

# POSITION CONTROL USER MANUAL



# MIS

The School Board of Pinellas County, Florida 301 4<sup>th</sup> St. SW Largo, Florida 33770 User Support Help Desk (<del>813</del>) 588-6060

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# 1. Position Control System

# A. INTRODUCTION

## Welcome to the TERMS Position Control System.

The Position Control System was designed to automate and control the allocation of positions (units) in each cost center/school. It is a part of the TERMS Human Resource (HR) system. It consists of three (3) panels which are named A01, A02 and A04. The access to these panels is for <u>inquiry only</u>. This manual will not define any update functions since that function is only performed by the Budget Department.

If you work in a school or cost center, the number of positions by position number group (by job title) and the personnel who occupy those positions will now be immediately accessible. The data will be immediately displayed when employees are hired, terminated, or changes are made to unit allocations. The only personnel in the district who are allowed to modify (update) these allocations are the Budget Department. If you have any questions concerning the allocation information, please call the Budget Department at 588-6479.

With this system, new personnel may not be hired unless there is an open (vacant) position within the position control system. When new personnel are hired by the Personnel Department, and entered in the HR system, they will immediately fill the position by their position control number.

There are other parts of the TERMS HR system which will not be accessible at this time.

NOTE: Prior to reading this manual, you must refer to the GENERAL USER MANUAL for instructions on sign-on/sign-off, panel layouts, PF keys and Help keys.

/18/97	EDUCATIONAL DATA F	RESOURCES, INC.	12:10:54	
	TOTAL EDUCATIONAL RE	SOURCE MANAGEMENT S	SYSTEM	
1.1.1.1.1	LILLILLIL EEFFEFFE KKP	RRRRRR MMM	MMM SSSSSSSS	
TTTTTT	LTTTTTT EEEEEEEEE RRRF	RRRRRRR MMMM	MMMM SSSSSSSSSS	
TTT	FT EEEE RRRR	RRRR MMMMM	MMMMM SSSS SSSS	
TTTT	C EEEE RRRR	RRRR MMMMMMMMM	IMMMM SSSS	
TTTT	EEEEEEEEE RRRRRF	RRRR MMMM MMMM M	IMMM SSSS	
TTTT	EEEEEEEEE RRRRRRF	R MMMM MM MM	1MM SSSS	
TTTT	EEEE RRRR RF	RR MMMM MMM	IM SSSS	
TTTT	EEEE RRRR RF	RRR MMMM MMMM	1 SSSS SSSS	
TTTT	EEEEEEEEE RRRR RRF	RR MMMM MMMM	SSSSSSSSSSS	
TTTT	EEEEEEEEE RRRR RRRF	R MMMM MMMM	SSSSSSSS	
	TO SIGN ON	I, PLEASE TYPE		
DISTR	RICT: 52 CENTER: 0000 Y	EAR: 97 USERID: D	P99 PASSWORD:	
	TYPE THE LETTER OF TH	TE MENUL YOU WISH TO	IISE:	
A FINANCE	B HIMAN RESOURCE	WAREHOUSE D FA	CTLITTES E EXTERNAL	
n. rimmen	D. HOMEN REDOURCE C		CIDITIDO D. DATERCIA	
			NEW DAGMODD.	
			NEW PASSWORD:	
PFI=HELP 3=	EXIT IZESCAPE			
SIGN ON ACC	CEPTED. ENTER REQUEST.		TERML: QPADEV	

### Figure 1: TERMS MAIN MENU

This is the TERMS MAIN MENU you should see immediately after signing on. If you are not able to see this panel after signing on, refer back to the sign-on instructions in the GENERAL USER MANUAL to ensure that you are signed on properly. If you still cannot access this menu, call the Help Desk at 588-6060.

Your cursor will automatically go to the **PASSWORD** field.

**NOTE**: The Center and User ID will automatically display; however, District Users must position their cursor back to the Center field and key **0000** in the CENTER field in order to access district-wide.

Key your password in the **PASSWORD** field and press <ENTER>.

• For first time users of the system, you will be prompted to change your password.

Now select the Human Resource (HR) system as follows:

Key *B* for Human Resource, to the right of the phrase, "**TYPE THE LETTER OF THE MENU YOU WISH TO USE**:" and press <ENTER>.

