

Function	JOB CLASSIFICATION DIMENSION DEFINITIONS
2410	105* Deputy/Associate/Vice/Assistant Principal (C). Performs high-level management functions in an individual school, group of schools, or units of a school system. Primary duties include but are not limited to: (1) supervising student behavior; (2) handling specific assigned duties related to school management; (3) continuing curriculum and staff development; (4) working cooperatively with professional staff; (5) providing leadership in the instructional program; and (6) coordinating and/or arranging class schedule.
2410	112* Principal/Headmaster/Headmistress/Head of School (C). Performs the highest level of executive management functions in an individual school, a group of schools, or units of a school system. Responsibilities include the administration of instructional programs, extracurricular programs, community relations, operation of the school plant, selection and evaluation of professional and support staff, and the coordination of staff and student activities.
1000 only (see description notation)	201* Athletic Coach (B). Instructs individuals in the fundamentals of a competitive sport and directs team or individual strategy. (Co-curricular activities during the school day only)
2120	202* Behavioral Management Specialist (B). Performs analysis of students' inappropriate behaviors, devises interventions to change such behaviors, and monitors behavior improvement progress over time.
2120	203* Counselor (B). Guides individuals, families, groups, and communities by assisting them in problem solving, decision making, discovering meaning, and articulating goals related to personal, educational, and career development.
2212	204* Curriculum Specialist (B). Develops or supervises curriculum and instructional development activities. This assignment requires expertise in a specialized field and includes the curriculum consultant and curriculum supervisor.
2140	205* Education Diagnostician (C). Diagnoses students who might need special education services and/or other educational interventions.
2220	206* Librarian/Media Consultant (C). Develops plans for and manages the use of teaching and learning resources, including the maintenance of equipment, content material, services, multimedia, and information sources.
1000	207* Remedial Specialist (C). Performs activities concerned with developing specific cognitive skills, usually in language arts or mathematics, from a deficient level to one that is appropriate to the educational abilities and aspirations of the student.
1000 only (see description notation)	208* Student Activity Advisor/Nonathletic Coach (C). Instructs individuals in the fundamentals of a nonathletic activity and develops training and competition schedules. Extra duty sponsor would be coded here. (Advisors & coaches for co-curricular activities during the school day only)
1000	209* Student Teacher (C). Provides learning experiences and care to students under the supervision of a certified teacher as part of a formalized higher education program of teacher preparation.
1000	210* Teacher (C). Provides instruction, learning experiences, and care to students during a particular time period or in a given discipline.
2212	211* Teacher Trainer (C). Provides instruction, learning experiences, and/or professional development activities to teachers during a particular time period or in a given discipline. Reading First Coach would be coded here.
1000 or 2212	212* Teaching Intern (C). Provides instruction, learning experiences, and care to students while obtaining the necessary knowledge and skills in education and/or educational psychology.
1000 with prog. 239	213* Resource Teacher (C). Assists a classroom teacher by providing services to enrich the instruction of the students with special education needs.
1000 or 2213	214* Substitute Teacher (B). Provides learning experiences and care to students in the absence of the teacher.

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2112	304* Admissions Officer (B). Examines academic records of students to determine eligibility for graduation or for entrance to school.
1000	307* Athletic Trainer (B). Coordinates and implements training activities for athletes to improve their athletic performance.
2112	308* Attendance Officer (B). Monitors compulsory attendance laws.
2153	309* Audiologist (B). Provides services including: (1) identification of individuals with hearing loss; (2) determination of the range, nature, and degree of hearing loss, including referral for medical or other professional attention; (3) provision of habilitating activities such as language habilitation, auditory training, speech reading (lip-reading), hearing evaluation, and speech conversation; (4) creation and administration of programs for prevention of hearing loss; (5) counseling and guidance of students, parent/guardians, and teachers regarding hearing loss; and (6) determination of an individual's need for group and individual amplification, selecting and fitting an appropriate aid, and evaluating the effectiveness of amplification.
2113	313* Caseworker (B). Counsels and aids individuals and families requiring assistance of social service agencies and secures information on factors contributing to a clients' situation. Counsels clients regarding plans for meeting needs and aids clients in mobilizing capacities and environmental resources to improve social functioning.
1000	314* Computer Programmer (B). Prepares sets of instructions for a computer, based on project specifications, in order to solve problems.
1000	315* Computer Systems Analyst (B). Analyzes user requirements, procedures, and problems in processing or to improve and/or modify an existing computer system.
3120	319* Dietitian/Nutritionist (B). Plans and directs food service menu preparation including determining the nutritional value of food for meals.
2240	321* Evaluator (B). Determines the value or effect of plans, programs, and activities by appraisal of data and activities in light of specified goals and objectives (e.g., personnel evaluator).
2113 or 2194	322* Family/Community Support Coordinator (B). Fosters ties between the school, the family, and/or community by conducting services such as family education, the integration of community services, and/or direct intervention as needed. (Oklahoma Parents as Teachers [OPAT] would be coded here.)
1000	324* Functional Application Support Specialist (C). Assists individual computer users in a minicomputer or microcomputer (e.g., personal computer [PC]) environment to resolve hardware and software issues.
1000, 2132 or 2194	328* Interpreter (B). Translates consecutively or instantaneously from one language into another language using spoken and/or manual words (e.g., sign language interpreter).
1000	332* Network Administrator (B). Coordinates the inputs, outputs, and use of computer networks (e.g., local area networks [LAN] and wide area networks [WAN]).
2132	333* Nurse Practitioner (C). Performs the functions of a registered nurse either independently or dependently with a written agreement of a medical doctor.
2135	334* Occupational Therapist (B). Provides services that address the functional needs of an individual related to the following: (1) improving, developing or restoring functions impaired or lost through illness, injury, or deprivation; (2) improving ability to perform tasks for independent functioning when functions are impaired or lost; (3) preventing through early intervention, initial or further impairment or loss of function. The provider of these services is a certified, licensed, or otherwise qualified individual.

