

1. Held a K-12 ESL license during the 2016-2017 school year
2. Provided content instruction as a Highly Qualified teacher under the No Child Left Behind Act (reported on the Staff Automated Report as HQ)
3. Taught in a classroom where both state content standards and English Language development standards were satisfied

Discrepancy Report Notice: Due to the setup of the STAR violation edit system, ESL/ELL Core Content courses will appear on the Discrepancy List as “STAR Team Manual Check.” If this is on your Licensure Discrepancy Report please email the [STAR Team](mailto:star.pelsb@state.mn.us) at star.pelsb@state.mn.us asking for the manual check to verify your ESL/ ELL teachers teaching core content are appropriately licensed, or fall within the exception.

FREQUENTLY ASKED QUESTIONS

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This section contains information regarding questions that have been received by the STAR team. To answer additional questions email the [STAR Team](#) at star.pelsb@state.mn.us.

If you have suggestions or requests for additional documents, send these emails to the STAR Team.

Adult Basic Education (ABE)

When an ABE teacher is employed by a school district, the teacher must be licensed; the teaching license, however, can be in any subject matter.

The only exception to this rule is in the case of English as a Second Language (ESL) ABE classes. An individual who has a non-teaching degree in ESL or linguistics may teach an ESL ABE class, even if he/she does not have a teaching license. These situations are reported in the NA Files (use code 999980). In this situation, please email a copy of the individual's degree to the STAR Team at star.pelsb@state.mn.us to verify the degree is appropriate.

When an ABE teacher is employed in a setting other than a school district, such as part of the Community Education program or private program, the teacher does not need to be a licensed teacher.

Assignment Code 180100, 180160, 180170 and Grade Level Error

Assignment code 180100, 180160, and 180170 cannot use grade levels 15 (elementary grades 1-6) or 18 (elementary grades K-6). If an individual is teaching multiple grade levels at the elementary level, a separate assignment MUST be reported for each grade level.

If the individual is teaching multiple grades in the same classroom, report each grade separately, but split the assignments. For example, a teacher of a 1st and 2nd grade class could be reported as 15 periods a week for grade 1 and 15 periods a week for grade 2.

Elementary Education Specialty Areas

Individuals licensed in Elementary Education may teach up to 33% total FTE in specialty areas (physical education, art, music, and keyboarding).

This means that only 33% of their total assignment can be a specialty. The teacher **cannot**, for instance, teach 33% of the day in art and 33% of the day in physical education. If a teacher is needed to teach more than 33% of the day in a specialty area, a personnel variance will be needed.

Independent Studies or Credit Recovery

Independent Studies

An Independent Studies class is a study hall class with an individual main focus for each student. The student will bring work to do that will be turned into another teacher and the student is given a grade

from that teacher. The teacher monitoring the independent studies classroom is not necessarily the teacher who is working with the student and will be reported with 990300 (Monitoring, Study Hall, Computer Lab, etc.).

Credit Recovery

A Credit Recovery class which involves students bringing assignments from another teacher to complete and the teacher monitoring the classroom is not the teacher who is grading the student should be reported as a Study Hall class 990300.

A Credit Recovery class which involves students completing independent study through an online or computer program should be reported as Facilitator/Monitor Online Curriculum 990330.

A Credit Recovery class which involves the classroom teacher teaching and awarding credit (being the Teacher of Record) requires the teacher to have the correct license or permission.

Permissions and Licenses Granted to a District

Variations, Community Experts, and Innovative Waivers

These permissions are granted by the Board of Teaching to a district that allows a teacher to work outside of their licensure area. This means, the teacher receiving the permission can only use that permission in the district applying for the permission. A teacher cannot transfer this permission into another district. If another district would like to hire a teacher already working with a permission, that district must also apply for the permission.

Non-Renewable and Limited Licenses

These licenses are granted to an individual to be used only in a particular district. This means the teacher can only use this license in that particular district. Should another district want to use this teacher in the particular licensure area, that district would need to apply to be added to the license.

Discrepancies for staff with a permission/license

If any staff appears on the discrepancy report and the [Educator License Lookup](http://w20.education.state.mn.us/LicenseLookup/lookup) (<http://w20.education.state.mn.us/LicenseLookup/lookup>) shows the teacher as having the license or permission, the license or permission may be assigned to a specific district. Please email the [STAR Team](mailto:star.pelsb@state.mn.us) at star.pelsb@state.mn.us to find out how to clear this discrepancy.

Apply for a Special Permission

Special Permissions may be requested through the Special Permissions System (SPS). There are two ways to access SPS (use the second for the SPS Manual):

1. [Minnesota Department of Education Special Permissions System](http://education.state.mn.us/MDE/dse/datasub/SPS/) webpage (<http://education.state.mn.us/MDE/dse/datasub/SPS/>)
2. [Minnesota Professional Educator Licensing and Standards Board](https://mn.gov/pelsb/districts/special-permission-requests/) webpage (<https://mn.gov/pelsb/districts/special-permission-requests/>)

Science, Math, and Technology Integrated Curriculum

Assignment code 890450 Science, Math, and Technology Integrated Curriculum has been created for positions such as Project Lead the Way. This code is not required to be used if the district feels it is not

appropriate. For example, if the district feels the class is focused more on mathematics, the district has the choice of using the Integrated Curriculum code or a mathematics code for reporting.

If you have questions about what licenses can teach Project Lead the Way courses, please email the [STAR Team](mailto:star.pelsb@state.mn.us) at star.pelsb@state.mn.us to find out. If the teacher's license does not match with the information the STAR Team has, the district will need to apply for a Board Innovative Waiver, making sure to note on the application that it is for a Project Lead the Way program.

PSEO Classes and College in the Classroom Courses

PSEO classes taught off campus (generally on the college campus) by a college professor, these do not need to be reported.

PSEO classes taught via an online programs available to all college students and the high school staff is only monitoring the students and does not provide instruction, then report the teacher with Facilitator/Monitor Online Curriculum 990330.

PSEO classes taught by a high school teacher, also known as "College in the Classroom," the high school teacher needs to be reported using the assignment code for the academic subject of the class. College in the Classroom courses should be reported with Mode of Teaching C.

Special Education Seat Time or Assessment Time

For Special Education staff that are performing assessments or monitoring seat time for Special Education students, please report using the assignment code for that teacher's Special Education specialty.

Team Teaching or Special Education Multidisciplinary Teams

Special Education

If special education teachers are working on a multidisciplinary team, report them with a mode of teaching S for Special Education Multidisciplinary Team Teaching. It is preferred that you report the assignment that matches the teacher's special education categorical licensure area, but if you forget, the Mode of Teaching S will ensure the teacher is not on the discrepancy report.

General Education

For General Education teachers that are team teaching (multiple teachers in the same classroom teaching together), report the teacher with a Mode of Teaching T and only the assignment for which the teacher is licensed. For reporting the number of students, you will split the students between the two teachers.

Example: Teacher C is licensed in Communication Arts and Teacher D is licensed in Social Studies. They are team teaching a class five days a week for 60 minutes a day with 28 students. Both would be reported with 5 Periods per Week and a Length of Period 60. Teacher C would be reported with a Communication Arts assignment code and Teacher D would be reported with a Social Studies assignment code. Both teachers will be reported with 14 students.

Reporting Online Classes

For assignments that are online, identify the assignment Mode of Teaching as an L for online learning. For individuals who are teaching online classes in addition to a regular fulltime position this Mode of Teaching will read as an extra class, allowing the higher FTE.

Fulltime online teacher ONLY in your district

Report the classes with Periods per Week and Length of Period the same as if it were an on-campus class.

Example: Teacher A teaches five online courses: two comprehensive language arts classes, one British literature class, and two technical writing classes. All five classes are a mixture of high school grades. Teacher would be reported as:

- 050100 Comprehensive Language Arts – 10 periods a week – 60 minutes per period – grade level 24
- 050300 Literature – 5 periods a week – 60 minutes per period – grade level 24
- 050405 Technical Writing – 10 periods a week – 60 minutes per period – grade level 24

Fulltime online teacher in multiple districts

The Periods per Week and Length of Period need to be split by all districts reporting the individual based on the number of districts. This can be done either by following the example providing below or by reporting each assignment with 1 period per week at 60 minutes.

Example: Teacher B teaches five online math courses and serves four districts. The organization that employs the teacher has directed each district to report the teacher with the following. STAR would then calculate each district's FTE and add them for the complete FTE.

- 110301 Algebra – 10 periods a week – 15 minutes per period – grade level 9
- 110505 Basic Mathematics – 5 periods a week – 15 minutes per period – grade level 23
- 111101 Pre-Algebra – 10 periods a week – 15 minutes per period – grade level 7

Fulltime in classroom and online overload assignments

If the online assignments are an overload, or extra assignment, to one or more districts then Period per Week and Length of Period should be reported as 1 Period per Week per online class with a Length of Period of 60 minutes. This will prevent overly large FTEs.

Example: Teacher C teaches and is reported by the employing district for the fulltime courses. Teacher C also teaches two online classes of Personal Finance. Each district for whom the teacher is providing this service will report the online courses with the appropriate grade levels being served as:

- 149922 Personal Financial Management – 1 period a week – 60 minutes per period – grade level

If the online classes are provided to your district through a separate agency, please find out from the agency if the assignment is provided to only your district or multiple districts to determine how to report the individual. If you are unable to find out this information, please report the online classes as one period a week and 60 minutes per period.

FTE errors for online teachers

If you receive an FTE error for an online teacher and you have reported the online class as more than one period per week, change the period per week to one.

Reporting Special Education Assignments

Appropriate Assignment Code

What are the duties of the Special Education Teacher?

1. Performs IEP Management: This is a regular part of the Special Education duties. Report this duty with the appropriate categorical assignment code.
2. Assigned to a resource or supplemental classroom (not main class for core content): This is a regular part of the Special Education duties. Report this duty with the appropriate categorical assignment code.
3. Provides IEP services and support through a pull out situation: This is a regular part of the Special Education duties. Report this duty with the appropriate categorical assignment code.
4. Provides support and services to students within the mainstream classroom, a push-in model: This is a regular part of the Special Education duties. Report this duty with the appropriate categorical assignment code.
5. Assigned to Seat Time or Assessment work with Special Education students: This is a regular part of the Special Education duties. Report this duty with the appropriate categorical assignment code.
6. Teaches a Life Skills or Study Skills class for Special Education students: This is a regular part of the Special Education duties. Report this duty with the appropriate categorical assignment code.
7. Assisting or team teaching with a mainstream teacher in the mainstream classroom: Report this duty with the appropriate categorical assignment code.
8. Providing the initial and main instruction (and/or awarding grades and credits) to a student in a Core Content Area (English or Language Arts, Reading, Mathematics, Science, World Languages, Social Studies, Performing Arts, or Visual Arts): Under the appropriate categorical area, report with the core content code.
9. Duties do not fall within any of the above areas, email the [STAR Team](mailto:star.pelsb@state.mn.us) at star.pelsb@state.mn.us for assistance in determining the best assignment code to report.

Grade Level

Report the Special Education teacher with either the grade level or grade range in which they are working. If the teacher is working with grades K-12, report with grade level 37. Please refer to STAR Manual A page 21 for grade level codes and descriptions.

Mode of Teaching

Is the special education teacher:

- The only teacher providing instruction and working with students within the categorical area of the teacher's licensure? Report with general mode of teaching zero (0).
- The only teacher providing instruction BUT working with students outside of the categorical area of the teacher's licensure AND working with the appropriately licensed teacher as a part of an IEP team? Report with mode of teaching code S for multidisciplinary team teaching.
- Working in the classroom with another teacher, special education or general education?
 - Report with mode of teaching T for team teaching if with a general education teacher AND the students are within the categorical area of the special education licensure.

- Report with mode of teaching S for team teaching if with a special education teacher OR the students are not within the categorical area of the special education licensure.
- If there is ever doubt on which mode of teaching to use for special education teachers, use the mode of teaching S.

Periods per Week and Length of Period

- A. For a special education teacher working 100% FTE:
 - a. If reporting one assignment code
 - i. Periods per week:
 - 1. Early childhood, elementary, and K-12 grades = 30 periods per week
 - 2. Middle school, secondary grade levels = 25 periods per week
 - ii. Length of Period should be default (000) or 060
 - b. If reporting multiple assignment codes
 - i. Periods per week:
 - 1. Early childhood, elementary, and K-12 grades = total number of periods should add up to 30 hours
 - 2. Middle school, secondary grade levels = total number of periods should add up to 25 hours
 - ii. Length of Period should be default (000) or 060
- B. For a special education teacher working less than a 100% FTE
 - a. Periods per week
 - i. Early Childhood, elementary, and K-12 grades = determine total number of periods by multiplying 30 with the FTE (example: for a 75% FTE = $30 \times .75 = 22.5$) and then round up to the nearest full number (example: $22.5 = 23$)
 - ii. Middle school, secondary grade levels = determine total number of periods by multiplying 25 with the FTE (example: for a 75% FTE = $25 \times .75 = 18.75$) and then round up to the nearest full number (example: $18.75 = 19$)
 - b. Length of Period should be default (000) or 060

Total Number of Pupils

Special Education assignments are not required to report the number of pupils.

Superintendent and Community Education Directors

The Superintendent can fill the position of Community Education Director when the district has fewer than 6,000 residents (all persons living in the district, not just the K-12 population). In these situations, you will report this section of their job as Administrator on Special Assignment 900099.

Substitute Teachers

Short-Term Substitute

A short-term substitute is an individual filling the same position for less than 15 consecutive days. This teacher is not the Teacher of Record. These individuals will not be reported.

IF the class is scheduled for 15 days or less (a class that meets once a week for a certain amount of time) a short-term substitute can NOT fill this assignment. This is because the teacher would be considered the Teacher of Record.

A short-term substitute cannot be a Homebound teacher unless the time period is 15 or less days.

Long-Term Substitute

A long-term substitute is an individual filling the same position for more than 15 consecutive days or a teacher who will be the Teacher of Record. These individuals must be reported. These individuals need to have the correct license or permission to fill the position.

If this person is contracted with your district as an employee you will report an LA File. If you do not know the Years of Experience, please email the [STAR Team](mailto:star.pelsb@state.mn.us) at star.pelsb@state.mn.us to find out what we have on record. If this person is no longer with the district during the following submission, you will need to make sure to complete a termination code.

If this person is not considered an employee of the district, then you do not need to complete an LA record for this person, only an LB record.

Reserve Teacher

A reserve teacher (assignment code 899999) is a substitute that is hired fulltime by a district to fill daily positions as needed. These individuals should be reported, even though they often fill only short-term positions, because they are employed by the district. They will have an LA file and an LB file. If the person only holds a short-call sub license, do not report this person.

We can't find a Licensed School Nurse. What can we do?

[Minnesota Statutes, Section 121A.21](https://www.revisor.mn.gov/statutes/?id=121A.21) (<https://www.revisor.mn.gov/statutes/?id=121A.21>) provides guidance on School Health Services. District that have 1000 or more students are required to have a fulltime Licensed School Nurse (holds an MDE School Nurse license) or Certified Public Health Nurse (or enter into another arrangement with the Commissioner of Education).

Schools that have more than 1000 students and are unable to locate a Licensed School Nurse or Certified Public Health Nurse can contact Educator Licensing to explore the Alternative Health Plan option.

LPNs and RN's who do not hold the MDE Licensed School nurse (general those who do not hold a 4-year degree) can work under the supervision of an MDE Licensed School Nurse.

While a district or charter school with less than 1000 students are not required to have a licensed school nurse, they are required to meet the health needs of their students. The district or charter school need to find a strong public health support as associate degree nursing programs do not generally include public health curriculum that is called on to support health in schools.

Is Something Missing?

Is there a topic missing from this section? Please email the [STAR Team](mailto:star.pelsb@state.mn.us) at star.pelsb@state.mn.us to suggest any topics that need further explanations.

ASSIGNMENTS REQUIRING LICENSURE
Version #1 – without description – organized in alphabetical order
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ADMINISTRATIVE ASSIGNMENTS

These assignments require an administrator license and must be reported with grade level 99.
 Descriptions can be found on pages 29-30.