• The HUMAN RESOURCE MAIN MENU should then be displayed.

2/18/97 EDUCA	ATIONAL DATA RESOURC	ES, INC.	12:12:15
H	UMAN RESOURCE MANAGEI	MENT SERIES	
TTTTTTTTTTTT EEEI	EEEEEEE RRRRRRRR	MMM	MMM SSSSSSSS
TTTTTTTTTTTT EEEEB	EEEEEE RRRRRRRRRR	MMMM	MMMM SSSSSSSSSS
TTTT EEEE	RRRR RRRR	MMMMM MI	MMMM SSSS SSSS
TTTT EEEE	RRRR RRRR	MMMMMMMMMM	MMM SSSS
TTTT EEEEEEI	EEE RRRRRRRRRR	MMMM MMMM MMI	MM SSSS
TTTT EEEEEEE	EE RRRRRRRR I	MMMM MM MMMM	M SSSS
TTTT EEEE	RRRR RRRR MI	MMM MMMM	SSSS
TTTT EEEE	RRRR RRRR MMI	MM MMMM	SSSS SSSS
TTTT EEEEEEEE	RRRR RRRR MMMI	M MMMM	SSSSSSSSSSS
TTTT EEEEEEEE	RRRR RRRR MMMM	MMMM	SSSSSSSS
	TO SIGN ON, PLEAS	E TYPE	
DISTRICT: 52 CEN	TER: 0000 YEAR: 97	USERID: XX	99 PASSWORD:
	TETTE OF THE MENTLY	YOU WICH TO H	сь <b>.</b>
A DOSTITIONS / ADDITIONNY	B FMDLOVFES/INSERV	ICE C DAVROI	LL D CONTROL RECORDS
F LOCAL SUDDORT	E EXTERNAL REDORTI	NG G PISK	H RISK DEFINITION
T TLUINOIS EXTERNAL	F. EXTERNAL REFORT		II. KIOK DEFINITION
I. IBHINOID EXIEMINE			
PF1=HELP 3=EXIT 12=ESCAP	E		
SIGN ON ACCEPTED. ENTER	REQUEST.		TERML: QPADEV

Figure 2: HUMAN RESOURCE MAIN MENU

You can now select the POSITIONS/APPLICANTS MENU.

Key **A** for POSITIONS/APPLICANTS, to the right of the phrase, "**TYPE THE LETTER OF THE MENU YOU WISH TO USE**:" and press <ENTER>.

• The POSITIONS/APPLICANTS MENU should display.

PANEL:	A. POSITIONS/	APPLICANTS		YEAR:	97
POSITION A01. A02. A03.	MASTER POSITION QUERY POSITION RECORD BENEFITS/CERTIFICATION				
A04. A05.	POSITION OCCUPANTS ADVERTISED VACANCIES				
APPLICANT A06. A07. A08.	MASTER NAME QUERY APPLICATION QUERY CERTIFICATION QUERY				
A09. A10. A11. A12.	GENERAL INFORMATION CERTIFICATION/LICENSES APPLICATIONS INTERVIEW SCHEDULE	MISCELLAN A22. A23. A24.	EOUS OFFICE SUPPORT GENERAL QUERIES BATCH SUBMISSION		
PF1=HELP PLEASE TY	3=EXIT 12=ESCAPE PE PANEL IDENTIFIER.		TERN	1L: QPA	ADEV

Figure 3: POSITION/APPLICANT MENU

You may now select the POSITION QUERY panel as follows:

Position your cursor to the PANEL field in the upper left-hand corner of the panel.

Key **A01** for POSITION QUERY panel to the right of this field, and press <ENTER>.

The POSITION QUERY panel should then be displayed.

**NOTE**: Other menus and panels may be displayed but they are not accessible at this time.

# B. POSITION QUERY - PANEL A01

This panel is used to selectively browse the Position Control Records. If you only have permission for your cost center, you may only browse the positions in your cost center (your cost center number will be automatically inserted). If you have district-wide permission, you may either browse positions within a single cost center or you may browse across many cost centers. This panel is listed in position number sequence (POS NBR).