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2135	338* Physical Therapist (B). Facilitates remediation and compensation for deficits in foundation skills necessary for classroom and/or basic job performance. Particular areas of emphasis include gross motor skills, functional mobility and gait, musculoskeletal alignment, strength, endurance, and positioning. Typical responsibilities include: screening, evaluation, and assessment of children to identify movement dysfunction; obtaining, interpreting, and integrating information appropriate to program planning, to prevent or alleviate movement dysfunction and related functional problems; and providing individual and group services to treatment to prevent, alleviate, or compensate for movement dysfunction and related functional problems. The provider of these services is a licensed, certified, or otherwise qualified professional.
2140	343* Psychologist (S). Evaluates and analyzes students' behavior by measuring and interpreting their intellectual, emotional, and social development, and diagnosing their educational and personal problems.
2132	347* Registered Nurse (C). Conducts a health service program at a school or system for the evaluation, improvement, and protection of the health of students and school personnel in accordance with state law and local policies and procedures.
2112, 2120 or 2410	348* Registrar (B). Coordinates and directs registration activities, including the compilation and analysis of registration data for administrative use.
2113	352* Social Worker (B). Provides social services for clients who may be individuals, families, groups, communities, organizations, or society in general. Typical responsibilities include: (1) preparing a social or developmental history on a student with disabilities; (2) group and individual counseling with a student and his or her family; (3) working with those problems in a student's living situation (home, school, and community) that affect adjustment in school; (4) mobilizing school and community resources in order to enable the student to receive maximum benefit from his or her educational program; and (5) other related services as necessary. The provider's of these services are certified, licensed, or otherwise qualified professionals.
2152	353* Speech Pathologist/Therapist (C). Diagnoses communicative disorders, plans, directs and participates in individual or group therapy sessions which focus on the remediation of specific articulation problems including: (1) identification of children with speech or language impairments; (2) diagnosis and appraisal of specific speech or language impairments; (3) referral for medical or other professional attention necessary for the habilitation of speech or language impairments; (4) provision of speech and language services for the habilitation or prevention of communicative impairments; and (5) counseling and guidance of parents, children, and teachers regarding speech and language requirements. The provider's of these services are certified, licensed, or otherwise qualified professionals.
2212	354* Staff Developer/Teacher Trainer (B). Plans, coordinates, and implements inservice training activities that help individuals to identify future career options and improve skills necessary to achieve them. A mentor teacher would be coded here.
2112	356* Student Personnel Officer (B). Works with the family, school, and community to determine the cause of and provide solutions for students who are experiencing serious attendance, academic and/or discipline problems in order to promote positive educational development.
1000	358* Transition Coordinator (B). Provides services that: (1) strengthen and coordinate special programs and related services for individuals with special needs, including students with disabilities, who are currently in school or have recently left school and may benefit from assistance during the transition to postsecondary education, vocational training, competitive employment (including supported employment), continuing education or adult services; (2) stimulate the improvement and development of programs for secondary special education; and/or (3) stimulate the improvement of vocational and life skills to enable students with special needs to be better prepared for transition to adult life and services.

