

**POSITION CODES for School Employees**  
**Montana Office of Public Instruction**

Updated: June 11, 2019

Position Code	Description	License Required	Eligible for Quality Educator Payment	Level	FTE Required for Terms of Employment Report?
				DISTRICT = District-wide SCHOOL = FTE is associated with a specific school(s) SECOOP = Special Educ. Cooperative	
AD10	Program Coordinator (Incl. Evaluation Duties)	Administrator License	Y	DISTRICT/SCHOOL	Y
AD20	Activities/Athletic Director (Incl. Evaluation Duties)	Administrator License	Y	DISTRICT/SCHOOL	Y
AD31	Superintendent	Administrator License	Y	DISTRICT	Y
AD32	Assistant Superintendent	Administrator License	Y	DISTRICT	Y
AD33	Assistant Administrator (Class 3)	Administrator License	Y	DISTRICT	Y
AD34	Principal	Administrator License	Y	SCHOOL	Y
AD35	Assistant Principal	Administrator License	Y	SCHOOL	Y
AD36	Dean of Students (Incl. Evaluation Duties)	Administrator License	Y	DISTRICT	Y
AD39	Curriculum Coordinator	Administrator License	Y	DISTRICT	Y
AD40	Special Education Director	Administrator License	Y	DISTRICT	Y
AD42	Special Education Cooperative Director	Administrator License	Y	SECOOP	Y
DS01	Other Administrative Noncertified (IT, Office/Clerical Staff, Secretaries, Election Judges, etc.)	None		DISTRICT/SCHOOL	Y
DS02	Adult Education Teacher (Adult Ed and ABE)	None		DISTRICT/SCHOOL	
DS03	Coach (Sports)	None		DISTRICT/SCHOOL	
DS04	Athletic Trainer (Assistant Trainer)	None		DISTRICT/SCHOOL	Y
DS05	Extracurricular (Debate, Fishing Club, Chess, etc.)	None		DISTRICT/SCHOOL	
DS06	Other Supervisory (Transp Dir, 21st Century Comm Learning Cntrs Prog Dir (no cert), Human Res Dir, IT Supr, Custodial Supr, Food Service Supr)	None		DISTRICT/SCHOOL	Y
DS07	Clerk and Business Manager	None		DISTRICT	Y
DS08	Custodial/Maintenance	None		DISTRICT/SCHOOL/SECOOP	Y
DS09	Food Service Worker	None		DISTRICT/SCHOOL	Y
DS10	Bus Driver	Bus Driver Certification		DISTRICT	Y
DS11	Extra Duty - Requires Educator Lic (stipend assignmt in add'n to reg pos, not covered by DS03 or DS05)	Educator License		DISTRICT/SCHOOL	
DS12	Extra Duty - No Lic Req'd (stipend assignmt in add'n to reg pos, not covered by DS03 or DS05)	None		DISTRICT/SCHOOL	
DS13	Extra Duty - Requires Professional Lic (stipend assignmt in add'n to reg pos, not covered by DS03 or DS05)	Professional License		DISTRICT/SCHOOL	
DS20	Short-Term Employee includes Student Workers	None		DISTRICT/SCHOOL	
PC10	Program Coordinator (No Evaluation Duties - Reqs Lic)	Educator License	Y	DISTRICT/SCHOOL	Y
PC20	Activities/Athletic Director (No Evaluation Duties - Reqs Lic)	Educator License	Y	DISTRICT/SCHOOL	Y
PC36	Dean of Students (No Evaluation Duties - Reqs Lic)	Educators License	Y	SCHOOL	Y
PC50	Instructional Coach (Provides supplemental services to teachers)	Educator License	Y	DISTRICT/SCHOOL	Y
PP01	Instructional Paraprofessional	Para		SCHOOL	Y
PP02	Title I Instructional Paraprofessional	Para		SCHOOL	Y
PP03	Bilingual/ESL Instructional Paraprofessional	Para		SCHOOL	Y
PP04	Facilitator/Distance Learning (Paraprofessional)	Para		SCHOOL	Y