SUPERINTENDENT and PRINCIPALS

Assignment Name	Code	Assignment Name	Code
Assistant Elementary Principal	931002	Elementary Principal	931001
Assistant Middle School Principal	933002	Middle School Principal	933001
Assistant Principal, K-12 Building	933010	Principal, K-12 Building	933000
Assistant Secondary Principal	932002	Secondary Principal	932001
Assistant Superintendent	920002	Superintendent	920001

DIRECTORS, SUPERVISORS, and OTHER ADMINISTRATORS

Assignment Name	Code	Assignment Name	Code
Administrator on Special Assignment	900099	Director, Elementary Education Programs	960500
ALP or ALC Administrator	900088	Director, Secondary Education Programs	960400
Assistant Director, Special Education	960301	Director, Special Education	960300
Dean of Students, Administrative	990850	Director, Support Services	960650
Director, Community Education	960700	Supervisor, General Education	916500
Director of Curriculum	960200	Supervisor, Special Education	917000

GENERAL EDUCATION ASSIGNMENTS

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SUPPORT SERVICES

Must be reported with grade level 99. Descriptions are found on page 31.

Assignment Name	Code	Assignment Name	Code
Guidance and Counseling, Elementary	940302	Guidance and Counseling, Middle School	940301
Guidance and Counseling, Secondary	940300	Librarian	940400
Media Generalist or Library Media Specialist	941000	School Nurse	940800
School Psychologist	940500	School Social Worker	940700
Speech-Language Pathologist	940200		

EXPERIMENTAL PROGRAM

Descriptions are found on page 32.

Assignment Name	Code	Assignment Name	Code
Experimental Program teaching Communication Arts/ Literature	893000	Experimental Program teaching Mathematics	893001
Experimental Program teaching Performing Arts	893004	Experimental Program teaching Reading	893007
Experimental Program teaching Science	893003	Experimental Program teaching Social Studies	893005
Experimental Program teaching Visual Arts	893002	Experimental Program teaching World Languages	893006
Non-Core Experimental Program Teacher	890413		

OTHER NON-INSTRUCTIONAL ASSIGNMENTS

Must be reported with grade level 99. Descriptions found on pages 33-36.

Assignment Name	Code	Assignment Name	Code
Academic Interventionist	990310	Assessment/ Testing Coordinator	990420
Behavior Interventionist	990360	Charter School Leadership	990800
Curriculum Development and Design/ Standards Coordinator	990410	Dean of Students	990900
Facilitator/ Monitor Online Curriculum (non-instructional)	990330	Gifted Education Coach	990340
Grant Coordinator	990350	Monitoring, Study Hall, Computer Lab, etc.	990300
New Teacher Mentor (non-Q Comp)	990220	Program Coordinator (non-Q Comp)	990120
Program Coordinator, Audio-Visual Education	950300	Program Coordinator, ECFE	950100
Program Coordinator, Gifted Education	950500	Program Coordinator, School Readiness	950200
Program Coordinator, School Readiness Plus Program	950250	Program Coordinator, Special Education	990500
Program Coordinator, Voluntary Pre-Kindergarten Program	950150	Q Comp Coach/ Peer Reviewer	990270
Q Comp Program Coordinator	990130	Q Comp Teacher Leader	990710
Q Comp Teacher Mentor	990230	Staff Development	990200
Teacher Coach/ Peer Reviewer (non-Q Comp)	990260	Teacher Leader (non-Q Comp)	990700
Teacher on Special Assignment – Non-Instructional	990099	Teacher Prep	990150
Technology Integration Specialist	990320		

OTHER INSTRUCTIONAL ASSIGNMENTS

Unless otherwise noted, report actual grade level. Descriptions found on pages 37-38.

Assignment Name	Code	Assignment Name	Code
Adult Basic Education (grade level 30)	890100	Gifted Education Teacher	890200
Grad Standards Instructor	890700	Homebound Teacher	890300
Homeroom or Advisory	890600	Humanities	890500
Math, Science, and Technology Integrated Curriculum	890450	Reserve Teacher (grade level 99)	899999
Service Learning Teacher: use Self-Management or Life Skills Code		Teacher on Special Assignment – Instructional	890099
Title 1 Teacher: Use Elementary Math or Elementary Reading Codes		Tutor (licensed teacher)	890800

PRE-KINDERGARTEN, KINDERGARTEN, and ELEMENTARY EDUCATION

Unless otherwise noted, report actual grade level. Descriptions found on pages 38-39.

Assignment Name	Code	Assignment Name	Code
Bilingual Kindergarten or Elementary Education	180160	ECFE Child Educator (grade level 16)	180403
ECFE Parent Educator (grade level 30)	180401	General Elementary Education	180100
Immersion Kindergarten or Elementary Education	180170	Kindergarten (grade level 17)	180101
Pre-Kindergarten (grade level 16)	180102	Pre-School (grade level 16)	180103
School Readiness	180750	Voluntary Pre-K Program	180104
School Readiness Plus Program	180755		

VISUAL and PERFORMING ARTS

Unless otherwise noted, report actual grade level. Descriptions found on pages 39-40.

Visual Arts

Assignment Name	Code	Assignment Name	Code
Commercial Arts or Graphics Design	020601	Elementary Classroom Visual Arts	020300
Foundations of Studio Arts	020501	Media Arts or Photography	020207
Middle or Junior High School Visual Arts	020400	Single or Mixed Form Studio Arts	020502
Visual Art History or Appreciation	020102		

Performing Arts

Assignment Name	Code	Assignment Name	Code
Band	022501	Classroom or General Music	022300
Dance	021610	Dramatic Literature (performing arts)	021337
Oral Interpretation (performing arts)	021503	Orchestra	022502
Theatre Arts	021603	TV or Film Production	021509
Vocal Music	022401		

COMMUNICATION ARTS and LITERATURE

Unless otherwise noted, report actual grade level. Descriptions found on page 41.

Assignment Name	Code	Assignment Name	Code
Composition	050400	Literature	050300
Comprehensive Language Arts	050100	Mass Media Communications	050372
Creative Writing	050402	Oral Communications or Discussion	050508
Dramatic Literature (Communication Arts)	050337	Oral Interpretation (Communication Arts)	050503
English, Advanced Placement	050380	Public Speaking	050501
English, International Baccalaureate	050390	Reading, Elementary	050194
Film, Radio, or TV Broadcast	050509	Reading, Secondary	050199
Film Studies	050507	Technical Writing	050405
Journalism	050403		

WORLD LANGUAGES and CULTURES

Unless otherwise noted, report actual grade level. Descriptions found on page 42.

Classical Languages

Assignment Name	Code	Assignment Name	Code
Greek	060106	Hebrew	060212
Latin	060105	Latin, Advanced Placement	060125

Modern Languages

Assignment Name	Code	Assignment Name	Code
American Sign Language	060201	Arabic	060202
Chinese	060203	Chinese, Advanced Placement	060253
Dakota	060222	Exploratory Language or Cultural Program	060401
French	060208	French, Advanced Placement	060258
German	060209	German, Advanced Placement	060259
Italian	060213	Russian	060218
Japanese	060214	Japanese, Advanced Placement	060254
Ojibwa	060221	Other Languages not listed	069991
Spanish	060219	Spanish, Advanced Placement	060359
American Indian History, Language, and Cultures (<i>Social Studies Category</i>)	150110		

ENGLISH AS A SECOND LANGUAGE (ESL or ELL)

Unless otherwise noted, report actual grade level. Description found on pages 42-43.

Assignment Name	Code	Assignment Name	Code
English as a Second Language (NOT content specific)	060206	ESL/ ELL teaching Communication Arts/ Literature	063000
ESL/ ELL teaching Mathematics	063001	ESL/ ELL teaching Visual Arts	063002
ESL/ ELL teaching Science	063003	ESL/ ELL teaching Performing Arts	063004
ESL/ ELL teaching Social Studies	063005	ESL/ ELL teaching World Languages	063006
ESL/ ELL teaching Reading	063007		

HEALTH, SAFETY, and PHYSICAL EDUCATION

Unless otherwise noted, report actual grade level. Description found on page 43.

Assignment Name	Code	Assignment Name	Code
Bilingual Health Education	080102	Driver and Traffic Safety Behind-the-Wheel	080710
Driver and Traffic Safety Classroom	080700	General Physical Education	080300
Health Education or Personal Wellness	080100	Physical Conditioning or Fitness	080310
Safety, First Aid, or First Responder	080106	Specialized Individual, Dual, and Team Sports	080306
Swimming	080302		

CAREER EXPLORATION, SELF-MANAGEMENT, and LIFE SKILLS

Unless otherwise noted, report actual grade level. Descriptions found on page 44.

Assignment Name	Code	Assignment Name	Code
Career and College Readiness	160250	Study Skills	160300
Self-Management or Life Skills	160100	Teacher Coordinator Work-Based Learning	160000

FAMILY and CONSUMER SCIENCE

Unless otherwise noted, report actual grade level. Descriptions found on pages 44-45.

Assignment Name	Code	Assignment Name	Code
Child Development or Parenting	090102	Food and Nutrition	090107
Clothing and Textiles	090103	General Family and Consumer Science	090100
Family Living	090106	Housing and Home Furnishings	090109
Family Resources Management, Consumer Economics, Personal Finance	090104		

INDUSTRIAL and TECHNOLOGY EDUCATION

Unless otherwise noted, report actual grade level. Descriptions found on page 45-46.

Assignment Name	Code	Assignment Name	Code
Basic Building Construction Processes	100100	Communications Technologies	102100
Electricity	100400	Electronics	100403
Elementary Industrial Technical Education	100500	Energy, Power, and Transportation Tech Systems	101600
General Industrial Technical Education	100600	Home and Building Maintenance	100800
Manufacturing and Metalworking Tech Systems	101300	Media Production	102500
Principles of Technology or Technology Systems	100690	Technical Drawing or Drafting	101701
Woodworking Technology	101901		

MATHEMATICS

Unless otherwise noted, report actual grade level. Descriptions found on page 46.

Assignment Name	Code	Assignment Name	Code
7th grade Math	110200	8th Grade Math	110210
Algebra, Advanced or Integrated Math 3	111300	Algebra or Integrated Math 1	110301
Basic Mathematics	110505	Bilingual Mathematics	111102
Calculus	110600	Calculus, Advanced Placement or International Baccalaureate	110610
Elementary Math	110100	General or Consumer Math	110502
Geometry or Integrated Math 2	111200	Other Math Classes not listed	119991
Pre-Algebra	111101	Pre-Calculus or Integrated Math 4	110601
Probability and Statistics or Discrete Math	111500		

NATURAL SCIENCES

Unless otherwise noted, report actual grade level. Description found on page 47.

Assignment Name	Code	Assignment Name	Code
Aeronautics/ Aviation	130413	Astronomy	130355
Bilingual Science	130102	Biology, Advanced Placement or International Baccalaureate	130290
Biology, General	130216	Biology, Secondary Level	130215
Biology, Special Topics (Forensics)	130295	Chemistry, Advanced Placement or International Baccalaureate	130390
Chemistry, General	130333	Chemistry, Special Topics	130395
Earth Science	130412	Elementary Science	130010
Environmental Science	130502	Integrated Science	130100
Life Science	130210	Physical Science	130310
Physics, Advanced	130352	Physics, Advanced Placement or International Baccalaureate	130359
Physics, General	130351		

AGRICULTURAL EDUCATION

Unless otherwise noted, report actual grade level. Descriptions found on page 48.

Assignment Name	Code	Assignment Name	Code
Agricultural Management	200501	Agriculture, Introduction	200100
Horticulture, Animal, or Crop Production	200300	Natural Resources Management	200505

COMPUTER and INFORMATION TECHNOLOGY

Unless otherwise noted, report actual grade level. Descriptions found on pages 48-49.

Assignment Name	Code	Assignment Name	Code
Computer Assisted Design (CAD) Drafting	301800	Computer Communications and the Internet	301600
Computer Hardware Technology	301400	Computer Programming	301300
General Business Computer Applications	301200	Keyboarding - Basic Computer Operations	301100
Keyboarding (Elementary) - Basic Computer Operations and Maintenance	300100	Network Technology	301500
Web Page Design	301700		

BUSINESS EDUCATION

Unless otherwise noted, report actual grade level. Descriptions found on pages 49-50.

Assignment Name	Code	Assignment Name	Code
Accounting/ Bookkeeping	140102	Business Communications	140310
Business Math	149982	Business Organization or Management	140330
Consumer Economics or Personal Financial Management	149922	Office Procedures	140301
Other Business Classes not listed	149991	Personal and Business Law	149918
Sales or Marketing	140320		

SOCIAL SCIENCES and SOCIAL STUDIES

Unless otherwise noted, report actual grade level. Descriptions found on page 50.

Assignment Name	Code	Assignment Name	Code
American Indian History, Language, and Culture	150110	Anthropology or Archaeology	150102
Bilingual Social Studies	151102	Economics	150600
Elementary Social Studies	150100	Geography	150700
History	150800	Philosophy	151300
Political Science or Civics and Government	151000	Psychology	151103
Social Studies - Advanced Placement or International Baccalaureate	151090	Social Studies – Integrated	159991
Sociology	151200		

SPECIAL EDUCATION

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Use these codes for teachers NOT providing direct instruction in a CORE Academic subject. Also, use these codes for Special Education LIFE SKILLS or STUDY SKILLS classes. Descriptions and additional information found on pages 51-55.

Assignment Name	Code	Assignment Name	Code
Academic and Behavioral Specialist	199810	Autism Spectrum Disorders	190202
Blind or Visually Impaired	190498	Deaf or Blind	190490
Deaf or Hard of Hearing	190497	Developmental Adapted Physical Education	190302
Early Childhood Special Education	190500	Emotional Behavior Disorders	190200
Learning Disabilities	190201	Mild to Moderate Mental Impairments	199801
Moderate to Severe Mental Impairments	199802	Oral Aural Deaf Education	190480
Other Health Disabilities	190301	Physical Disabilities	190300
Traumatic Brain Injury	190700		

Use the following codes for Special Education teachers ONLY when they are providing direct instruction in a CORE academic subject.

ACADEMIC AND BEHAVIORAL SPECIALIST (ABS)

ABS Assignment Name	Code	ABS Assignment Name	Code
Teaching Communications Art/ Literature	194120	Teaching Mathematics	194121
Teaching Performing Arts	194124	Teaching Reading	194127
Teaching Science	194123	Teaching Social Studies	194125
Teaching Visual Arts	194122	Teaching World Languages	194126

AUTISM SPECTRUM DISORDERS (ASD)

ASD Assignment Name	Code	ASD Assignment Name	Code
Teaching Communications Art/ Literature	194020	Teaching Mathematics	194021
Teaching Performing Arts	194024	Teaching Reading	194027
Teaching Science	194023	Teaching Social Studies	194025
Teaching Visual Arts	194022	Teaching World Languages	194026

BLIND OR VISUALLY IMPAIRED (BVI)

BVI Assignment Name	Code	BVI Assignment Name	Code
Teaching Communications Art/ Literature	194080	Teaching Mathematics	194081
Teaching Performing Arts	194084	Teaching Reading	194087
Teaching Science	194083	Teaching Social Studies	194085
Teaching Visual Arts	194082	Teaching World Languages	194086

DEAF or BLIND

Deaf or Blind Assignment Name	Code	Deaf or Blind Assignment Name	Code
Teaching Communications Art/ Literature	194060	Teaching Mathematics	194061
Teaching Performing Arts	194064	Teaching Reading	194067
Teaching Science	194063	Teaching Social Studies	194065
Teaching Visual Arts	194062	Teaching World Languages	194066

DEAF OR HARD OF HEARING (DHH)

DHH Assignment Name	Code	DHH Assignment Name	Code
Teaching Communications Art/ Literature	194070	Teaching Mathematics	194071
Teaching Performing Arts	194074	Teaching Reading	194077
Teaching Science	194073	Teaching Social Studies	194075
Teaching Visual Arts	194072	Teaching World Languages	194076

EMOTIONAL BEHAVIORAL DISORDERS (EBD)

EBD Assignment Name	Code	EBD Assignment Name	Code
Teaching Communications Art/ Literature	194000	Teaching Mathematics	194001
Teaching Performing Arts	194004	Teaching Reading	194007
Teaching Science	194003	Teaching Social Studies	194005
Teaching Visual Arts	194002	Teaching World Languages	194006

LEARNING DISABILITIES (LD)

LD Assignment Name	Code	LD Assignment Name	Code
Teaching Communications Art/ Literature	194010	Teaching Mathematics	194011
Teaching Performing Arts	194014	Teaching Reading	194017
Teaching Science	194013	Teaching Social Studies	194015
Teaching Visual Arts	194012	Teaching World Languages	194016

MILD TO MODERATE MENTAL IMPAIRMENTS (MMI)

MMI Assignment Name	Code	MMI Assignment Name	Code
Teaching Communications Art/ Literature	194100	Teaching Mathematics	194101
Teaching Performing Arts	194104	Teaching Reading	194107
Teaching Science	194103	Teaching Social Studies	194105
Teaching Visual Arts	194102	Teaching World Languages	194106

MODERATE TO SEVERE MENTAL IMPAIRMENTS (MSMI)

MSMI Assignment Name	Code	MSMI Assignment Name	Code
Teaching Communications Art/ Literature	194110	Teaching Mathematics	194111
Teaching Performing Arts	194114	Teaching Reading	194117
Teaching Science	194113	Teaching Social Studies	194115
Teaching Visual Arts	194112	Teaching World Languages	194116

ORAL AURAL DEAF EDUCATION

Oral Aural Assignment Name	Code	Oral Aural Assignment Name	Code
Teaching Communications Art/ Literature	194050	Teaching Mathematics	194051
Teaching Performing Arts	194054	Teaching Reading	194057
Teaching Science	194053	Teaching Social Studies	194055
Teaching Visual Arts	194052	Teaching World Languages	194056

OTHER HEALTH DISABILITIES (OHD)

OHD Assignment Name	Code	OHD Assignment Name	Code
Teaching Communications Art/ Literature	194040	Teaching Mathematics	194041
Teaching Performing Arts	194044	Teaching Reading	194047
Teaching Science	194043	Teaching Social Studies	194045
Teaching Visual Arts	194042	Teaching World Languages	194046

PHYSICAL and HEALTH DISABILITIES (PHD)

PHD Assignment Name	Code	PHD Assignment Name	Code
Teaching Communications Art/ Literature	194030	Teaching Mathematics	194031
Teaching Performing Arts	194034	Teaching Reading	194037
Teaching Science	194033	Teaching Social Studies	194035
Teaching Visual Arts	194032	Teaching World Languages	194036

TRAUMATIC BRAIN INJURY (TBI)

TBI Assignment Name	Code	TBI Assignment Name	Code
Teaching Communications Art/ Literature	194090	Teaching Mathematics	194091
Teaching Performing Arts	194094	Teaching Reading	194097
Teaching Science	194093	Teaching Social Studies	194095
Teaching Visual Arts	194092	Teaching World Languages	194096

CAREER and TECHNICAL EDUCATION PROGRAMS (CTE)

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If your program receives Perkins funding, these are the assignment codes you will use. These codes can also be used for general education courses that are not a part of a Perkins funded CTE Program.