PANEL:		A01. POSITION QUEF	RΥ		YEAR:	97
POS NBR 0991	TITLE		ASGN PI	HOURS	UNITS	R ST
0991A7302	6026	ADDNL DUTY-SUPPORT	0991 1s	7.500	.1531	Е
0991A7601	6026	ADDNL DUTY-SUPPORT	0991 1s	.000	.0000	C
0991LPD01	7230	SECTY/BOOKKEEPER	0991 55	7.500	1.0000	E
0991LPD02	2315	TCHR KINDERGARTEN	0991 23	7.500	1.0000	E
0991LUN01	2315	TCHR KINDERGARTEN	0991 20	.000	.0000	C
0991LUN02	2207	GUIDANCE COUNSELOR ELEM	0991 20	.000	.0000	C
0991PTH01	3185	TCHR HRLY COUNTY FUNDS ELEM	0991 X0	.000	.0000	C
099151001	2000	TCHR ELEM INTER GRADES	0991 23	7.500	4.0000	F
099151003	2220	TCHR PE ELEM EXCEPT	0991 23	7.500	1.0000	F
099151004	2307	TCHR ELEM PRIMARY GRADES	0991 23	7.500	9.0000	F
099151005	2307	TCHR ELEM PRIMARY GRADES	0991 23	7.500	1.0000	F
099151006	2307	TCHR ELEM PRIMARY GRADES	0991 23	7.500	1.0000	F
099151007	2315	TCHR KINDERGARTEN	0991 23	7.500	3.0000	F
099151008	2315	TCHR KINDERGARTEN	0991 20	.000	.0000	C
099151009	7355	TCHR ASST	0991 53	7.000	1.0000	F
099151010	7365	TCHR ASST	0991 50	.000	.0000	C
PF1=HELP	3=EXIT	5=REFRESH 7=BKWD 8=FWD 12=ESCA	APE			
PAGE FULL	CON	FINUE.			TERML: QP	ADEV

## Figure 4: POSITION QUERY - PANEL A01

1. The POS NBR field is the actual position control number and it is in the following format:

First four characters - Cost Center Number

Last five characters - Specific position codes

Note: Please refer to the APPENDIX of this

manual for a listing of these codes.

COST CENTER ENTRY- If you only have permission for your cost center, your cost center will be automatically inserted into the first four positions of the POS NBR field. If you have district-wide permission (cost center = 0000), you may

enter a cost center number desired or you may enter other parts of the position number and browse across many cost centers.

3. SPECIFIC POSITION CODES- If you wish to see all positions in a cost center, leave the last five characters of the POS NBR blank. If you wish to see specific positions in the cost center, enter only those position numbers in the last five characters.

If you have district-wide permission (cost center = 0000), you may enter position numbers in the last five characters and the query will return only those records with corresponding matching values.

- 4. OTHER SELECTION FIELDS- In addition to entering specific position numbers you may narrow the search by entering any other selection fields:
  - TITLE: Job Title Code
  - ASGN: Assigned Cost Center (See your cost center listing for numbers)
  - PT: Pay Type Code (See the **APPENDIX** at the back of this manual)
  - R: Reimbursed Position Code (Blank All non-federal project employees or Y - Federal Project employees)
  - ST: Position Status Code
    - V Vacant (Total unit-hours occupied is less than the number of unit-hours allocated.)
    - E Empty (Position completely unoccupied, no unit-hours filled.)
    - F Filled (Number of unit-hours <u>equals</u> number of unit-hours allocated.)
    - O Overfilled (Number of unit-hours occupied exceeds the number of unit-hours allocated.)
    - A Available (Will list both vacant and empty positions.)
    - C Position is currently unoccupied and zero units are allocated.
- 5. After your entry, press <ENTER>. The specified Position Number records will be displayed. If you receive the message, RECORD LIMIT MET...PRESS PF7 OR PF8 or PAGE FULL...CONTINUE are displayed, use the <PF7> BKWD or <PF8> FWD keys to page through the list. The <PF5> REFRESH key will return you to the beginning of the list.
- 6. Once the desired record is displayed, the detail panel may be viewed. Use the <DOWN ARROW> key to position the cursor to the record you desire to view in detail.
- 7. Press the <ENTER> key. The detail Record Panel (A02) containing the record should then be displayed (go to the next page for explanation).
- NOTE: You may also want to limit your query; as in the following examples:
- EX #1 If you only want to see vacant positions, key *V* in the ST field (at the far right side of panel.
- EX #2 If you only want to see Teachers in Elementary Primary Grades, key job title code *2307* in the TITLE field. Partial job title codes are allowed (such as *63* only to get certain clerical employees.)