Highlighted positions require only SEID, LE Number, School Code (or District wide), and Start/End Dates.  
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RT01	Retiree Receiving Benefits this Year	None		DISTRICT	
SE10	Audiologist	Professional License	Y	DISTRICT/SCHOOL/SECOOP	Y
SE13	Diagnostic/Eval Staff	Educator License	Y	DISTRICT/SCHOOL/SECOOP	Y
SE16	Interpreter	None		DISTRICT/SCHOOL/SECOOP	Y
SE19	Other Nonprofessional Staff, Special Education	None		DISTRICT/SCHOOL/SECOOP	Y
SE22	Occupational Therapist	Professional License	Y	DISTRICT/SCHOOL/SECOOP	Y
SE24	Office/Clerical Staff, Special Education	None		DISTRICT/SCHOOL/SECOOP	Y
SE25	Special Education Instructional Paraprofessional	Para		SCHOOL/SECOOP	Y
SE28	Physical Therapist	Professional License	Y	DISTRICT/SCHOOL/SECOOP	Y
SE31	Other Professional Staff, Special Education	None		DISTRICT/SCHOOL/SECOOP	Y
SE34	Recreation and Therapeutic Recreation Specialist	None		DISTRICT/SCHOOL/SECOOP	Y
SE37	Rehabilitation Counselor	None		DISTRICT/SCHOOL/SECOOP	Y
SE40	Speech-Language Pathologist	Professional License	Y	DISTRICT/SCHOOL/SECOOP	Y
SE46	Work Study Coordinator	None		DISTRICT/SCHOOL/SECOOP	Y
SE49	Occupational Therapy Aide	None		DISTRICT/SCHOOL/SECOOP	Y
SE53	Occupational Therapy Assistant	Professional License	Y	DISTRICT/SCHOOL/SECOOP	Y
SE57	Personal Care Paraprofessional	None		DISTRICT/SCHOOL/SECOOP	Y
SE61	Physical Therapy Aide	None		DISTRICT/SCHOOL/SECOOP	Y
SE65	Physical Therapy Assistant	Professional License	Y	DISTRICT/SCHOOL/SECOOP	Y
SE69	School Nurse, Special Education	Professional License	Y	DISTRICT/SCHOOL/SECOOP	Y
SE73	Speech-Language Pathology Aide	None		DISTRICT/SCHOOL/SECOOP	Y
SE85	Orientation and Mobility Specialist	None		DISTRICT/SCHOOL/SECOOP	Y
SP21	School Counselor, General Education	Educator License	Y	SCHOOL	Y
SP22	Library Media Specialist	Educator License	Y	SCHOOL	Y
SP23	School Psychologist, General Education	Educator License	Y	DISTRICT/SCHOOL	Y
SP24	School Psychologist, Special Education	Educator License	Y	DISTRICT/SCHOOL/SECOOP	Y
SP27	School Counselor, Special Education	Educator License	Y	SCHOOL/SECOOP	Y
SP29	Licensed Professional Counselor	Professional License	Y	DISTRICT/SCHOOL/SECOOP	Y
SP30	Social Worker, Special Education	Professional License	Y	DISTRICT/SCHOOL/SECOOP	Y
SP32	Licensed Psychologist without Educator License	Professional License	Y	DISTRICT/SCHOOL/SECOOP	Y
SP35	Social Worker - General Education	Professional License	Y	DISTRICT/SCHOOL	Y
SP40	Licensed Addiction Counselor (includes Candidate and Temporary)	Professional License	Y	DISTRICT/SCHOOL	Y
SP69	School Nurse - General Education	Professional License	Y	DISTRICT/SCHOOL	Y
SP75	CSPD Director or Coordinator hosted by Dist/Coop	None		DISTRICT/SECOOP	Y
SP80	Other Noninstructional Aides and Student Support Staff (aides for lunch room, bus, hallway, crosswalk, playground, Day Care, After School Care, etc.)	None		DISTRICT/SCHOOL	Y

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TC01	Teacher - General Education	Educator License	Y	SCHOOL	Y
TC02	Teacher - Title I	Educator License	Y	SCHOOL	Y
TC03	Teacher - Special Education	Educator License	Y	SCHOOL/SECOOP	Y
TC04	Long-term Substitute Teacher (Contract)	Educator License		SCHOOL/SECOOP	Y
TC05	Substitute Teacher (No Contract)	None		DISTRICT/SCHOOL/SECOOP	
TC06	Substitute Nonteacher (No Contract) (Substitute Bus Driver, Substitute Lunch Worker, Substitute Custodian, etc.)	None		DISTRICT/SCHOOL/SECOOP	
TC07	Supervising Teacher	Educator License	Y	DISTRICT/SCHOOL	Y
TC08	Teacher on Special Assignment	Educator License		DISTRICT/SCHOOL	Y
TC09	Teacher - Head Start	None		DISTRICT/SCHOOL	
TC10	Summer School Teacher	Educator License		DISTRICT/SCHOOL/SECOOP	
TC11	Teacher – Gifted and Talented	Educator License	Y	SCHOOL	Y

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