ADMINISTRATION

Must be reported with grade level 99. Descriptions found on page 56.

<u>Assignment Name</u>	<u>Code</u>	<u>Assignment Name</u>	<u>Code</u>
Assistant Director, Local District	000111	Director, Local District	000110
Director, Secondary Career and Technical Center	000115	Supervisor, Special Needs Program	000680

SPECIAL NEEDS and SUPPORT SERVICES

Descriptions found on page 56-57.

<u>Assignment Name</u>	<u>Code</u>	<u>Assignment Name</u>	<u>Code</u>
Career Accommodation Specialist	000690	Employment Placement Specialist	001050
Support Service Facilitator	000670	Teacher-Coordinator – Work Experience Career Exploration (WECEP)	000755
Technical Tutor	000790	Vocational Evaluator (grade level 99)	000710
Work Experience – Disadvantaged	000745	Work Experience – Handicapped	000750

OTHER ASSIGNMENTS

One or more courses may comprise the assignment. Descriptions found on page 57.

<u>Assignment Name</u>	<u>Code</u>	<u>Assignment Name</u>	<u>Code</u>
Public Affairs or Community Service Occupations	070002	Teacher-Coordinator, Diversified Occupations	009095

AGRICULTURE/ AGRI-BUSINESS/ NATURAL RESOURCES OCCUPATIONS

One or more courses may comprise the assignment. Descriptions found on page 57-58.

<u>Assignment Name</u>	<u>Code</u>	<u>Assignment Name</u>	<u>Code</u>
Agriculture Business Management	010400	Agriculture – Combined Program	019901
Agriculture Exploration or Intro to Agriculture	010001	Agriculture Mechanics Technology	010300
Animal Science and Technology	019910	Forestry and Natural Resources Management	010700
Horticulture Landscaping Management	010500	Teacher-Coordinator, Agriculture Co-Op Programs	019090

BUSINESS and OFFICE OCCUPATIONS

One or more courses may comprise the assignment. Description found on page 58.

Assignment Name	Code	Assignment Name	Code
Accounting	140100	Administrative Support Occupations	140710
Banking and Finance	140120	Business Simulation	140500
Data Processing	140200	Teacher-Coordinator, Business and Office Co-op Programs	149090

FAMILY and CONSUMER SCIENCES OCCUPATIONS

One or more courses may comprise the assignment. Descriptions found on page 59.

Assignment Name	Code	Assignment Name	Code
Consumer Homemaking Occupations	090101	Consumer Homemaking Occupations – Option 4	090112
Individual, Family Life, and Parenting	090121		

MARKETING OCCUPATIONS

One or more courses may comprise the assignment. Descriptions found on page 59.

Assignment Name	Code	Assignment Name	Code
Marketing Occupations	040800	Performing Arts Occupations	049956
Teacher-Coordinator, Marketing Occupations	049090		

HEALTH OCCUPATIONS and CAREERS

Descriptions found on page 59.

Assignment Name	Code	Assignment Name	Code
Allied Health	070208	Dental Assisting	070101
Emergency Medical Technician	070907	Health Sciences and Technology Education	070300
Medical Careers	072100	Nursing Services	070303
Teacher-Coordinator, Health Occupations	079090	Teacher-Coordinator, Public Affairs or Community Service	079091

SERVICE OCCUPATIONS and CAREERS

Descriptions found on pages 60-61.

Assignment Name	Code	Assignment Name	Code
Building Care or Maintenance Occupations	091100	Childcare, Guidance, and Education Occupations	090201
Cosmetology	092602	Creative Design Careers	090300
Early Childhood Careers	090200	Fashion and Apparel or Textile Occupations	090214
Foods Occupations	092902	Hospitality Services Careers	092900
Housing Occupations	090204	Teacher-Coordinator, Service Occupations Co-op Programs	099090
Tourism Occupations	090320	Upholstery	093500

TRADE/ INDUSTRIAL OCCUPATIONS and CAREERS

Descriptions found on pages 61-64.

Assignment Name	Code	Assignment Name	Code
Auto Body Mechanics	170301	Auto Mechanics	170302
Auto or Truck Service and Repair	170322	Aviation Occupations	170400
Broadcast Media Occupations	171510	Cabinet Making	173601
Commercial Arts	170700	Communications Media Occupations	171515
Commercial Photography	170900	Communication Technology Careers	171600
Communications Technology Occupations	171502	Construction Careers	171100
Construction Occupations – Finishing	171016	Construction Occupations – General	171000
Construction Occupations – Planning and Management	171020	Drafting Occupations	171300
Electronics Occupations	171500	Electromechanical Technology Occupations	171310
Fluid Power Mechanics	179990	Graphic Arts	171900
Industrial Design Technology Occupations	171705	Industrial Equipment Maintenance and Service	177601
Jewelry-Goldsmithing and Silversmithing	179960	Machine Shop Operations	172302
Manufacturing Careers	171700	Manufacturing Technology	171710
Mechanical Drafting Occupations	171303	Mechanical Technology Occupations	171730
Media Production	171508	Metals Fabrication and Metal Work	172350
Metals or Fabrication Occupations	170321	Metal or Material Processing Occupations	172300
Principles of Technology	171720	Recreational Vehicle Repair Occupations	173101
Service Station Mechanics	170312	Sheet Metal Working and Fabrication	172305
Small Engines Mechanics	173100	Teacher-Coordinator, Trade and Industrial Co-op Programs	179090
Transportation Careers	170300	Truck or Bus Driving Occupations	178803
Truck or Diesel Mechanics	171200	Vehicle Services Occupations	170303
Welding Occupations	172306		

ASSIGNMENT REQUIRING LICENSURE
Version #2 – with description – organized numerically

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ADMINISTRATIVE ASSIGNMENTS

These assignments require an administrator license and must be reported with grade level 99.

SUPERINTENDENTS and PRINCIPALS

Require an administrator license and must be reported with grade level 99.

920001 Superintendent

920002 Assistant Superintendent

931001 Elementary Principal

931002 Assistant Elementary Principal

932001 Secondary Principal

932002 Assistant Secondary Principal

933000 Principal, K-12 Building

933001 Middle School Principal

933002 Assistant Middle School Principal

933010 Assistant Principal, K-12 Building

DIRECTORS, SUPERVISORS, and OTHER ADMINISTRATORS

Require an administrator license and must be reported with grade level 99.

900088 **ALP/ALC Administrator:** Fills the position of principal or director for an Alternative Learning Program or Center. If the person does not hold an administrative license and is a coordinator working under the direction of the high school principal or district superintendent then report the person as a Program Coordinator. This assignment requires an administrator license.

900099 **Administrator on Special Assignment:** Use only if the assignment does not correlate to any assignment under License Staff Assignments or under Non-Licensed Staff Assignments.

To assist in determining the need for new codes, please email a description of the job responsibilities to the [STAR Team](mailto:star.pelsb@state.mn.us) at star.pelsb@state.mn.us for each individual reported with this assignment code.

916500 **Supervisor, General Education Areas:** Use for positions that are not a principal position, but is supervising staff in the general education areas.

917000 **Supervisor, Special Education:** Use for positions that are not a Special Education director, but is supervising staff in the special education areas.

960200	<p>Director of Curriculum: Director of Curriculum provides leadership and oversees the educational aspects of a school district. This could include selecting curricula, selecting instructional materials (including textbooks), monitoring student performance data, training and evaluating teachers, informing the superintendent and school board of curriculum and instruction information, review and evaluate the district curriculum and instructional practices, maintain federal programs related to curriculum and instruction, ensure that the district’s education objectives are aligned to state standards, and several other curriculum and instruction decisions. This person is usually working at a broader program level, such as the district, but can work at more specific levels as well.</p> <p>Districts may choose to have these duties included in each school building or site’s principal, assistant principal, or director positions and then have a licensed teacher work as a curriculum coordinator. If these duties fall within the principal, assistant principal, or director’s duties you do not need to report this as a separate assignment.</p>
960300	<p>Director, Special Education: provides administrative direction, coordination, and support in the Special Education Programs.</p>
960301	<p>Assistant Director, Special Education: Provides administrative direction, coordination, and support under the direct supervision of the director, including supervisory functions such as hiring and evaluation of Special Education staff.</p>
960400	<p>Director, Secondary Education Programs: Manages all aspects of a secondary educational program. This is common in K-12 buildings that may have one principal and then splits the grade levels between multiple directors that work as an administrative team.</p>
960500	<p>Director, Elementary Education Programs: Manages all aspects of an elementary educational program. This is common in K-12 buildings that may have one principal and then splits the grade levels between multiple directors that work as an administrative team.</p>
960700	<p>Director, Community Education: Manages and supervises all aspects of the Community Education program.</p> <p>If the district’s residential population is less than 6000, the district superintendent can fill the position of the Community Education Director. These situations should only be reported under the superintendent duties as this is not a separate assignment.</p>
960650	<p>Director, Support Services: Manages and supervises all aspects of Support Services. This can be one administrators for all support areas or could be several manages specific to support areas.</p>
990850	<p>Dean of Students, Administrative: Only use this Dean of Students code if your Dean of Students holds an administrative license. This assignment code was created in order to allow probationary principals (two-year license) to use a year of Dean of Students (which includes administrative duties) as their one-year of experience when renewing their principal license.</p>

GENERAL EDUCATION ASSIGNMENTS

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SUPPORT SERVICES

Must be reported with grade level 99

940200	Speech-Language Pathologist: Provides specialized speech-language services to students identified with speech-language disorders including those affecting language, articulation, fluency, and voice.
940300	Guidance and Counseling, Secondary: Guidance Counselors provide counseling services for promotion of preventive or educational strategies to enhance cognitive, emotional, and behavioral development; effective decision-making skills, and resiliency capabilities. Group Counseling includes specialized group counseling activities provided by licensed school counselors for purposes such as career planning, academic planning, violence prevention, behavior intervention, and chemical dependency. A Secondary Guidance counselor may participate in a Life Skills or Self-Management class or Ramp Up for Readiness or other Career Preparation classes. The counselor should be paired with a teacher who would award the credit, even if the counselor is the one who works with the students.
940301	Guidance and Counseling, Middle School: Guidance Counselors provide counseling services for promotion of preventive or educational strategies to enhance cognitive, emotional, and behavioral development; effective decision-making skills, and resiliency capabilities. Group Counseling includes specialized group counseling activities provided by licensed school counselors for purposes such as career planning, academic planning, violence prevention, behavior intervention, and chemical dependency.
940302	Guidance and Counseling, Elementary: Guidance Counselors provide counseling services for promotion of preventive or educational strategies to enhance cognitive, emotional, and behavioral development; effective decision-making skills, and resiliency capabilities. Group counseling includes specialized group counseling activities provided by licensed school counselors for purposes such as career planning, academic planning, violence prevention, behavior intervention, and chemical dependency.
940400	Librarian: Provides organization and instruction in the access of library materials, media materials, and media or audiovisual equipment. Selection, acquisition, cataloging, and circulation of materials appropriate for K-12 students.
940500	School Psychologist: Provides direct and indirect psychological services to students who are at risk of social and academic failure.
940700	School Social Worker: Provides liaison services between home, school, and community; conducts individual, group, and family counseling; and coordinates student programs with other agencies.
940800	School Nurse: A licensed school nurse can provide supervision for two-year RNs and LPNs to provide health services to students.
941000	Media Generalist or Library Media Specialist: Provides organization and instruction in the access of library materials, media materials, and media or audiovisual equipment. Provides instruction in the use of technology tools for the purpose of acquiring information. Provides instruction in computer applications determined to be media production, web page design, or may teach communications and internet technology. Selects, acquires, catalogs, and circulates materials appropriate for students.

EXPERIMENTAL PROGRAM ASSIGNMENTS

Report with the grade level being taught.

890413	Non-Core Experimental Program Teachers: Use this assignment code for individuals who are teaching non-core subjects in an experimental program. This code should only be used for teachers who have received an Innovative Waiver granted by the Board of Teaching.
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893000	Experiment Program Teaching Communication Arts/Literature: Use this assignment code for individuals who are teaching communication arts classes, literature, language arts, and other related courses in an experimental program. This code should only be used for teachers who have received an Innovative Waiver granted by the Board of Teaching.
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893001	Experiment Program Teaching Mathematics: Use this assignment code for individuals who are teaching mathematic and other related courses in an experimental program. This code should only be used for teachers who have received an Innovative Waiver granted by the Board of Teaching.
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893002	Experiment Program Teaching Visual Arts: Use this assignment code for individuals who are teaching general art, painting, drawing, and other related courses in an experimental program. This code should only be used for teachers who have received an Innovative Waiver granted by the Board of Teaching.
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893003	Experiment Program Teaching Science: Use this assignment code for individuals who are teaching general science, biology, chemistry, and other related courses in an experimental program. This code should only be used for teachers who have received an Innovative Waiver granted by the Board of Teaching.
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893004	Experiment Program Teaching Performing Arts: Use this assignment code for individuals who are teaching performing arts such as acting, theater, dance, and other related courses in an experimental program. This code should only be used for teachers who have received an Innovative Waiver granted by the Board of Teaching.
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893005	Experiment Program Teaching Social Studies: Use this assignment code for individuals who are teaching geography, economics, political science, and other social studies courses in an experimental program. This code should only be used for teachers who have received an Innovative Waiver granted by the Board of Teaching.
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893006	Experiment Program Teaching World Languages: Use this assignment code for individuals who are teaching world languages and other related courses in an experimental program. This code should only be used for teachers who have received an Innovative Waiver granted by the Board of Teaching.
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893007	Experiment Program Teaching Reading: Use this assignment code for individuals who are teaching reading and reading processing courses in an experimental program. This code should only be used for teachers who have received an Innovative Waiver granted by the Board of Teaching.
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OTHER NON-INSTRUCTIONAL ASSIGNMENTS