- EX #3 If you only want to see ten (10) month instructional employees, key **23** in the PT field. Or enter **2** only to get all salaried instructional employees.
- EX #4 If you only want to see Leave of Absence (Paid) employees, key *LPD* in the position number field to the right of the cost center no.
- **HELP!** Remember, you can always get information about this panel by placing the cursor on any field and pressing the <F1> key. Information about that field will be displayed. Press the <F3> key to leave HELP.

# C. POSITION RECORD - PANEL A02

This panel is used to define or view the specific individual position allocations in the TERMS Position Control system. With inquiry security access, you may only view the allocations. These position allocations make up the district's staffing and budgeting plans.

The panel is keyed by position number. Normally, you will come to this screen after you made a selection in panel A01 and the position number is already entered. However, if you know the position number, you may also enter all nine characters in the POS NBR field to see the position allocation.

PANEL:	A02.	POSITION RECORD		YEAR: 97
POS NBR TITLE 099151001 2000	TCHR ELEM INTER	CNT GRADES 099	R ASSIGNED 1 SARATOGA ELEMEN	TARY
DEFINITION:	PT MONS DAYS 23 10.0 196	HRS-DY FR-SLOTS 7.500	-TO BEGINSEN	DS RM EEO W B 024 1 I
ALLOCATION:	UNITS: UNIT-HOURS: BUDG SALARY: TOT SALARY:	ALLOCATED 4.0000 30.0000	OCCUPIED 4.0000 30.0000 .00 130,950.00	VACANT .0000 .0000 134,950.00-
ACCT DISTRB: 1: 2: 3: 4: 5: 6:	PCT FUND FUNC 100.00 0100 5100	OBJT CNTR PROJ 0120 0991 9101	SUBP PRGM	DOE: PCT FND 1: 100 G 2: 3:
PF1=HELP 3=EXIT RECORD IS DISPL	7=BKWD 8=FWD 9=N AYEDNEXT?	XT PAGE 10=DEL 1	2=ESCAPE	TERML: QPADEV



This panel displays the actual up-to-date allocations for a position.

It displays all of the following information for this position:

DEFINITION data such as: pay type (PT), months of work (MONS), days of work per year (DAYS) and hours per day (HRS-DY) which represents a single unit of this position.

ALLOCATION numbers such as: UNITS ALLOCATED (employees), UNITS OCCUPIED, UNITS VACANT. It displays UNIT-HOURS ALLOCATED, UNIT-HOURS OCCUPIED and UNIT-HOURS VACANT. It also displays BUDGET

SALARY (not currently used, ignore for now and it is under construction) and the TOTAL SALARY ALLOCATED and OCCUPIED.

**NOTE:** TERMS always the full-time employee equivalent. EXAMPLE it will calculates <u>two</u> four hour part time employees as <u>one</u> eight hour unit.

ACCOUNT STRIP where the position is charged to. Multiple account strips may be used if a position is charged to more than one account.

If you wish to see the actual employees on the A04 POSITION OCCUPANTS panel, you may press <PF9> and the POSITION OCCUPANTS (A04) panel will then be displayed.

**HELP!** Remember, you can always get information about this panel by placing the cursor on any field and pressing the <F1> key. Information about that field will be displayed. Press the <F3> key to leave HELP

# D. POSITION OCCUPANTS - PANEL A04

This panel is used to display the actual employees that occupy the position. This panel is a useful tool to verify the occupants of a specific position.

You will normally select this panel after selecting a position number on the A01 or A02 panel. It is also possible to initiate this panel from a menu or panel request field and then key a POS NBR. However, if you wish to key the POS NBR, you must key all nine (9) positions of the number.