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1000	359* Translator (B). Expresses in another language systematically to retain the original sense, primarily of written works.
2120	401* Assistant Counselor (S). Assists students, parents, teachers, or other staff, under the supervision or direction of a counselor, by helping individuals make plans and decisions in relation to education, career, or personal development.
1000	402* Bilingual Aide (S). Assists in the instruction of students using more than one language for teaching content.
1000	403* Bilingual Special Education Aide (S). Assists in the instruction of students in a special education program using more than one language for teaching content.
1000 or 2120	404* Career Aide (S). Assists students in the process of choosing a profession or occupation.
1000	406* Computer Aide (S). Assists and provides direction to computer users.
1000, 2132 or 2240	409* Monitor/Prefect (B). Monitors the conduct of students in classrooms, detention halls, lunchrooms, playgrounds, hallways, and places where alternatives to classroom instruction are provided (e.g., test sites).
2220	410* Library Aide (S). Assists in the maintenance and operation of a library by aiding in the selection, ordering, cataloging, processing, and circulation of all media.
2220	411* Media Center Aide (S). Assists in the maintenance and operation of a media center by serving as a specialist in the organization and use of all teaching and learning resources, including hardware, content material, and services
2140	412* Psychologist Assistant (S). Assists a psychologist with routine activities associated with providing psychological services.
1000	413* Teaching/Classroom Aide (S). Assists a teacher with routine activities associated with teaching (i.e., those activities requiring minor decisions regarding students, such as conducting rote exercises, operating equipment, and clerking).
1000	414* Teaching Assistant (B). Performs the day-to-day activities of teaching students while under the supervision of a teacher. The teaching assistant does not make diagnostic or long-range evaluative decisions regarding students. This includes individuals who may or may not be certified, but must have completed at least two years of formal education preparation for teaching or the equivalent in experience or training.
1000	415* Tutor (B). Provides academic instruction (e.g., in English, mathematics, and foreign language) to students requiring additional assistance outside of the classroom.
2135	416* Occupational Therapist Assistant (S). Assists an Occupational Therapist with routine activities associated with providing Occupational Therapy services.
2135	417* Physical Therapy Assistant (S). Assists a Physical Therapist with routine activities associated with providing Physical Therapy services.
1000	502* Computer Technician (S). Installs and maintains computer hardware and software equipment.
2132	507* Licensed Practical Nurse (S). Performs auxiliary medical services, such as taking and recording temperature, pulse, and respiration rate, and giving medication under the direction and responsibility of a physician or a registered nurse.
1000 or 2220	508* Media Technologist (S). Maintains and programs audio, video, and other media equipment.
2140	510* Psychometrist (S). Measures the intellectual, social, and emotional development of individuals through the administration and interpretation of psychological tests. These activities are usually carried out under the direction or supervision of a psychologist or a related professional.
3120	511* Purchasing Agent (S). Buys supplies, equipment, and materials used in the operation of an organization.
2152	512* Speech Language Technician (S). Assists with the provision of speech and language services in collaboration with a speech pathologist.

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1000	603* Computer Operator (S). Operates computer and peripheral equipment to process data by entering commands using a keyboard or computer terminal.
2112	604* Data Entry Clerk (S). Enters information into a data processing format using data processing equipment.
2720	605* Dispatcher (S). Assigns vehicles and drivers to perform specific services and to record such information concerning vehicle movement as a school or system may require.
1000 or 2410	606* Duplicating/Photocopying Assistant (S). Operates duplicating machines to print typewritten or handwritten documents directly from a master copy.
2410	608* File Clerk (S). Classifies records in alphabetical or numerical order or according to subject matter or other system.
2112, 2120, 2132, 2194, 2212, 2220, 2410, 2720 or 3120	609* General Office Staff (S). Performs such activities as preparing, transcribing, systematizing or preserving written communication and reports or operating mechanical equipment (e.g., computers, fax machines, typewriters, calculators, and word processing equipment).
2112, 2113, 2120, 2132, 2135, 2152, 2194, 2212, 2220, 2240, 2410, 2720 or 3120	615* Secretary (S). Schedules appointments, gives information to callers, takes dictation, and otherwise relieves officials of clerical work and minor administrative and business detail.
2720	801* Bus Driver (S). Drives a bus used in the service of a school or system.
2720	802* Other Vehicle Operator (S). Drives a vehicle such as a truck or automobile used in the service of a school, system, or activity.
2720	803* Substitute Bus Driver (S). Acts in capacity of bus driver when bus driver is not available.
2670 or 2730	951* Bus Monitor/Crossing Guard (S). Helps keep order on buses or other school or system modes of transportation. This includes traffic guards for loading buses, crossing guards for monitoring pedestrian traffic.
3120	953* Cook/Food Preparer (S). Prepares and cooks foodstuffs in quantities according to menu and number of persons to be served.
3120	955* Dietary Technician (S). Advises and assists personnel in public and private establishments in food services systems by making recommendations for foods that will constitute nutritionally adequate meals.
3120	958* Food Server (S). Serves sandwiches, salads, beverages, desserts, and other kinds of food. May order items to replace stock and collect money for purchases.
2660	959* Police Officer (S). Maintains order, enforces the law, prevents, and investigates crime in a school building and its surrounding areas.
2660	961* Security Guard (S). Provides protection to individuals and safeguards the school facility.