Must report with grade level 99

no code	<p>Program Coordinator, Title 1: Does not require licensure. Report in Non-licensed File (NA) using code 999970 or, for licensed staff, as a Program Coordinator (Non-Q Comp) 990120.</p> <p>A Title 1 Program Coordinator is a licensed teacher whose job is to develop, implement, and coordinate the programs for delivery of a Title 1 program; to evaluate those programs; and to provide training and consultation to teaching staff in those programs. A coordinator may not supervise, employ, or evaluate other staff.</p>
950100	<p>Program Coordinator, Early Childhood Family Education (ECFE): An ECFE Program Coordinator is a licensed teacher whose job is to develop, implement, and coordinate the programs for delivery of ECFE services; to evaluate those programs; and to provide training and consultation to teaching staff in those programs. A coordinator may not supervise, employ, or evaluate other staff.</p>
950150	<p>Program Coordinator, Voluntary Pre-Kindergarten Program: A Voluntary Pre-Kindergarten Program Coordinator is a licensed teacher whose job is to develop, implement, and coordinate the programs for delivery of a Voluntary Pre-Kindergarten program; to evaluate those programs; and to provide training and consultation to teaching staff in those programs. A coordinator may not supervise, employ, or evaluate other staff.</p>
950200	<p>Program Coordinator, School Readiness: A School Readiness Program Coordinator is a licensed teacher whose job is to develop, implement, and coordinate the programs for delivery of School Readiness services; to evaluate those programs; and to provide training and consultation to teaching staff in those programs. A coordinator may not supervise, employ, or evaluate other staff.</p>
950250	<p>Program Coordinator, School Readiness Plus Program: A School Readiness Plus Program Coordinator is a licensed teacher whose job is to develop, implement, and coordinate the programs for delivery of School Readiness Plus services; to evaluate those programs; and to provide training and consultation to teaching staff in those programs. A coordinator may not supervise, employ, or evaluate other staff.</p>
950300	<p>Program Coordinator, Audio-Visual Education: An Audio-Visual Education Program Coordinator is a licensed teacher whose job is to develop, implement, and coordinate the programs for delivery of Audio-Visual programs and education; to evaluate those programs; and to provide training and consultation to teaching staff in those programs. A coordinator may not supervise, employ, or evaluate other staff.</p>
950500	<p>Program Coordinator, Gifted Education: A Gifted Education Program Coordinator is a licensed teacher or principal who serves as liaison to district and building leadership and whose job is to develop, implement, and coordinate the programs for delivery of Gifted Education services; to evaluate those programs; and to provide training and consultation to teaching staff in those programs.</p> <p>The coordinator may also have responsibility for scheduling, budgeting, identification of students for services, and coaching other educators. May also work with staff, parents or community members to address the educational needs of individual students and/or planning school strategies. The coordinator may work directly with students. This position is only for gifted education programs.</p>

990099	Teacher on Special Assignment – Non-Instructional: Used only for non-instructional positions which do not correlate to any other assignment listed under Licensed Staff Assignments or Non-Licensed Staff Assignments. If the individual is providing instructions to students, you will use the Teacher on Special Assignment – Instructional code 890099. If the person is coordinating a program that does not have a separate Program Coordinator code, please report as 990120 for non-Q Comp programs or 990130 for Q Comp programs. Please send a job description to the STAR Team at star.pelsb@state.mn.us.
990120	Program Coordinator (non-Q Comp): Program Coordinator acts as liaison to district and building administration. Responsible for providing leadership and program operation that may include budgeting, purchasing, and scheduling. This is only for non-Q Comp programs.
990130	Q Comp Program Coordinator: The Q Comp Coordinator acts as a liaison between administration and teachers for schools implementing Q Comp. Responsible for providing leadership and program operation that may include professional development, program coordination, reporting, and budgeting.
990150	Teacher Prep: This assignment code is used to ensure that the FTE will calculate properly for each staff.
990200	Staff Development: Use this code for either individuals that coordinate Staff Development programs or for individuals that provide staff development. This should only be used if the person does this as a separate job from their regular duties. Principals, directors, supervisors, and coordinators who provide staff development as a part of their regular duties should not be reported under this assignment, but under the appropriate assignment code for their regular duties.
990220	New Teacher Mentor (non-Q Comp): Use this code for staff who are providing induction support and mentoring to teachers who are either new to the profession or are new employees of the school or district and are not a part of a Q Comp program.
990230	Q Comp Teacher Mentor: Use this code for staff who are providing induction support and mentoring to teachers who are either new to the profession or are new employees of the school or district and are a part of a Q Comp Program.
990260	Teacher Coach/Peer Reviewer (non-Q Comp): Peer reviewers/coaches (employed in schools not implementing Q Comp) serve fellow teachers by observing instruction, discussing practice, and providing job-embedded professional development.
990270	Q Comp Coach/Peer Reviewer: This is a formal teacher leadership position in a Q Comp Program. Peer reviewers/coaches serve fellow teachers by observing instruction, discussing practice, and providing job-embedded professional development.
990300	Monitoring, Study Hall, Computer Lab, Lunchroom, Truancy, or In-School Suspension: If this is half-time or more assignment, report on Non-Licensed file using code 999980.
990310	Academic Interventionist (non-instructional): An Academic Interventionist is a non-instructional position focused on addressing academic needs in a district, building, or classroom setting, or with individual students. May work with staff, parents, and/or community members to address the educational needs of individual students and/or planning for school strategies. Works specifically as an academic coach for students,

providing mentoring and coaching to teaching staff, locating tutoring services for students, or assisting with the development of new academic programs. Targets academic need areas based on provided data and uses data to improve student academic success or academic program effectiveness. Assists teaching staff in developing and monitoring academic progress of students in need.

If the position requires any instructional time, report that time as a separate assignment, ensuring the teacher has the appropriate license.

990320 **Technology Integrationist Specialist (non-instructional):** A Technology Integrationist Specialist works as a coach and/or mentor regarding technological education. The specialist assists teachers in the classroom, assists teachers and districts in incorporating or developing curriculum including or focusing on technology, coaching teachers in the use of technology and in teaching technology, and can assist in locating technologies to benefit the educational environment.

If this position includes any instructional assignments, please report those as separate assignments and ensure the teacher has the appropriate license.

990330 **Facilitator/Monitor Online Curriculum (non-instructional):** Use this code for licensed staff that are facilitating or monitoring students who are completing online curriculum or courses. If the teacher is providing instruction, then report the courses under the class. The intent of this assignment is not to instruct students, but to assist students (tutor) with questions or technological questions and to monitor that students are doing their work.

990340 **Gifted Education Coach (non-instructional):** A Gifted Education Coach is a licensed non-instructional position focused on addressing the academic needs of advanced learners in a district, building, or classroom setting, or with individual students. The coach may work with staff, parents, and/or community members to address the educational needs of individual students and/or planning for school strategies or academic competitions e.g. Lego Robotics, Math Masters, Stock Market Game, and Future Problem Solvers. The coach works specifically as an academic coach for students, providing mentoring and coaching for students, or assisting with the development of new programs with an academic focus. Targets academic need areas based on provided data and uses data to improve student academic success or academic program effectiveness.

990350 **Grant Coordinator:** This assignment code should only be used for individuals who do grant coordinator as a duty separate from their regular duties. If grant coordination is a part of their regular duties (principal, program coordinator, etc.) then do not report this as a separate assignment.

990360 **Behavior Interventionist:** The behavior interventionist is a non-instructional assignment. The staff works with individuals or groups in order to facilitate positive and healthy behavior. The staff could work with students on their individual behavior and action or could work with training teachers on positive behavior training.

990410 **Curriculum Development and Design/Standards Coordinator:** A Curriculum coordinator works under the direction of and in collaboration with the Curriculum Director or Principal in the development, writing, and implementation of curriculum. The coordinator can also work with teachers to develop curricula or train in specific curricula. This individual would general work in a specific area, such as a school building (instead of district wide) or an academic department.

990420	Assessment/Testing Coordinator: This individual is in charge of coordinating assessments and tests within the district and/or building.
990500	Program Coordinator, Special Education: Assignment includes leadership responsibilities beyond those of classroom teacher. Responsibilities relate to additional functions in facilitating Special Education day-to-day activities. Coordinates program planning, evaluation, and implementation; in-service training and curriculum development; and provides consultative support to teaching staff, including mentoring. Advocates for students, coordinates due process procedures, attends IEP meetings, and helps to mediate differences between parents and the district. Does NOT include supervisory functions such as hiring, supervising, and evaluating staff.
990700	Teacher Leader (non-Q Comp): This designation is for teachers in formal leadership positions that are not a part of a Q Comp Program. Examples include, but are not limited to, union leadership, school/district leadership team member, grade level/department chair, professional learning community leader, and other related positions.
990710	Q Comp Teacher Leader: This is a formal teacher leadership position in a Q Comp Program. Teacher leaders in Q Comp schools must provide job-embedded professional development and maintain primary roles and student instruction.
990800	Charter School Leadership: This code can be used with Charter School Leaders in a Charter School Administrative Position Not Requiring a License if the educator holds an active educator license that is not an administrator license. If the educator holds an administrator license and is working in that area, report with the appropriate code. If they are filling administrator duties in an administrator area outside of their administrator license, report as an Administrator on Special Assignment 900099.
990900	Dean of Students: An individual working as a Dean of Students may monitor student attendance, handle day-to-day discipline functions, direct student activities, serve as athletic director, oversee extra-curricular activities, serve as a school representative at regional and state events, coordinate testing, assist administration and counseling staff with enrollment of new students, scheduling, and transcript preparation. A dean of students may serve as an active member of child study teams, crisis response teams, and student assistance teams when designated by the school administrator. A dean of students may also contact parents, arrange and attend parent-teacher conferences, coordinate with administration or counseling staff for postsecondary opportunities and scholarships. A dean of students may NOT serve as the licensed administrator and/or licensed administrator designee for student's Special Education IEP meetings. If a dean of students is suspending students or performing staff evaluations other than peer reviews of staff (summative or job retention-related evaluations, for example), the individual must be a licensed administrator. If the assignment is more representative of those duties of a principal or counselor, the individual must be appropriately licensed in those areas. In these cases, please use the appropriate assignment code to report.

OTHER INSTRUCTIONAL ASSIGNMENTS

Unless otherwise noted, report these assignments with the grade level appropriate for the grade(s) of the students being served or instructed.

no code	Title I Teacher: Elementary Title 1: Use the Elementary Math 110100 or Elementary Reading 050194 code to report the assignment for a Title I teacher. The teacher must hold an elementary license. Secondary Title 1: Use the appropriate reading or math code. The teacher must hold a license or permission in reading or math.
see 160100	Service Learning: Service learning is a pedagogical tool that engages students in active learning through experiences in serving the community. Students gain knowledge of needs and services while experiencing integrated learning. The benefits of service learning are reciprocal. Service learning will include structured educational components, training for students, placement, and adequate time in providing the service and critical reflection of the service experience. Report with assignment code 160100 Self-Management or Life Skills.
890099	Teacher on Special Assignment – Instructional: Use only if the assignment does not correlate to any other assignment listed under Licensed Staff Assignments or Non-Licensed Staff Assignments. Districts Teacher on Special Assignment (TOSA) will not necessarily be the same as a TOSA on STAR. To assist in determining the need for new codes, email a description of job responsibilities to the STAR Team at star.pelsb@state.mn.us for each individual reported with this code.
890100	Adult Basic Education (grade level 30): Instruction for an Adult Basic Education or GED program that is a part of the district’s K-12 program. The staff must hold a teaching license or ABE license, but do not need to be content specific.
890200	Gifted Education Teacher: A gifted education teacher is a licensed full time teacher whose assignment is in a resource, pull-out classroom, gifted education class, or a full-time gifted program. All teaching licenses can fill this position within the grade level of their license.
890300	Homebound Teacher: All teaching licenses can fill this position. Short Term Sub licenses are not suggested for this position; however, if the position is less than 15 days and there are no other options, then a short call sub can be used.
890450	Math, Science, and Technology Integrated Curriculum: Math, Science, and Technology Integrated Curriculum assignments consist of specific offerings of curriculum and instruction that combine science, math, and/or technology to meet educational standards. Curriculum included in this category can be, but are not limited to, “Project Lead the Way”, STEM classes, and “Fab Labs.” To determine if the curriculum being used falls into this assignment code, please send a description of the curriculum to the STAR Team at star.pelsb@state.mn.us.

890500	Humanities: Course that examines and evokes responses to human's creative efforts and their world in particular periods of history and in particular cultures. Content includes exploration, analysis, synthesis, and response in a variety of ways to cultural tradition, including viewing, listening, speaking, reading, and writing, performing, and creating.
890600	Homeroom/Advisory: This assignment code can be used if reporting a staff member's advisory time is needed to ensure their FTE calculates correctly.
890700	Grad Standards Instructor: Use only for assignment where the teacher specifically designs and conveys curriculum content to enable a student to meet particular standards not previously reached through normal content courses.
890800	Tutor (licensed teacher): Use this code for individuals who are providing tutoring or supplemental instruction to the general education classroom teacher's initial instruction. If the person is providing initial and direction instruction, then they need to be reported under the content assignment code and must hold the appropriate license.
899999	Reserve Teacher (grade level 99): Employed full-time by district to do day-to-day subbing.

PRE-KINDERGARTEN, KINDERGARTEN, and ELEMENTARY EDUCATION

Report with the grade level listed on the assignment.

180100	General Elementary Education (use grade levels 1-6): Grade level 18 and 15 CANNOT be used with this assignment. If a teacher has multiple grade levels with this assignment, report a separate assignment for each grade level. Use this assignment code for 7th and 8th grade self-contained classrooms in a K-8 elementary school.
180101	Kindergarten (grade level 17)
180102	Pre-Kindergarten (grade level 16)
180103	Pre-School (grade level 16)
180104	Voluntary Pre-K Program (grade level 16): Only use this code if your district has a state approved Voluntary Pre-K Program (VPK).
180160	Bilingual Kindergarten and Elementary Education (use grade level 17 or 1-6): Grade level 18 and 15 CANNOT be used with this assignment. Teaching elementary education content to students of limited English proficiency in the students' native language.
180170	Immersion Kindergarten and Elementary Education (use grade level 17 or 1-6): Grade level 18 and 15 CANNOT be used with this assignment. Teaches elementary education content to students through the language immersion program in language other than spoke English (Spanish, Chinese, Ojibwa, French, German, etc.). This assignment works the same in the same manner as 180100; however, pertains only to language immersion programs.
180401	ECFE Parent Educator (grade level 30): Instructs parents alone in an Early Childhood Family Education program. Can also serve parents and children together in a situation where the parents remain on-site and are primarily responsible for their own children.

180403	ECFE Child Educator (grade level 16): Designs, implements, and evaluates developmentally appropriate learning experiences for young children in a variety of early childhood settings and collaborates with families, colleagues, and related service personnel to enhance the learning of young children.
180750	School Readiness (grade level 16): Plans and develops appropriate program activities, designs the learning environment, and interacts with and assesses children. Communicates regularly with parents about their child's growth, development, and ways to enhance learning at home. A coordinator or teacher may coordinate with other professionals to meet the needs of children with special needs and may be responsible for supervising non-licensed assistant teachers, volunteers, and parents working in the classroom. In addition, the coordinator or teacher cooperates and collaborates with school district programs and community agencies.
180755	School Readiness Plus Programs

MIDDLE SCHOOL

A middle school is a local school district designated organizational structure consisting of a minimum of two consecutive grades with one being a typical elementary grade and one being a typical secondary grade (grades 5-9 or a combination of these grades).

An elementary licensed teacher is authorized to teach students up to grade 6 in any setting. A secondary licensed teacher is authorized to teach students in grades 7 and above in any setting.

Middle School, Elementary Grades

- If grade levels 5-6 run on an elementary schedule, report the elementary teachers teaching specialty subjects with the elementary specialty assignment codes listed under appropriate subject categories.
- If the class is a traditional self-contained elementary classroom report as 180100. Report using specific elementary grade level.
- If an elementary teacher is teaching a core content subject to grades 5-6 on a middle school schedule, report the elementary specialty assignment codes and a grade level of 26.

Middle School, Secondary Grades

For all non-elementary middle school teachers, report the specific subject/specialty being taught. Report using appropriate specific grade-level code(s) or grade level 27.

VISUAL AND PERFORMING ARTS

Courses concerned with the development of artistic skill and appreciation in dance, theatre, music, visual arts, and media arts.