PANEL:	A04.	POSITION OCCU	PANTS	YEAR: 97
POS NBR 099151001	TITLE 2000 TCHR ELEM INTER	GRADES	CNTR ASSIGNED 0991 SARATOGA ELEMENTA	S ARY
SSN 341545534 195589962 371334452 111687760 112866642 874089779 440117723	JB NAME 04 HARRIS 04 JONES 04 WILSON 04 ZENN 04 HENSON 04 BENDER 04 FRANK	HARRIET JUNE LAURA LINDA MARCY CHRISTINE DIANE	S R C A START HRS F W Y 081595 7.50 F B Y 081596 7.50 F W Y 081596 7.50 F B Y 081596 7.50	SALARY ST I 31,300.00 30,150.00 I 33,650.00 33,050.00* I 32,400.00 25,600.00
PF1=HELP NO ADDITIO	3=EXIT 7=BKWD 8=FWD 9= ONAL PAGESNEXT?	NXT PAGE 12=E	SCAPE	ERML: QPADEV

Figure 6: POSITION OCCUPANTS - PANEL A04

- 1. On initial display of the panel, key the desired position number (nine positions) in the POS NBR field.
- 2. If you wish to only display employees in a certain status, key one of the following values in the S (Employee Status) field:
  - A Active employees
  - I Inactive employees
  - Blank All employees
- 3. This panel displays all of the employees in this position and for each person it will display the following:

S - Sex, R - Race, C - Y if Certified, Blank if non-certified,

A - Employee has an application on record,

START - Date on which employee started in position (or renewal contract date).

HRS - Hours per day worked,

SALARY - Current salary (**NOTE**: This is sensitive data, use discretion in sharing this information,

ST - Employees Status (A - Active, I - Inactive, Blank - all employees).

4. If you desire to select panel A01 or A02 again, position your cursor to the PANEL field at the top of the panel, and key *A01* or *A02* and press <ENTER>.

**HELP!** Remember, you can always get information about this panel by placing the cursor on any field and pressing the <F1> key. Information about that field will be displayed. Press the <F3> key to leave HELP.

#### Appendix 2.

#### **POSITION CONTROL NUMBERS** Α.

The Position Control Number is nine (9) characters in length. The first four (4) characters are the cost center number and the last five (5) characters are the unique numbers (or alphabetics) which identifies the position within the cost center. The following list includes all of the currently used five (5) characters codes.

NOTE: The X indicates any number may be used in that position.

<u>CODE</u>	DESCRIPTION
CSEXX	Contracted Services Employee
AXXXX	Additional Duty
A7301	Additional Duty, Asst. Principal
A7302	Critical Need Hours
LUNXX	Leave of Absence -Unpaid
LPDXX	Leave of Absence -Paid
JBSXX	Job Share
XXXXM	Provisional -Middle
XXXXS	Provisional -SLD
ХХХХК	Provisional -Kindergarten
XXXXP	Provisional -Primary
XXXXI	Provisional -Intermediate
XXXXR	Provisional -PE
XXXXA	Provisional -Alternative (Alpha.Msap,Goals)

**GENERAL CODES-**

- XXXXF Provisional -Flex
- XXXXO Provisional -Other (Music, Magnet)
- XXXXH Provisional -High
- XXXXE Provisional -ESP
- XXXXG Provisional -Gifted
- PTHXX Part-time Hourly

## SUMMER TERM CODES (DEES) 1 & II

<u>CODE</u>	DESCRIPTION
SD100	Stu. Tchr. Asst. EMH (ALL LVLS)
SD101	Stu. Tchr. Asst. EH (ALL LVLS)
SD102	Stu. Tchr. Asst. SLD (ALL LVLS)
SD103	Stu. Tchr. Asst. CD (ALL LVLS)
SD104	Stu. Tchr. Asst. SLI (ALL LVLS)
SD105	Stu. Tchr. Asst. VI (ALL LVLS)
SD106	Stu. Tchr. Asst. HI (DHH)
SD107	Stu. Tchr. Asst. VE (HIGH)
SD108	Stu. Tchr. Asst. SAIL
SD201	Stu. Tchr. Asst. PI (ALL LVLS)
SD202	Stu. Tchr. Asst. PREK EH(&K)
SD203	Stu. Tchr. Asst. PREK EMH
SD204	Stu. Tchr. Asst. PREK VE
SD205	Stu. Tchr. Asst. SED
SD206	Stu. Tchr. Asst. PMH
SD207	Stu. Tchr. Asst. AUTISTIC
SD208	Stu. Tchr. Asst. PT/OT ASST
SD209	Stu. Tchr. Asst. TMH
SD210	Stu. Tchr. Asst. PREK CD

SD211 Stu. Tchr. Asst. PREK AUT

- SD212 Stu. Tchr. Asst. PREK SED
- SD213 Stu. Tchr. Asst. PREK HI(DHH)
- SD214 Stu. Tchr. Asst. HI(DHH)
- SD215 Stu. Tchr. Asst. VI
- SD216 Stu. Tchr. Asst. CD
- SD401 Stu. Tchr. Asst. G310
- SD402 Stu. Tchr. Asst. G360
- SD217 Stu. Tchr. Asst. REVERSE MAIN(cctr 4591 only)

## SUMMER TERM CODES - SUPPORTING SERVICES

<u>CODE</u>	DESCRIPTION
S7801	St Bus Driver (Transp)
S7802	St Bus Driver Substitute (Transp)
S7601	St Food Service Asst
S7602	St Food Service Asst Van Driver
S7603	St Food Service Kitchen Coord
S7604	St Food Service Prod Mgr
S7605	St Food Service Site Mgr
S7606	St Food Service Site Spec
S6131	St Nursing Asst
S6132	St Phys Therapy Asst
S7301	St Secy (Elem & Middle & High)
S7302	St Data Entry Clerk
S7303	Clerical Asst
S5121	St Tchr Asst
S5122	St Paraprofessional
Sd301	St Interp Hear Impair I (Pt94) (Cctr 6600)
Sd302	St Interp Hear Impair Ii (Pt95) (Cctr 6600)
Sd303	St Transcriber
Sd304	St Paraprofessional-Media (Mh Cctrs)
Sd305	St Interp Hear Impair (Pt93)

## SUMMER TERM CODES - INSTRUCTIONAL

- CODE DESCRIPTION
- S5101 Tchr Summ School Regular Ed
- S5102 Tchr Summ School Magnet Tchr
- S5301 Tchr Summ School Vocational Ed
- S5302 Tchr Summ School Vocational Magnet

- S6121 Tchr Summ School Guidance
- S6201 Tchr Summ School Media
- S6202 Tchr Summ School Media Magnet
- SD001 Tchr Summ School Emh
- SD002 Tchr Summ School Tmh
- SD003 Tchr Summ School Pi
- SD004 Tchr Summ School Ot/Pt
- SD005 Tchr Summ School Cd/Prek
- SD006 Tchr Summ School Sli
- SD007 Tchr Summ School Vi
- SD008 Tchr Summ School Hi(Dhh)
- SD009 Tchr Summ School Eh
- SD010 Tchr Summ School Sld
- SD011 Tchr Summ School Gifted
- SD012 Tchr Summ School H/H
- SD013 Tchr Summ School Sed
- SD014 Tchr Summ School Autistic
- SD015 Tchr Summ School Mh (Mh Centers Only)
- SD016 Tchr Summ School Ve
- SD017 Tchr Summ School Pe/Dees
- SD018 Tchr Summ School Behavior Spec.
- SD019 Tchr Summ School Voc/Tmh
- SD020 Tchr Summ School Cd/Resource
- S6141 Tchr Summ School Psychologist
- S6111 Tchr Summ School Social Worker

## B. JOB TITLE CODES

This is only a representative list of the more common job titles. As you begin to see and become more familiar with the job codes within your cost center/dept., you might not need to refer to this as much. If you desire a complete list, send a job request to Data Processing Operations for JOB TG1055P for code JT. Be aware that this list is continually modified when jobs are created, changed or deleted.