Visual Arts

020102	Visual Art History and/or Appreciation: Includes the study of contemporary and historical visual art works, using the respond process to analyze, interpret, and evaluate works of art across cultures and time.
020207	Media Arts and/or Photography: Use of current and emerging technologies to create photographs, video, audio, computer arts, digital arts, and interactive media for communication. Use of elements of space, time, light, color, motion, and sound to express perspectives and ideas.
020300	Elementary Classroom Visual Arts

020400	Middle School or Junior High School Visual Arts
020501	Foundations of Studio Arts: Includes the foundational skills and knowledge of expression through the elements and principles of visual art. Includes developing two-dimensional and three-dimensional skills as well as the materials and processes used in making art.
020502	Single or Mixed Form Studio Arts: Courses designed to provide students the opportunity to develop knowledge of and skills in a single studio art form and to create works of art in that form. Such media includes painting, drawing, ceramics, jewelry, sculpture, printmaking, or textiles/fabrics.
020601	Commercial Art/Graphics Design

Performing Arts

021337	Dramatic Literature (Performing Arts): Study of plays including studies of playwrights, theatre history, and/or dramatic texts and performance.
021503	Oral Interpretation (Performing Arts): Includes the study and performance of literature other than acting.
021509	TV and/or Film Production: Students explore the operation of production equipment with the focus being on public presentation and theatre arts skills.
021603	Theatre Arts: Study of theatre to include any of the following: overview of the art, conventions, and history of theatre; acting; costuming; playwriting; directing; production; and stage design, lighting, and management. Includes film studies when the focus is on the analysis of the application of the above to presenting the theme.
021610	Dance: Exploration of the elements of dance and movement through improvisation, composition, informal performance, study of technical aspects of dance, and the artistic processes of performing and responding, as well as dance composition and production.
022300	Classroom and/or General Music: Instruction includes singing (solo and group), playing classroom instruments (including, but not limited to guitar, recorder, Orff instruments, keyboard, electronic, and percussion-solo and group), composing, improvising, reading and writing musical notation, listening, analyzing, and historical and cultural study.
022401	Vocal Music: Includes large and small vocal and choral ensembles with an emphasis on performance and individual and small group instruction. The three core artistic processes (create, perform, and respond to music) are included in the context of individual, small group, and/or large vocal and choral ensembles, instruction, and performance.
022501	Band: Includes large and small instrumental ensembles with an emphasis on performance and individual and small group instruction. The three core artistic processes (create, perform, and respond to music) are included in the context of individual, small group, and/or large vocal/choral ensembles, instruction and performance.
022502	Orchestra: Includes large and small instrumental ensembles with an emphasis on performance and individual and small group instruction. The three core artistic processes (create, perform, and respond to music) are included in the context of individual, small group, and/or large vocal and choral ensembles, instruction and performance.

COMMUNICATION ARTS AND LITERATURE

Courses that primarily concern the use of the English language as it is written, read, spoken, and understood.

050100	Comprehensive Language Arts: Courses that build on the students' prior knowledge of grammar, vocabulary, word usage, mechanics of writing, and usually include the four aspects of language use (reading, writing, speaking, and listening). Usually various genres of literature are introduced and defined with writing exercises often linked to reading selections.
050194	Elementary Reading: Used for reporting class specifically devoted to development of reading skills in elementary grades, regardless of the funding source for the teacher's services.
050199	Secondary Reading: Courses that offer students the opportunity to focus on their reading skills. Assistance is targeted to students' particular weaknesses and is designed to bring poor readers' comprehension up to the desired level or to read more efficiently in order to progress at a steady rate through the secondary grades.
050300 Literature	
050337	Dramatic Literature (Communication Arts): Study of plays including studies of playwrights, theatre history, dramatic texts, and/or performance.
050372	Mass Media Communications: Enables students to understand and critically evaluate the role of media in society. Students investigate visual images, printed materials, and audio segments as tools of information, entertainment, and propaganda.
050380	Advanced Placement (AP) English
050390	International Baccalaureate (IB) English
050400	Composition: Includes courses that focus on developing students' writing skills and their ability to compose different types of papers for different purposes and audiences.
050402	Creative Writing: Courses that offer students the opportunity to develop and improve their technique and individual style in poetry, short story, drama, essays, and other forms of prose.
050403	Journalism: Introduces students to the concepts of newsworthiness and press responsibility; develops students' skills in writing and editing stories, headlines and captions; and teaches students the basics of production design, layout, and printing of a publication.
050405	Technical Writing: Courses that offer students the opportunity to develop and improve their technique in writing research papers and/or technical reports and papers.
050501	Public Speaking (Communication Arts)
050503	Oral Interpretation (Communications Arts): The study and performance of literature (other than acting).
050507	Film Studies: Provides students the opportunity to study and reflect upon the themes in the films being presented.
050508	Oral Communications and/or Discussion
050509	Film, Radio, or TV Broadcast

WORLD LANGUAGES AND CULTURES

Includes courses that teach the languages and cultures of another people. Emphasize the development of communication skills using non-English languages and knowledge of the cultures and literatures of non-English speaking peoples.

Classical Languages

060105 Latin

060106 Greek

060125 Advanced Placement Latin

060212 Hebrew

Modern Languages

060201 American Sign Language

060202 Arabic

060203 Chinese

060208 French

060209 German

060213 Italian

060214 Japanese

060218 Russian

060219 Spanish

060221 Ojibwa

060222 Dakota

060253 Advanced Placement Chinese

060254 Advanced Placement Japanese

060258 Advanced Placement French

060259 Advanced Placement German

060359 Advanced Placement Spanish

060401 Exploratory Language and/or Culture Program: This is a course that allows students to become acquainted with two or more languages and/or cultures for the purpose of selecting one for further study in subsequent years.

069991 Other Languages not listed

150110 American Indian History, Language, and Cultures (located in Social Studies Section)

ENGLISH AS A SECOND LANGUAGE

060206 English as a Second Language: Courses (which are not core academic subjects) designed for the rapid mastery of the English language by students of limited English proficiency by focusing on reading, writing, speaking, and listening skills.

ESL/ELL Core Content

063000	ESL/ELL teaching Communication Arts/Literature: Use this code when the ESL/ELL teacher is providing the main instruction and/or awarding secondary credit for communication arts, literature, and language arts courses (page 19).
063001	ESL/ELL teaching Mathematics: Use this code when the ESL/ELL teacher is providing the main instruction and/or awarding secondary credit for mathematic courses (page 21).
063002	ESL/ELL teaching Visual Arts: Use this code when the ESL/ELL teacher is providing the main instruction and/or awarding secondary credit for visual arts courses (page 18).
063003	ESL/ELL teaching Science: Use this code when the ESL/ELL teacher is providing the main instruction and/or awarding secondary credit in science courses (page 21).
063004	ESL/ELL teaching Performing Arts: Use this code when the ESL/ELL teacher is providing the main instruction and/or awarding secondary credit in the performing arts, including theater, dance, and music courses (page 18).
063005	ESL/ELL teaching Social Studies: Use this code when the ESL/ELL teacher is providing the main instruction and/or awarding secondary credit in social studies courses, including geography, economics, and history (page 22).
063006	ESL/ELL teaching World Languages: Use this code when the ESL/ELL teacher is providing the main instruction and/or awarding secondary credit in World Language courses (page 19).
063007	ESL/ELL teaching Reading: Use this code when the ESL/ELL teacher is providing the main instruction and/or awarding secondary credit in reading courses (page 19).

HEALTH, SAFETY, and PHYSICAL EDUCATION

Health and Safety Education: courses that concern the study of individual health, personal safety, and community or public health.

Physical Education: courses that concern instruction in the movement and physical fitness of the body.

080100	Health Education or Personal Wellness
080102	Bilingual Health Education
080106	Safety, First Aid or First Responder
080300	General Physical Education: Courses that provide experienced and develop skills in a range of activities from more than one of these areas: team, individual, dual, or recreational sports/ fitness and conditioning activities.
080302	Swimming
080306	Specialized Individual, Dual and Team Sports
080310	Physical Conditioning or Fitness: Conditioning activities that develop muscular strength, flexibility, and cardiovascular fitness.
080700	Driver and Traffic Safety Classroom
080710	Driver and Traffic Safety Behind-the-Wheel

CAREER EXPLORATION and SELF-MANAGEMENT LIFE SKILLS

160000	Teacher-Coordinator, Work-Based Learning: The development, coordination and evaluation of the students' work-site learning. Work-based learning is learning through paid or unpaid work-based experiences where the work site is the student's educational setting for one or more hours of the school day or week or one or more quarters or semesters of the school year.
160100	Self-Management or Life Skills: Courses that provide students with information on a wide range of subjects in order to assist them in becoming wise consumers and productive adults. Topics may include goal setting, decision making, and prioritizing; money management; time, energy, or stress management; personal development and relationships. Career and lifestyle choices may be explored. When reporting a Special Education Life Skills class, please use the Special Education codes.
160250	Career and College Readiness: Courses designed to help students identify and evaluate personal goals, priorities, aptitudes, and interests in the pursuit of effective career and college decision-making.
160300	Study Skills: Courses to prepare students for success in high school or for post-secondary education. Topics may include reading improvement skills, such as scanning, note taking and outlining; library and research skills, listening and vocabulary skills, and test taking skills.

FAMILY and CONSUMER SCIENCE

Courses that concern creating and maintaining a healthy home and personal lifestyle and the interrelationships between family, community, and work including food and nutrition, family life, parenting, consumerism, personal development, and management. Use these course codes for offerings for which the district does not receive separate vocational categorical aid. If district receives vocational categorical aid, use codes listed under the Career and Technical Education.

090100	General Family and Consumer Science: A comprehensive course that exposes students to topics that enables them to develop skills focusing on foods and nutrition, clothing, child development care, parenting skills, housing and home furnishing, consumer decision making, and family living.
090102	Child Development or Parenting: Emphasis is on the physical, mental, emotional, and social growth and development of children from conception to pre-school age, include what parental or caregiver responses to the various ages require.
090103	Clothing and Textiles: Courses designed to focus on individual and family apparel needs and the application of the principles and elements of design. The consumer marketplace, visual merchandising, retail marketing strategies, and the evaluation of apparel and textiles through methods of construction are studied.
090104	Family Resource Management, Consumer Economics, or Personal Finance: Courses designed to focus on management of human and non-human resources and the management process. Consumer goals, choices, and actions as well as policies that support consumer rights and responsibilities are explored. Topics include personal decision-making, earning a living, budgeting, saving and investing, buying goods and services, using credit, and protecting against risk.

090106	Family Living: Emphasis is on building and maintaining healthy interpersonal relationships among family members and other members of society.
090107	Foods and Nutrition: Courses focusing on nutrition and wellness practices across the life span, including strategies to purchase, handle, and prepare foods to meet nutrition and wellness needs of individuals and families.
090109	Housing and Home Furnishings: Courses designed to focus on housing decisions in relation to available resources and options, a plan to meet specific needs for housing, architecture, interior furnishings, and products. The effects of principles and elements of design on aesthetics and function are explored.

INDUSTRIAL and TECHNOLOGY EDUCATION

Courses designed to provide students with the continually developing technological world using as its context the areas of transportation, construction, power and energy, communications, manufacturing, biotechnology, and other contemporary and emerging technologies to include orienting students to careers in these and other technological areas. Use these course codes for offerings for which the district does not receive separate vocational categorical aid. If district receives categorical aid, use codes listed under the Career and Technical Education.

100100	Basic Building Construction Processes
100400	Electricity
100403	Electronics
100500	Elementary Industrial or Technology Education
100600	General Industrial or Technology Education: Exposes students to tools and machines. Enables them to develop the skills for using these tools and machines in a variety of applications.
100690	Principles of Technology or Technology Systems: A sequential, hands-on, applied technology course for all students. Through problem solving, it demonstrates how force, work, rate, resistance, power, and energy are used in changing technological workplace, as well as in everyday living. It is a course in applied science that incorporates the findings of extensive pilot testing in comprehensive high schools and vocational centers throughout the United States and Canada.
100800	Home and Building Maintenance
101300	Manufacturing and Metalworking Technologies or Systems: Courses concerned with offering a broad exploration of manufacturing and/or metalworking that introduce students to the manner in which materials are processed and transformed using various methods. Course content may have a considerable range, but typically includes the introduction to robotics and control systems, computer-aided manufacturing systems, and other computer technologies as they relate to industry applications.
101600	Energy, Power and Transportation Technologies and/or Systems: Courses that expose students to electrical, mechanical and fluid power system, and technology; wind, solar, geothermal, and/or chemical energy systems and technology; and/or land, sea, air, and/or space transportation systems and technology. This includes courses providing instruction in power, small engines, and vehicle mechanics.

101701	Technical Drawing or Drafting: Courses concerned with teaching students the skills of design, technical drawing, and drafting, using primarily manual tools and techniques. May include an introduction to computer-based tools and techniques, to a minimal degree.
101901	Woodworking Technology: Courses designed to introduce students to the operation of hand, power, and stationary woodworking equipment. Through the making of a wood product that may include cabinets and furniture, students develop skills related to the care and use of woodworking tools, machines, and materials.
102100	Communication Technologies: Courses that survey an array of topics using graphic and technical communication, exposing students to various methods of communication such as drafting, CAD, photography, graphic arts, graphic printing, commercial art, telecommunications, electronic, and computer-aided communication.
102500	Media Production: Students apply public communication skills with the focus being on learning the operation of broadcast quality systems and equipment. Content may include learning how to manage the duties of a communications studio, work with interactive television and satellite technology, and create regular media programming.

MATHEMATICS

Courses that concern the science of numbers and their operations, interrelations, combinations, generalizations, and abstractions; space configurations and their structure, measurement, and transformations; and the application of mathematical thought to related endeavors.

110100	Elementary Math
110200	Seventh-Grade Math
110210	Eighth-Grade Math
110301	Algebra or Integrated Math 1
110502	General or Consumer Math: Reinforces basic math skills for students who have previously attained them and extend these skills to further applications and concepts.
110505	Basic Mathematics: Emphasizes attainment of basic math skills for students who have not yet mastered these skills.
110600	Calculus
110601	Pre-Calculus or Integrated Math 4
110610	Advanced Placement (AP) or International Baccalaureate (IB) Calculus
111101	Pre-Algebra
111102	Bilingual Mathematics
111200	Geometry or Integrated Math 2
111300	Advanced Algebra or Integrated Math 3
111500	Probability and Statistics or Discrete Math
119991	Other Math Classes not listed

NATURAL SCIENCES

Courses concerned with the bodies of knowledge of the natural world and its phenomena, the study of living organisms and life processes as well as non-living materials and the laws that govern them.

130010	Elementary Science
130100	Integrated Science: Courses drawn from the principles of several scientific specialties (earth science, physical science, biology, chemistry, physics) and organized around thematic units. Themes include systems, models, energy, patterns, change, and consistency. Appropriate aspects from each specialty are used to investigate applications of the theme. Requires a comprehensive science license or licensure in all the science fields of earth, life, and physical science.
130102	Bilingual Science
130210	Life Science
130215	Biology, Second Level
130216	Biology, General
130290	Biology, Advanced Placement (AP) or International Baccalaureate (IB)
130295	Biology, Special Topics
130310	Physical Science
130333	Chemistry, General
130351	Physics, General
130352	Physics, Advanced
130355	Astronomy
130359	Physics, Advanced Placement (AP) or International Baccalaureate (IB)
130390	Chemistry, Advanced Placement (AP) or International Baccalaureate (IB)
130395	Chemistry, Special Topics
130412	Earth Science: Study of the environment on Earth and the Earth's environment in space. While teaching the concepts and principles essential to understanding the dynamics and history of the earth, the following topics may be explored: oceanography, geology, astronomy, meteorology, and physical geography.
130413	Aeronautics or Aviation
130502	Environmental Science: Includes courses that examine the mutual relationships between organisms and their environment. In studying the interrelationship among plants, animals, and humans the following subjects may be covered: photosynthesis, recycling and regeneration, ecosystems, population and growth studies, pollution, and conservation of natural resources.

AGRICULTURAL EDUCATION

Middle and secondary school courses designed to develop the student's literacy in the food, fiber, and natural resources systems, the agricultural applications of the concepts and interdisciplinary nature of science, and to assist students to develop agricultural and agriculture-related career perspectives and workplace skills.

Use these course codes for offerings for which the district does not receive separate vocational categorical aid. If district receives categorical aid, use the codes under the Career and Technical Education category.

200100	Agriculture, Introduction
200300	Horticulture or Animal or Crop Production
200501	Agricultural Management: Management courses may cover topics such as economic principles, budgeting, risk management, finance, marketing and promotion strategies, and resource management.
200505	Natural Resources Management: Courses that combine the fields of ecology and conservation with planning for the efficient use and preservation of land, water, wildlife, and forests.

COMPUTER and INFORMATION TECHNOLOGY

Courses concerned with computer technology, computer programming and the electronic manipulation, processing and transmission of data.

300100	Elementary Keyboarding or Basic Computer Operations and Maintenance: To provide students with age-appropriate instruction that is designed to teach keyboarding knowledge, application, and skills, including keyboarding terminology, techniques, ergonomics, appropriate fingering on computer keys, and basic computer applications.
301100	Keyboarding or Basic Computer Operations: Instruction designed to prepare students to efficiently use the computer for both personal and general work use. The instruction is designed to build students keyboarding skill to use the computer more efficiently and productively. Instruction in the touch method on the alphabetic and numeric keyboard with emphasis on proper techniques as students develop speed and accuracy at the keyboard and are introduced to the purpose and use of common computer software programs. Advanced courses continue to emphasize developing speed and accuracy in producing a variety of increasingly complex business documents.
301200	General Business Computer Applications: Instruction designed primarily to provide understanding in how to use computers efficiently to complete word processing, database, and spreadsheet applications. Advanced courses continue to develop proficiency through producing a variety of increasingly complex business documents using more complex word processing, database, and spreadsheet features as well as desktop publishing, graphics, and multimedia applications.
301300	Computer Programming: Introduces students to programming languages and to design and write programs of their own. In advanced courses, more emphasis is placed on design, style, clarity, and efficiency.

301400	Computer Hardware Technology: Introduces students to the features, functions, and design of computer hardware, and provides instruction in the maintenance and repair of computer components and peripheral devices.
301500	Network Technology: Introduces students to the technology involved in the transmission of data between and among computers through data lines, telephone lines, or other transmission media. Courses may emphasize the network technology itself, capabilities of network, or both and include an introduction to Information Technology Careers. Content emphasizing the technology includes network software, hardware, and peripherals involved in setting up and maintaining a computer network. Content topics emphasizing network capabilities include electronic mail, public networks, and electronic bulletin boards.
301600	Computer Communications and the Internet: Courses concerned with teaching students how to access and use the internet to do research and create documents.
301700	Web Page Design: Introduces students to the tools used to create a Web page using, for example, HTML programming and other Web authoring applications.
301800	Computer Assisted Design (CAD): Courses concerned with teaching students the skills of design, technical drawing and drafting, using primarily computer based tools and applications. May include an overview or use of manual techniques, to a minimal degree.

BUSINESS EDUCATION

Middle and secondary level courses designed to develop student understanding of the functional areas of business (sales and marketing, finance, accounting, human resources, and information systems); the factors that affect business (economics, international business, business law, and technology); and the personal and work skills of communications and interpersonal relations, data interpretation and management, computation, collaboration and group process, and career development and transitions.

Use these course codes for offerings for which the district does not receive vocational categorical aid. If district receives categorical aid, use codes under the Career and Technical Education category.

140102	Accounting or Bookkeeping: Courses designed to guide a student through the entire accounting cycle as applicable to proprietorships, partnerships, and corporations as well as makes use of computer application and electronic accounting methods.
140301	Office Procedures: Courses focus on data (information) processing programs and prepare students with the computer knowledge necessary for work in the automated office environment. Students gain knowledge in computer instruction as well as traditional core office skills.
140310	Business Communications: Courses focus on the foundations of communication as well as social, technological, and employment communication. The courses develop technical skills and strong oral and written communication skills. Programs also provide state-of-the-art computer application training including word processing software and desktop publishing applications.
140320	Sales or Marketing: Courses encompass activities within production, distribution, and sales, as well as aspects of consumption of goods and services. The function of marketing occurs in all industries.

140330	Business Organization or Management: Courses that provide a macro-level study of the business world, including business structure and finance; the interconnections between industry, government, and global economy; and/or provide students with the skills to perform planning, staffing, financing, and controlling functions within a business. This includes entrepreneurship courses that acquaint students with the knowledge and skills necessary to own and operate their own business.
149918	Personal and Business Law: Courses analyze the relationship between ethics and the law and describe sources of the law, the structure of the court system, different classifications of procedural law, and different classifications of substantive law.
149922	Consumer Economics or Personal Financial Management: Courses analyze why societies develop economic systems, and identify basic features of different economic systems. Personal financial management topics include: personal decision-making, earning a living, budgeting, saving and investing, buying goods and services, using credit, and protecting against risk.
149982	Business Math: Courses created to apply basic mathematical operation to solve problems. Number relationships and operations, patterns functions and algebra, measurements, statistics and probability, and problem-solving applications to analyze and solve business problems.
149991	Other Business Classes not listed

SOCIAL SCIENCES and SOCIAL STUDIES

Courses concerned with the study of human society, the relationships created among members of society, and the history of human civilization and endeavor.

150100	Elementary Social Studies
150102	Anthropology or Archaeology
150110	American Indian History, Language, and Culture
150600	Economics
150700	Geography
150800	History
151000	Political Science or Civics and American Government
151090	Social Studies, Advanced Placement (AP) or International Baccalaureate (IB)
151102	Bilingual Social Studies
151103	Psychology
151200	Sociology
151300	Philosophy: Instruction designed to provide an introduction to the discipline of philosophy as an analysis of the principles underlying conduct, thought, knowledge, and the nature of the universe.
159991	Social Studies, Integrated: Simultaneous teaching of two or more of the Social Sciences or Social Studies Assignments.

SPECIAL EDUCATION

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Multi-Disability Team Teaching: A multi-disability team consists of two or more teachers licensed in different Special Education disability areas who are formally designated and functions as a teaching team and are working together to provide Special Education instruction to a group of Special Education students. The teachers on this team must have among them licensure in the disabilities of the children served by this team. The duties of the teacher licensed in the child's disability area must include conducting the child's evaluation, participating in the Individual Education Plan (IEP) team meetings for the child, and providing consultation and indirect services to the child's other teachers. Special Education teachers who are members of designated multi-disability teaching teams are reported using an "S" for Mode of Teaching. It is preferred that the teacher is reported with the assignment code that matches their license, but if this is forgotten, the S mode of teaching code should prevent any problems.

Disability Specific Programs: The teacher licensed in a disability area is responsible for the evaluation and IEP team meetings providing Special Education instruction to Special Education students.

Core Academic Subjects: A Special Education teacher can provide the main, direct instruction and award secondary credit in core academic subjects to Special Education students. When this is the case, report the course with one of the "teaching core content" codes.

Not teaching core academic subjects: Special Education teachers that teach study skills, life skills, social skills, and providing supplemental support and resources to students who receive direct instruction from a mainstream class are NOT teaching core academic subjects. For reporting these assignments, use Special Education codes 190200 through 190700, 199801, 199802, and 199810.

Developmental Adapted Physical Education and Early Childhood Special Education: These special education teaching assignments do not involve core academic subjects. For reporting these assignments, use Special Education codes 190302 and 190500.

Consultative Services: Special Education teachers that provide only consultative services to teachers. Consultative services include adjustments to the learning environment, modifications of instructional methods, adaptation of curricula, the use of positive behavioral supports, and interventions or the use of appropriate accommodations to meet the needs of individual children. For reporting these assignments, use special Education codes 190200 through 190700, 199801, 199802, and 199810.

SPECIAL EDUCATION – NOT Teaching Core Academic Subjects

Use these codes for Special Education classes focusing on STUDY SKILLS, LIFE SKILLS, SOCIAL SKILLS, and all non-core academic subject classes. This includes providing supplemental or resource support to students who receive core academic instructions in mainstream classrooms.

190200	Emotional Behavioral Disorders (EBD)
190201	Learning Disabilities (LD)
190202	Autism Spectrum Disorders (ASD)
190300	Physical and Health Disabilities (PHD)
190301	Other Health Disabilities (OHD)
190302	Developmental Adapted Physical Education (DAPE)
190480	Oral Aural Deaf Education
190490	Deaf Blind
190497	Deaf or Hard of Hearing (DHH)
190498	Blind or Visually Impaired (BVI)
190500	Early Childhood Special Education (use grade level 16) (ECSE)
190700	Traumatic Brain Injury (TBI)
199801	Mild to Moderate Mental Impairments (MMI)
199802	Moderate to Severe Mental Impairments (MSMI)
199810	Academic and Behavioral Specialist (ABS)

SPECIAL EDUCATION – Teaching Core Academic Subjects

Use these codes when the teacher is providing the main, direct instruction and/or awarding core content credit to secondary students FOR Special Education students.

Emotional Behavior Disorders (EBD)

194000	EBD teaching Communication Arts and Literature: Courses in Communication Arts and Literature, excluding reading, (page 19).
194001	EBD teaching Mathematics: Courses in Mathematics (page 21).
194002	EBD teaching Visual Arts: Courses in Visual Arts (page 18).
194003	EBD teaching Science: Courses in Natural Sciences (page 21).
194004	EBD teaching Performing Arts: Courses in Performing Arts (page 18).
194005	EBD teaching Social Studies: Courses in Social Studies (page 22).
194006	EBD teaching World Languages: Courses in World Languages (page 19).
194007	EBD teaching Reading: Courses in Reading (page 19).

Learning Disabilities (LD)

194010	LD teaching Communication Arts and Literature: Courses in Communication Arts and Literature, excluding reading, (page 19).
194011	LD teaching Mathematics: Courses in Mathematics (page 21).
194012	LD teaching Visual Arts: Courses in Visual Arts (page 18).
194013	LD teaching Science: Courses in Natural Sciences (page 21).
194014	LD teaching Performing Arts: Courses in Performing Arts (page 18).
194015	LD teaching Social Studies: Courses in Social Studies (page 22).
194016	LD teaching World Languages: Courses in World Languages (page 19).
194017	LD teaching Reading: Courses in Reading (page 19).

Autism Spectrum Disorders (ASD)

194020	ASD teaching Communication Arts and Literature: Courses in Communication Arts and Literature, excluding reading, (page 19).
194021	ASD teaching Mathematics: Courses in Mathematics (page 21).
194022	ASD teaching Visual Arts: Courses in Visual Arts (page 18).
194023	ASD teaching Science: Courses in Natural Sciences (page 21).
194024	ASD teaching Performing Arts: Courses in Performing Arts (page 18).
194025	ASD teaching Social Studies: Courses in Social Studies (page 22).
194026	ASD teaching World Languages: Courses in World Languages (page 19).
194027	ASD teaching Reading: Courses in Reading (page 19).

Physical and Health Disabilities (PHD)

194030	PHD teaching Communication Arts and Literature: Courses in Communication Arts and Literature, excluding reading, (page 19).
194031	PHD teaching Mathematics: Courses in Mathematics (page 21).
194032	PHD teaching Visual Arts: Courses in Visual Arts (page 18).
194033	PHD teaching Science: Courses in Natural Sciences (page 21).
194034	PHD teaching Performing Arts: Courses in Performing Arts (page 18).
194035	PHD teaching Social Studies: Courses in Social Studies (page 22).
194036	PHD teaching World Languages: Courses in World Languages (page 19).
194037	PHD teaching Reading: Courses in Reading (page 19).

Other Health Disabilities (OHD)

194040	OHD teaching Communication Arts and Literature: Courses in Communication Arts and Literature, excluding reading, (page 19).
194041	OHD teaching Mathematics: Courses in Mathematics (page 21).
194042	OHD teaching Visual Arts: Courses in Visual Arts (page 18).
194043	OHD teaching Science: Courses in Natural Sciences (page 21).
194044	OHD teaching Performing Arts: Courses in Performing Arts (page 18).
194045	OHD teaching Social Studies: Courses in Social Studies (page 22).
194046	OHD teaching World Languages: Courses in World Languages (page 19).
194047	OHD teaching Reading: Courses in Reading (page 19).

Oral Aural Deaf Education

194050	Oral Aural teaching Communication Arts and Literature: Courses in Communication Arts and Literature, excluding reading, (page 19).
194051	Oral Aural teaching Mathematics: Courses in Mathematics (page 21).
194052	Oral Aural teaching Visual Arts: Courses in Visual Arts (page 18).
194053	Oral Aural teaching Science: Courses in Natural Sciences (page 21).
194054	Oral Aural teaching Performing Arts: Courses in Performing Arts (page 18).
194055	Oral Aural teaching Social Studies: Courses in Social Studies (page 22).
194056	Oral Aural teaching World Languages: Courses in World Languages (page 19).
194057	Oral Aural teaching Reading: Courses in Reading (page 19).

Deaf or Blind

194060	Deaf or Blind teaching Communication Arts and Literature: Courses in Communication Arts and Literature, excluding reading, (page 19).
194061	Deaf or Blind teaching Mathematics: Courses in Mathematics (page 21).
194062	Deaf or Blind teaching Visual Arts: Courses in Visual Arts (page 18).
194063	Deaf or Blind teaching Science: Courses in Natural Sciences (page 21).
194064	Deaf or Blind teaching Performing Arts: Courses in Performing Arts (page 18).
194065	Deaf or Blind teaching Social Studies: Courses in Social Studies (page 22).
194066	Deaf or Blind teaching World Languages: Courses in World Languages (page 19).
194067	Deaf or Blind teaching Reading: Courses in Reading (page 19).

Deaf or Hard of Hearing (DHH)

194070	DHH teaching Communication Arts and Literature: Courses in Communication Arts and Literature, excluding reading, (page 19).
194071	DHH teaching Mathematics: Courses in Mathematics (page 21).
194072	DHH teaching Visual Arts: Courses in Visual Arts (page 18).
194073	DHH teaching Science: Courses in Natural Sciences (page 21).
194074	DHH teaching Performing Arts: Courses in Performing Arts (page 18).
194075	DHH teaching Social Studies: Courses in Social Studies (page 22).
194076	DHH teaching World Languages: Courses in World Languages (page 19).
194077	DHH teaching Reading: Courses in Reading (page 19).

Blind or Visually Impaired (BVI)

194080	BVI teaching Communication Arts and Literature: Courses in Communication Arts and Literature, excluding reading, (page 19).
194081	BVI teaching Mathematics: Courses in Mathematics (page 21).
194082	BVI teaching Visual Arts: Courses in Visual Arts (page 18).
194083	BVI teaching Science: Courses in Natural Sciences (page 21).
194084	BVI teaching Performing Arts: Courses in Performing Arts (page 18).
194085	BVI teaching Social Studies: Courses in Social Studies (page 22).
194086	BVI teaching World Languages: Courses in World Languages (page 19).
194087	BVI teaching Reading: Courses in Reading (page 19).

Traumatic Brain Injury (TBI)

194090	TBI teaching Communication Arts and Literature: Courses in Communication Arts and Literature, excluding reading, (page 19).
194091	TBI teaching Mathematics: Courses in Mathematics (page 21).
194092	TBI teaching Visual Arts: Courses in Visual Arts (page 18).
194093	TBI teaching Science: Courses in Natural Sciences (page 21).
194094	TBI teaching Performing Arts: Courses in Performing Arts (page 18).
194095	TBI teaching Social Studies: Courses in Social Studies (page 22).
194096	TBI teaching World Languages: Courses in World Languages (page 19).
194097	TBI teaching Reading: Courses in Reading (page 19).

Mild to Moderate Mental Impairments (MMI)

194100	MMI teaching Communication Arts and Literature: Courses in Communication Arts and Literature, excluding reading, (page 19).
194101	MMI teaching Mathematics: Courses in Mathematics (page 21).
194102	MMI teaching Visual Arts: Courses in Visual Arts (page 18).
194103	MMI teaching Science: Courses in Natural Sciences (page 21).
194104	MMI teaching Performing Arts: Courses in Performing Arts (page 18).
194105	MMI teaching Social Studies: Courses in Social Studies (page 22).
194106	MMI teaching World Languages: Courses in World Languages (page 19).
194107	MMI teaching Reading: Courses in Reading (page 19).

Moderate to Severe Mental Impairments (MSMI)

194110	MSMI teaching Communication Arts and Literature: Courses in Communication Arts and Literature, excluding reading, (page 19).
194111	MSMI teaching Mathematics: Courses in Mathematics (page 21).
194112	MSMI teaching Visual Arts: Courses in Visual Arts (page 18).
194113	MSMI teaching Science: Courses in Natural Sciences (page 21).
194114	MSMI teaching Performing Arts: Courses in Performing Arts (page 18).
194115	MSMI teaching Social Studies: Courses in Social Studies (page 22).
194116	MSMI teaching World Languages: Courses in World Languages (page 19).
194117	MSMI teaching Reading: Courses in Reading (page 19).

Academic and Behavioral Specialist (ABS)

194120	ABS teaching Communication Arts and Literature: Courses in Communication Arts and Literature, excluding reading, (page 19).
194121	ABS teaching Mathematics: Courses in Mathematics (page 21).
194122	ABS teaching Visual Arts: Courses in Visual Arts (page 18).
194123	ABS teaching Science: Courses in Natural Sciences (page 21).
194124	ABS teaching Performing Arts: Courses in Performing Arts (page 18).
194125	ABS teaching Social Studies: Courses in Social Studies (page 22).
194126	ABS teaching World Languages: Courses in World Languages (page 19).
194127	ABS teaching Reading: Courses in Reading (page 19).

CAREER AND TECHNICAL EDUCATION PROGRAMS (CTE)

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Use these program codes for recording the assignments of positions that are eligible for vocational categorical aid. Depending on the program, a program may consist of one or more different courses. Teacher-Coordinator assignments include related class and coordination of the students' on-the-job training and learning.