## MISCELLANEOUS JOB TITLES

- 0048 Alpha Prog Spec
- 0085 Asst. Prin. Elem
- 0090 Asst. Prin. Middle
- 0100 Asst. Prin. High
- 0105 Asst. Prin. Dees Center
- 0425 Prin. Elem School I
- 0430 Prin. Elem School II
- 0435 Prin. Dees Center
- 0440 Prin. Middle School I
- 0445 Prin. Middle School II
- 0450 Prin. High School

## TEACHER JOB TITLES (Salaried Teachers Beginning with 2)

<u>CODE</u>	DESCRIPTION
2000	Tchr. Elem Inter Grades
2001	Tchr. Elem Other
2010	Tchr. EMH
2020	Tchr. TMH Other
2307	Tchr. Elem. Primary Grades

- 2308 Tchr. ESOL
- 2309 Tchr. Federal Prog
- 2310 Tchr. HS
- 2315 Tchr. Kindergarten
- 2316 Tchr. Middle
- 2319 Tchr. Other
- 2322 Tchr. Pre-kindergarten
- 2327 Tchr. Spec assgn

## MORE MISCELLANEOUS JOB TITLES

<u>CODE</u>	DESCRIPTION
3195	Tchr. Hrly Federal Funds
3200	Tchr Hrly Other
4275	Tchr. Substitute
6290	Clerical Asst
6296	Clerical Asst
6310	Clerk Spec I
6315	Clerk Spec II
6320	Clerk Spec II
6330	Clerk Spec II
6345	Clerk Typist Eve
6350	Clerk Typist I
6355	Clerk Typist I
6365	Clerk Typist II

- 6370 Clerk Typist II
- 7165 Secty I
- 7170 Secty I
- 7175 Secty II
- 7180 Secty II

7195	Secty III
7200	Secty III
7210	Secty IV
7215	Secty IV
7230	Secty/Bookkeeper
7355	Tchr. Asst.
7365	Tchr Asst.

# C. PAY TYPE CODES

The following pay type codes identify different categories of employees and are used in the position control panels.

CODE	DESCRIPTION
BD	School Board Members
CE	Contracted Exempt
CN	Contracted Non-exempt
D0	12.0 Dispatchers
D7	12.0 Dispatchers
E0	Enhanced Leave
E3	10.0 Enhanced Leave
E5	11.0 Enhanced Leave
E6	11.5 Enhanced Leave
E7	12.0 Enhanced Leave
FE	Frontier Café 0.00HR
FF	Frontier Supp 0.00HR
F2	Frontier Instructor
F5	Frontier Support
F6	Frontier Food Service
F8	Frontier Café Attend.
H0	0.0 Hourly
N0	Non-instructor Subs
P0	0.0 Provisional
P3	10.0 Provisional
SA	9.0 Student Clerk
SC	10.0 Student Clerk

- SF 12.0 Student Fd Serv
- SG 12.0 Student Clerk
- SM 12.0 Student Maint
- SS Summer Subs
- S0 Sub Teacher
- X0 Bi-weekly Hourly
- X1 Summ Bi-wkly Hourly
- 1I Addl Duty Support
- 1S Addl Duty Support
- 20 0.0 Instructional
- 23 10.0 Instructional
- 26 11.5 Instructional
- 27 12.0 Instructional
- 29 Twelve Month Option
- 30 0.0 Administrative
- 33 10.0 Administrative
- 35 11.0 Administrative
- 37 12.0 Administrative
- 39 12.0 Superintendent
- 40 10.0 Prof/Tech/Sprv
- 43 10.0 Prof/Tech/Sprv
- 45 11.0 Prof/Tech/Sprv
- 47 12.0 Prof/Tech/Sprv
- 5A 9.0 Clerical 0.00HR
- 5B 9.0 Café Attend Sub
- 5C 10.0 Clerical 0.00HR
- 5E 11.0 Clerical 0.00HR
- 5G 12.0 Clerical 0.00HR
- 50 0.00 Clerical

## 51 9.0 Clerical

- 53 10.0 Clerical
- 55 11.0 Clerical
- 56 11.5 Clerical
- 57 12.0 Clerical
- 6G 12.0 Fd Service Sub
- 60 0.0 Food Service
- 61 9.0 Food Service
- 63 10.0 Food Service
- 67 12.0 Food Service
- 7G 12.0 Maint 0.00 HR
- 7S Maintenance Subs
- 70 0.0 Maintenance
- 75 11.0 Maintenance
- 77 12.0 Maintenance
- 80 0.0 Bus Driver Sub
- 81 9.0 Bus Driver
- 90 Summ Term Bus Driver
- 91 Summ Term Fdsv Asst
- 92 Summ Term Fd Svc
- 93 Summ Term Elem
- 94 Summ Term Secd
- 95 Summ Term Magnet