ADMINISTRATION (must use grade level 99)

000110 **Director, Local District:** Directs, manages, and coordinates the staffing, hiring, budgets, oversight and evaluation of Career and Technical Education programs and staff.

000111 **Assistance Director, Local District**

000115 **Director, Secondary Career and Technical Center**

000680 **Supervisor, Special Needs Program**

SPECIAL NEEDS and SUPPORT SERVICES

000670 **Support Service Facilitator (use grade level 99):** Identifies students with special needs and serves as an advocate for these students, determines the students' special needs and appropriate programs, follows progress, obtains supportive services required by the students, and assists in the adaptation of equipment, curriculum, and/or employment and training sites to meet the needs of the students with special needs.

000690 **Career Accommodation Specialist:** Serves students with disabilities by analyzing vocational training potential and developing career goals, transition needs, and lifework plans. May also coordinate Career and Technical Education opportunities and manage plans for meeting student needs.

000710 **Vocational Evaluator (use grade level 99):** Provides pre-vocational and vocational evaluation in order to identify students' training potential and identifies vocational training choices and alternatives. Identifies supportive services and serves as a link between the student and other personnel. Performs a follow-up to ensure proper placement of students.

000745 **Teacher-Coordinator Work Experience – Disadvantaged:** Provides and coordinates instruction that enables disadvantaged students to learn through work and consults and collaborates with families, other teachers, and business, industry, labor, and community representatives in designing, implementing, and evaluating student learning through work.

000750 **Teacher-Coordinator: Work Experience – Handicapped:** Provides and coordinates instruction that enables students to learn through work and consults and collaborates with families, other teachers, and business, industry, labor, and community representatives in designing, implementing and evaluating student learning through work. A work-experience handicapped program is appropriate when the students' disabilities warrant more teacher intervention than would be provided in a mainstream work-based learning program.

000755 **Teacher-Coordinator:** Work Experience Career Exploration Program (WECEP): Provides a one-year or two-year work-based transition learning experience for 14-year-olds or 15-year-olds that have had difficulty with their previous school experiences. Students may be employed during school hours and in some occupations otherwise prohibited by federal and state child labor laws. WECEP provide a carefully planned work experience and career exploration program that meets the participants' needs, interests, and abilities. The program helps students to become reoriented and motivated toward education and helps to prepare them for the world of work.

000790 **Technical Tutor:** Provides direct service to students under the supervision of a secondary vocational or Career and Technical licensed person. Service provided may include administering tests, participating in advisory committee meetings, assisting with instruction in related math, reading, or communications skills as needed for a secondary vocational or Career and Technical Program.

001050 **Employment Placement Specialist:** Provides career exploration, work-based instruction, and on-the-job placement and supervision for students in Career and Technical Education Programs under the direct supervision of a CTE administrator.

OTHER ASSIGNMENTS (One or more courses may comprise the assignment)

009095 **Teacher-Coordinator, Diversified Occupations:** Provides career exploration, work-based instruction, and on-the-job placement and supervision for students in apprenticeships of 800 to 2000 hours from a variety Career and Technical Program areas.

070002 **Public Affairs or Community Service Occupations**

***AGRICULTURE, AGRI-BUSINESS, and NATURAL RESOURCES OCCUPATION
(One or more courses may comprise the assignment)***

010001 **Agriculture-Exploration or Into to Agriculture:** Course work provides students with exploration and instruction that is designed to develop literacy in agriculture and agriculture-related career perspectives and workplace skills.

010300 **Agriculture Mechanics Technology:** Course work provides students with instruction that is designed to support mechanical technologies related to agriculture production, structures, soil and water management, electricity, computer design, power equipment, welding, greenhouse management, and small gas engines.

010400 **Agriculture-Business Management:** Course work provides students with instruction that is designed to develop literacy in economics, farm business management, entrepreneurship, sales, marketing, and services.

010500 **Horticulture Landscaping Management:** Course work provides students with instruction that is designed to develop literacy in food or fiber cultivation, plant care, and/or propagation and production, natural resource systems, horticulture, greenhouse, landscaping, structures, technology, and assists in developing students' agriculture and agriculture-related career perspectives and workplace skills.

010700 **Forestry and Natural Resources Management:** Course work provides students with instruction that is designed to develop literacy in forestry and natural resource systems, soil, plant, fish, game birds, wildlife, environmental science, and assists in developing students' forestry and natural resources-related career perspectives and workplace skills.

019090	Teacher-Coordinator, Agriculture Co-op Programs: Provides career exploration, work-based instruction, and on-the-job placement and supervision for students in agriculture Education programs.
019901	Agriculture-Combined Program: Course work provides instruction that is designed to develop literacy in food or fiber cultivation, plant care, and/or propagation and production, animal care and production, natural resource systems, and assists in developing students' agriculture and agriculture-related career perspectives and workplace skills.
019910	Animal Science and Technology: Course work provides instruction that is designed to develop literacy in food or fiber cultivation, animal care and production, natural resource systems, biotechnology, veterinary science, large animal, companion animal, and assists in developing students' agriculture and agriculture-related career perspectives and workplace skills.

BUSINESS and OFFICE OCCUPATIONS

(One or more courses may comprise the assignment)

Provides students with instruction that is designed to develop an understanding of the functional areas of business including business management and office skills, sales and marketing, finance, accounting, interpersonal communications and information systems as well as knowledge of factors that influence business such as: economics, business law, communications, computation, and data interpretation. Also assists in developing students' perspective of business and related careers and workplace skills.

140100	Accounting: Provides students with instruction that is designed to develop an understanding of accounting practices and procedures.
140120	Banking and Finance: Provides students with instruction that is designed to develop an understanding of banking and finance practices and procedures.
140200	Data Processing: Provides students with instruction that is designed to develop an understanding of data processing practices and procedures. Emphasis may be on computer applications, data entry, programming, human relations, business and personal law, networking, management information systems (MIS), entrepreneurship, and leadership.
140500	Business Simulation
140710	Administrative Support Occupations: Provides students with instruction that is designed to develop an understanding of administrative office support occupations practices and procedures, may include business and office simulation.
149090	Teacher-Coordinator, Business and Office Co-Op Programs: Provides career exploration, work-based instruction, and on-the-job placement and supervision for students in business occupations Education programs.

FAMILY and CONSUMER SCIENCES OCCUPATIONS

(One or more courses may comprise the assignment)

Provides students with instruction that is designed to prepare students for family life and the relationships between family, community, and work. Also assists in developing students' perspective of family, consumerism, and knowledge and skills for related careers.

090101 Consumer Homemaking Occupations

090112 Consumer Homemaking Occupations or Option 4

090121 Individual or Family Life and Parenting

MARKETING OCCUPATIONS (One or more courses may comprise the assignment)

040800 Marketing Occupations: Course work provides instruction that is designed to develop an understanding, of the sales and marketing systems that influence business and the related careers and workplace skills.

049090 Teacher-Coordinator, Marketing Occupations: Provides career exploration, work-based instruction, and on-the-job placement and supervision for students' in marketing education programs.

049956 Performing Arts Occupations

HEALTH OCCUPATIONS and CAREERS

070101 Dental Assisting: Course work that provides instruction and career exploration in the dental career pathway, dental science courses, chair side assisting protocol, and safety and control practices that transition into postsecondary education.

070208 Allied Health: Allied health with a general emphasis on: health occupations and certificate programs, such as Pharmacy Technical Certificate (PASS), medical lab, medical assisting, and sports medicine with the possibility of introductory courses in forensics, orthotics and prosthetic, and physio therapy. Includes health care core, medical anatomy and physiology, legal issues, safety and infection control, medical terminology, first aid, CPR, and record- keeping. This program includes leadership and some supervised clinical experiences.

070300 Health Sciences and Technology Education

070303 Nursing Services

070907 Emergency Medical Services

072100 Medical Careers: Instruction designed to develop students' understanding of health care systems, medical communication, ethics, infection control, and safety issues for patients, providers, and within facilities. May include interpretation of technical medical documents and reading, technical writing and transcription, terminology, related math and science activities, patient care and rights, types and use of medical care facilities, certification and education, and career paths and opportunities.

079090 Teacher-Coordinator, Health Occupations: Provides career exploration, work-based instruction, and on-the-job placement and supervision for students in health occupations education programs.

079091 Teacher-Coordinator, Public Affairs or Community Service

SERVICE OCCUPATIONS

090200	Early Childhood Careers: Instruction designed to develop students' in-depth understanding and application of knowledge and skills required for early childhood programs. Topics may include child development, developmentally appropriate practices and activities, types of early childhood services and standards as well as rules, responsibility, and requirements for operation, safety issues, health, nutrition, use of equipment, and information concerning career paths and opportunities.
090201	Childcare, Guidance and Education Occupations: Instruction is designed to develop student knowledge of educational and developmental services in large licensed group home, Headstart, nursery school, latch key, kindergarten and primary or preschool handicapped program. May also include knowledge of occupations such as nanny, camp counselor, recreational program teacher or aide, etc.
090204	Housing Occupations: Instruction is designed to develop student knowledge of interior design and housing planning. Also includes planning and design of work spaces such as computer centers.
090214	Fashion and Apparel or Textile Occupations: Instruction is designed to develop student knowledge of apparel and drapery production, tailoring, alterations, and upholstery including use of power sewing equipment. Also includes preparation for fabric selection and sales.
090300	Creative Design Careers: Instruction designed to develop students' in-depth understanding and application of knowledge and skills required in creative design careers including textiles, apparel careers, housing interiors, and furnishing careers. Topics may include fashion, color, design, construction, production, and repair of textiles. May also include social and economic influences related to housing as well as knowledge of products, use of space, design and planning, related blueprint reading and knowledge of textile industries, interior and furnishing industries, and career paths and opportunities.
090320	Tourism Occupations: Instruction is designed to develop student knowledge of work as a travel agent, activity or recreational director, cruise director or planner, corporate travel planner, and government tourism planner or guide. Includes knowledge of the hotel and resort industry, modes of travel, travel planning, and making reservations for travel activities.
091100	Building Care or Maintenance Occupations: Instruction is designed to develop student knowledge of custodial maintenance or housekeeping in commercial and industrial buildings, schools, residences, hotels, motels or health club facilities, etc.
092602	Cosmetology: The teacher of this course will be a licensed cosmetologist and may teach all content that the state license permits.
092900	Hospitality Services Careers: Instruction designed to develop students' in-depth understanding and application of knowledge and skills required in food preparation or production and service, food science or nutrition, tourism or recreation, and facilities management or maintenance. Topics may include layout and design of facilities, management of facilities, purchasing, cost control, sanitation issues, and record keeping within the hospitality industries, food preparation, and product development. Safety, security, care, and maintenance of equipment and/or facilities and buildings, industry standards for these careers, regulations and rules regarding these industries, as well as career paths and opportunities.

092902	Foods Occupations: Instruction is designed to develop student knowledge of the food service industry including work as a chef, cook, caterer, dietitian, baker, deli worker, fast food worker, food server, and restaurant or food service manager.
093500	Upholstery: Instruction is designed to develop student knowledge of upholstery fabric selection, cutting, sewing and tacking techniques, and installation on any upholstered surface.
099090	Teacher-Coordinator, Service Occupations Co-op Programs: Provides career exploration, work-based instruction, and on-the-job placement and supervision for students in service occupations education programs.

TRADE and INDUSTRIAL OCCUPATIONS and CAREERS

170300	Transportation Careers: Instruction designed to develop students' understanding and application of knowledge and skills required in transportation careers including vehicle services such as auto mechanics, small engine or recreational vehicle repair, auto body services, and aviation occupations. Topics may include electricity, electronics, chemistry and physics (only as components and as specific to transportation careers) interpretation of related technical data and documents, safety issues, regulations for each industry, communication skills, ethics, industry standards, customer satisfaction, education and certification for the industries, as well as career paths and opportunities.
170301	Auto Body Mechanics: Instruction with an emphasis on auto body repair, auto body frame, and career investigation.
170302	Auto Mechanics: Instruction with an emphasis on mechanics, automotive technology that may lead to NATEF Certification(s), power mechanics, power and energy transportation, and career investigation.
170303	Vehicle Services Occupations: Instruction with an emphasis on small engines, recreational and marine repair or service, vehicle auto services, and career investigation.
170312	Service Station Mechanics
170321	Metals or Fabrication Occupations: Instruction designed to develop students' knowledge of fabrication of metal products including blueprint reading, cutting, bending, welding, and grinding as well as gunsmithing and jewelry goldsmithing and silversmithing.
170322	Auto or Truck Service and Repair: Instruction with an emphasis on auto or truck services and repair, vehicle parts and service, and career investigation.
170400	Aviation Occupations: Instruction with an emphasis on air craft design, general aviation, ground school credentialing, aerospace technology and engineering, and career opportunities.
170700	Commercial Art: Instruction is designed to develop student knowledge of commercial art, design, photography, and digital photography as well as career paths and opportunities.
170900	Commercial Photography: Instruction is designed to develop student knowledge of commercial photography through the instruction in digital and conventional photography and dark room processing as well as career paths and opportunities.

171000	Construction Occupations – General: Instruction designed to develop students understanding of general construction occupations with an emphasis on general construction, masonry, electrician and home/commercial wiring, plumbing, carpentry, blueprint reading, and CAD.
171016	Construction Occupations – Finishing: Instruction designed to develop students understanding of finishing construction occupations with an emphasis on woods and finishing products, furniture manufacturing/refinishing, and cabinetry.
171020	Construction Occupations – Planning and Management
171100	Construction Careers: Instruction designed to develop students understanding of technical construction documents, technical writing, terminology, and related math activities. Construction Careers topics may include current and emerging construction materials and methods, construction planning, use of tools, licensing or certification within the industry, safety concerns or requirements and awareness of subsystems such as electrical, plumbing, heating, etc., as well as career paths and opportunities.
171200	Truck/Diesel Mechanics: Instruction designed to develop students understanding of truck and diesel mechanics with an emphasis on heavy duty mechanics, diesel mechanics, and career opportunities.
171300	Drafting Occupations: Instruction designed to develop students' knowledge of design, blueprint creation and reading, computer aided and mechanical drafting, technical drawing, engineering design, and architectural drafting as well as career paths and opportunities.
171303	Mechanical Drafting Occupations
171310	Electromechanical Technology Occupations
171500	Electronics Occupations: Instruction designed to develop student knowledge of electronics occupations including CISCO, Networking +, A+, wireless technology, Web design, computer repair, digital electronics, principles of engineering, robotics technology, electronics, industry standards and certification, as well as career paths and opportunities.
171502	Communications Technology Occupations: Instruction is designed to develop students' knowledge of communication technology. Communication topics may include visual and graphics/graphic design, Oracle, computer technology and digital design, radio and TV broadcasting, graphics and Web design, multi/multimedia technology, digital electronics, desktop publishing, technology, animation design, civil engineering, as well as career paths and opportunities.
171508	Media Production: Students apply public communication skills with the focus being on learning the operation of broadcast quality systems and equipment. Content may include learning how to manage the duties of a communications studio, work with interactive television and satellite technology, and create regular media programming.
171510	Broadcast Media Occupations: Instruction is designed to develop student knowledge of TV, video, radio and multi-image production. May include script and program preparation and production, media production lighting, photography for productions, audio productions, and computer graphics.
171515	Communications Media Occupations

171600	Communication Technician Careers: Instruction designed to develop student understanding of technical documents, technical writing, related math, terminology, and current products or services. Communications technology careers may address topics such as electronic and print communication, operation and repair of equipment, safety practices, production skills, and regulations relating to the industry, as well as career paths and opportunities.
171700	Manufacturing Careers: Instruction designed to develop students' understanding of technical documents and manufacturing specifications, technical writing, terminology, and math and science activities as related to the manufacturing environment. Processes include metallurgy, robotics, fluid power and plastics technology. Also includes machining and welding to manufacture product to industry standards, topics of certification or education, safety and ethical issues, as well as career paths and opportunities.
171705	Industrial Design Technology Occupations: Instruction is designed to develop student knowledge of design, blueprint creation and reading, and manufacture of industry products.
171710	Manufacturing Technology: Instruction is designed to develop student knowledge of product development through the use of manufacturing equipment including machines that mill, blend, weld, cut, heat, apply adhesives, etc. Instruction may include pneumatic, hydraulic, and electronic manufacturing systems inclusive of "green manufacturing technologies".
171720	Principles of Technology: Instruction is designed to develop student knowledge of principles of technology. This may be intergraded in other CTE programs rather than a stand-alone program.
171730	Mechanical Technology Occupations: Instruction is designed to develop student knowledge of construction, maintenance, and repair of fluid power and industrial equipment.
171900	Graphic Arts: Instruction is designed to develop student knowledge of design, preparation printing, and assembly of printed materials.
172300	Metal or Material Processing Occupations: Instruction is designed to develop student knowledge of machine shop and welding skills and occupations as well as knowledge of metals fabrication and sheet metal work.
172302	Machine Shop Operations: Instruction is designed to develop student knowledge of machining and heat treating, including bench work, grinding principles, blueprint reading, use of cutting tools, etc.
172305	Sheet Metal Working and Fabrication: Instruction is designed to develop student knowledge of fabrication of sheet metal products including blueprint reading, cutting, bending, welding, and grinding.
172306	Welding Occupations: Instruction designed to develop students' understanding and application of knowledge and skills required in manufacturing careers including basic welding and Arc, Gas, MIG, TIG, and wire feed welding as well as career paths and opportunities.
172350	Metals Fabrication and Metal Work
173100	Small Engine Mechanics

173101	Recreational Vehicle Repair Occupations
173601	Cabinet Making
177601	Industrial Equipment Maintenance and Service: Instruction is designed to develop student knowledge of maintaining and repairing industrial equipment and portable power equipment.
178803	Truck or Bus Driving Occupations: Direct learning experiences concerned with bus driving, city delivery truck driving, over-the-road driving, dispatching, truck loading dock work, and trailer spotting/switching. Designed to create knowledge of the use of terminology related to the occupation, safety and environmental concerns, Occupational Safety and Health Administration rules, safety, first aid procedures, Pollution Control Agency Regulations, transportation regulatory agencies such as the Department of Transportation, required driver and vehicle licensing and placard placement, basic vehicle parts, operation and fueling, operator responsibility and ethics, legal and policy issues concerning the occupation, reporting and documenting requirements, potential career paths, and customer service or satisfaction.
179090	Teacher-Coordinator, Trade and Industrial Co-op Programs: Provides career exploration, work-based instruction, and on-the-job placement and supervision for students in trade and industrial occupations programs.
179960	Jewelry – Goldsmithing and Silversmithing: Design, manufacture, and repair jewelry.
179990	Fluid Power Mechanics

CLASSIFICATION CODES: ASSIGNMENTS NOT REQUIRING LICENSURE
version #1 - without descriptions – organized alphabetically

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PARAPROFESSIONALS/INSTRUCTIONAL AIDES

Descriptions found on page 67.

Classification	Code	Classification	Code
General Classroom Instructional Aide – “Qualified”	999802	General Classroom Instructional Aide – “Qualified” NOT REQUIRED	999803
General Classroom Instructional Aide – Not “Qualified”	999801	Non-Instructional Paraprofessional	999825
Title I Instructional Aide – “Qualified”	999812	Title I Instructional Aide – Not “Qualified”	999811
Special Education Instructional Aide – “Qualified”	999822	Special Education Instructional Aide – “Qualified” NOT REQUIRED	999823
Special Education Instructional Aide – Not “Qualified”	999821		

OTHER ASSIGNMENTS NOT REQUIRING LICENSURE

Descriptions found on pages 68-71.

Classification	Code	Classification	Code
Administrative Positions Not Requiring Licensure	999970	Non-Licensed School Readiness Plus Supervisor/Coordinator	999977
Clerical or Secretarial	999940	Non-Licensed School Readiness Staff	999981
Computer Programmers or Operator	999920	Non-Licensed Voluntary Pre-K Staff	999982
Cook Manager	999947	Non-Licensed Voluntary Pre-Kindergarten Supervisor/Coordinator	999978
Custodian	999950	Nurse	999936
Dean of Students	999971	Other Non-Licensed Personnel	999980
Dietitian	999930	Professional Non-Licensed Personnel	999965
Food Service Director	999946	School Business Official or Business Manager	999905
Graphic Artist	999925	School Food Service Worker	999945
Laborer	999975	Skilled Crafts	999960
Library Media Aide	999915	Student Support or Health Services	999935
Non-Licensed Gifted and Talented Coach	999984	Transportation	999955
Non-Licensed Gifted and Talented Education Coordinator	999983	Technology Coordinator or Non-licensed Technology Integrationist	999919
Non-Licensed School Readiness Plus Staff	999979		

NON-LICENSED VOCATIONAL AND CAREER AND TECHNICAL INSTRUCTORS

As defined in [Minnesota Statutes, section 122A.30](#). Descriptions found on page 71.

Classification	Code	Classification	Code
Part-Time Agricultural Occupations Instructor	999798	Part-Time Business, Marketing, and Office Occupations Instructor	999797
Part-Time Communication Technology Careers Instructor	999795	Part-Time Construction Careers Instructor	999794
Part-Time Creative Design Careers Instructor	999793	Part-Time Early Childhood Careers Instructor	999792
Part-Time Family and Consumer Science Occupations Instructor	999796	Part-Time Hospitality Service Careers Instructor	999791
Part-Time Manufacturing Careers Instructor	999790	Part-Time Medical Careers Instructor	999789
Part-Time General Career and Technical Education Instructor	999799	Part-Time Transportation Careers Instructor	999788

CLASSIFICATION CODES: ASSIGNMENTS NOT REQUIRING LICENSURE
version #2 - with descriptions – organized numerically

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PARAPROFESSIONAL and INSTRUCTIONAL AIDES

A paraprofessional who works in a Title 1 program must meet federal qualification requirements. This applied to paraprofessionals in a Targeted Assistance Title 1 school who are paid all or in part with Title 1 funds and to all paraprofessionals in a Schoolwide Title 1 school. In a schoolwide program, this includes paraprofessionals supporting students receiving special education services.

If not working in a Title 1 program, a paraprofessional must meet locally developed qualification requirements. The Minnesota Professional Educator Licensing and Standards Board provides additional education on paraprofessionals found under Aspiring Educators, [License Requirements](#), and Paraprofessionals.

General Classroom Instructional Aide

Staff assigned to assist teachers or other staff in providing educational services to students on a regularly scheduled basis. Includes playground aides who regularly direct efforts to fulfill particular educational needs of specific students. Note: Performance of this assignment does not require licensure. Any adult employee of the district may perform it, whether they hold a license or not.

999801	General Classroom Instructional Aide – Not “Qualified”
999802	General Classroom Instructional Aide – “Qualified”
999803	General Classroom Instructional Aide – “Qualified” NOT REQUIRED

Title I Instructional Aides

Staff working under the direct supervision of a classroom teacher who provides educational support services to Title I students.

999811	Title I Instructional Aide – Not “Qualified”
999812	Title I Instructional Aide – “Qualified”

Special Education Instructional Aides

Staff working under the direct supervision of a classroom teacher to provide services to students with disabilities. Their purpose is to support instruction and not to provide direct instruction as that of a teacher. Child development aides should be included in this category.

999821	Special Education Instructional Aide – Not “Qualified”
999822	Special Education Instructional Aide – “Qualified”
999823	Special Education Instructional Aide – “Qualified” NOT REQUIRED

Non-Instructional Paraprofessional

Paraprofessionals that have duties outside of the classroom: front office, playground, lunchroom, etc.

999825	Non-Instructional Paraprofessional
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OTHER ASSIGNMENTS NOT REQUIRING LICENSURE

999905	School Business Official or Business Manager: Personnel responsible for the financial activities and general operations of the school district.
999915	Library Media Aide: Staff who assist in organizing and managing school libraries. Include audio-visual personnel who aid in preparing, caring for, and making available to instructional programs the equipment, materials, scripts, and other aids which specifically assist teaching and learning via the visual and auditory senses. Also include librarian aides who function essentially as clerical or physical aide to the librarian and whose contact with students is casual or irregular.
999919	Technology Coordinator or Non-Licensed Technology Integrationist: The primary point of contact for technology related information at the district or site level. Duties may include providing help to teachers on how to use technology in support of learning, providing general technical support, managing local and wide area networks, and making technology related purchasing decisions. A Non-Licensed Technology Integrationist Specialist assists teachers in the incorporating technology into curriculum, assists teachers and districts in incorporating or developing curriculum including or focusing on technology, coaches teachers in the use of technology, and can assist in locating technologies to benefit the educational environment. This can include staff development.
999920	Computer Programmer or Operator: Occupations requiring combination of knowledge and manual skills obtained through approximately two years of post-high school education or equivalent on-the-job training. Do NOT include word processor workers—report these with the Clerical or Secretarial code 999940.
999925	Graphic Artist: Occupations requiring a combination of knowledge and manual skills obtained by approximately two years of post-high school education or through equivalent on-the-job training. Include graphic artists, drafters, photographers, technical illustrators, and similar occupations that cannot be properly classified in other activity assignments.
999930	Dietitian: Staff that practice the integration and application of scientific principles of food, nutrition, biochemistry, physiology, food management, and behavioral and social sciences to achieve and maintain human health through the provision of nutrition care services.
999935	Student Support or Health Services: Non-supervisory staff who are employed by the district or charter school and provide student support and health services to students. Includes health professionals in positions that do not require licensure by MDE such as: physicians, dentists, physical therapists, occupational therapists, music therapists, chemical dependency counselors, interpreters for hearing impaired, and personal care attendants. Do not include supervisors of above. Supervisors of these should be reported under Professional Non-Licensed Personnel 999965.
999936	Nurse: Use this code to report school nurses who do not hold an MDE School Nurse license and are employed by the district. This would include individuals hired under an Alternative Health Plan, building nurses supervised by an MDE licensed School Nurse, a public health nurse that does not hold an MDE School Nurse license, nurses working one-to-one with a student on an IEP and doesn't hold an MDE School Nurse license, LPNs or RNs who work in the health office, and other licensed nurses who do not hold an MDE School Nurse license.

999940	Clerical or Secretarial: Staff in positions requiring skills and training in all clerical-type work. Includes activities such as preparing, systematizing, or preserving written and electronic communications and reports; the operation of equipment such as typewriters, word processors, personal computers, and switchboards or multi-line phone systems. Include bookkeepers, secretaries, clerk-typists, payroll clerks, personnel assistants, and receptionists.
999945	School Food Service Worker: Staff performing food and cafeteria services.
999946	Food Service Director: Include Supervisor, Manager, Coordinator, and School Nutrition Programs Administrator. Major responsibilities include planning, organizing, directing, administering, and evaluating a school food service and nutrition education program for a school district or multiple units.
999947	Cook Manager: Include Assistant Cook Manager, Head Cook, and Food Service Manager. Has overall supervisory responsibility for a school food service operation, under the supervision of a director or administrator.
999950	Custodian: Include workers responsible for cleaning buildings, preserving security of school property, and keeping school safe for occupancy and use. May include cleaning, sweeping, disinfecting, moving furniture, keeping school entrances appropriately locked or unlocked, keeping such facilities as fire escapes and panic bars in working order, and guard duties. Include custodian supervisors.
999955	Transportation: Staff responsible for transporting students, primarily bus drivers. Crossing guards should also be reported in this category. Do not include transportation supervisors—report these under Professional Non-Licensed Personnel 999965.
999960	Skilled Crafts: Occupations requiring special manual skills and thorough, comprehensive knowledge of special processes involved. These skills are acquired through on-the-job training and experience, apprenticeship, or other formal training programs. Include mechanics, repairers, electricians, heavy equipment operators, stationary engineers, skilled machining occupations and carpenters. Include the supervisors of skilled crafts workers.
999965	Professional Non-Licensed Personnel: Professional and supervisory staff providing non-instructional services to students. Include Health Supervisor, Transportation Supervisor and Youth Service Coordinator.
999970	Administrative Positions Not Requiring Licensure: Occupations requiring administrative personnel (not elected or appointed officials) who are responsible for execution of policies or direction of school district operations. Include Director of Federal Programs, Athletic Director or Activities Director, Personnel Director, Data Processing Coordinator, Charter School Director, Director of Buildings and Grounds, Administrative Interns and other administrators, managers, directors of district-wide programs, and other administrators not included in any other category.

999971	<p>Dean of Students: Only use the non-licensed code for dean of students if the individual is doing the duties of a dean as described below and the individual holds no Minnesota teaching or administrative license. An individual working as a dean of students may monitor student attendance, handle day-to-day discipline functions, direct student activities, serve as athletic director, oversee extra-curricular activities, serve as a school representative at regional and state events, coordinate testing, assist administration and counseling staff with enrollment of new students, scheduling, and transcript preparation. A dean of students may serve as an active member of child study teams, crisis response teams, and student assistance teams when designated by the school administrator. A dean of students may also contact parents, arrange and attend parent-teacher conferences, coordinate with administration or counseling staff for post-secondary opportunities and scholarships.</p> <p>A dean of students may NOT serve as the licensed administrator and/or licensed administrator designee for student’s Special Education IEP meetings. If a dean of students is suspending students or performing staff evaluations other than peer reviews of staff (summative or job retention-related evaluations, for example), the individual must be a licensed administrator. If the assignment is more representative of those duties of a principal or counselor, the individual must be appropriately licensed in those areas. In these cases, please use the appropriate assignment code to report.</p>
999975	<p>Laborer: Staff that performs manual labor not classified in other activity assignment. Include garage laborers, car washers, gardeners, grounds keepers, or activities such as lifting, digging, mixing, loading, or pulling operations. Also include supervisors of the laborer workers.</p>
999977	<p>Non-Licensed School Readiness Plus Supervisor/Coordinator: Individual who is the supervisor or coordinator of the staff and program for a School Readiness Plus program.</p>
999978	<p>Non-Licensed Voluntary Pre-Kindergarten Supervisor/Coordinator: Individual who is the supervisor or coordinator of the staff and program for a Voluntary Pre-Kindergarten Program.</p>
999979	<p>Non-Licensed School Readiness Plus Staff: staff who work in a School Readiness Plus program and do not hold an MDE educator license.</p>
999980	<p>Other Non-Licensed Personnel: Non-supervisory staff, such as community workers, attorneys, architects, engineers, accountants, security personnel, and other non-instructional personnel, who do not fit in any other category. Also include receptionists, hall monitors, day care providers, parent involvement facilitator, Early Childhood Family Education and playground aides, Community Education Coordinator, Department or Chair, Program or Coordinator; Tutor or after school enrichment, in school suspension monitor, computer lab monitor, or study hall monitor.</p>
999981	<p>Non-Licensed School Readiness Staff: Use this code for staff who are working in your school readiness program that do not hold an MDE educator license.</p>
999982	<p>Non-Licensed Voluntary Pre-K Staff: Only use this code if your district has an approved Voluntary Pre-K Program. Use this code for the staff in the program that do not have a license.</p>

999983 Non-Licensed Gifted and Talented Education Coordinator: Does not require licensure and is similar to a licensed Coordinator but does not work directly with students: A Gifted Education Program Coordinator serves as liaison to district and building leadership and whose job is to develop, implement, and coordinate the programs for delivery of Gifted Education services; to evaluate those programs; and to provide training and consultation to teaching staff in those programs. The coordinator may also have responsibility for scheduling, budgeting, identification of students for services, and coaching other educators. May also work with staff, parents or community members to address the educational needs of individual students and/or planning school strategies. This position is only for gifted education programs.

999984 Non-Licensed Gifted Talented Coach: A coach who does not hold an MDE license and is in a non-instructional position focused on addressing the academic needs of advanced learners in a district, building, or classroom setting, or with individual students. The coach may work with staff, parents, and/or community members to address the educational needs of individual students and/or planning for school strategies or academic competitions e.g. Lego Robotics, Math Masters, Stock Market Game, and Future Problem Solvers. The coach works specifically as an academic coach for students, providing mentoring and coaching for students, or assisting with the development of new programs with an academic focus. Targets academic need areas based on provided data and uses data to improve student academic success or academic program effectiveness.

[Non-Licensed Vocational and Career and Technical Instructors](#)

Use these codes for Career and Tech and Vocational Programs that are less than 80% FTE AND are NOT receiving any CTE or Perkins funding; as defined in [Minnesota Statutes, section 122A.30](#).

Please contact the STAR Team if you need assistance in determining if this classification is correct.

999788 Part-Time Transportation Careers Instructor

999789 Part-Time Medical Careers Instructor

999790 Part-Time Manufacturing Careers Instructor

999791 Part-Time Hospitality Service Careers Instructor

999792 Part-Time Early Childhood Careers Instructor

999793 Part-Time Creative Design Careers Instructor

999794 Part-Time Construction Careers Instructor

999795 Part-Time Communication Technology Careers Instructor

999796 Part-Time Family and Consumer Science Occupations Instructor

999797 Part-Time Business, Marketing, and Office Occupations Instructor

999798 Part-Time Agricultural Occupations Instructor

999799 Part-Time General Career and Technical Education Instructor
