

## Position Codes

225	<p><b>Full-time (Permanent) Substitute Teacher Assignment</b>            Staff assigned this position code meet the following criteria:</p> <ul style="list-style-type: none"> <li>• Have a contract with the district; AND</li> <li>• Are placed on the teacher salary schedule; AND</li> <li>• Report to the district for work daily.</li> </ul> <p>Teaching assignments for individuals assigned this position code are subject to change daily. An individual in this position is NEVER the teacher of record, but has a variety of assignments, based upon the needs of the district. No Course Master Record should be reported for full-time (permanent) substitute teachers, because they cannot be the teachers of record. If a substitute becomes the teacher of record, then h/she should have the certificate/license for the position h/she is hired to fill. In addition, the position code should be updated for this individual to reflect the responsibilities of this job.</p> <p>Individuals assigned position code 225 would not be counted in the teacher FTE, but could be included in data analysis and in calculating total costs.</p>
230	<p><b>Teacher Assignment</b>            An assignment to a staff member to instruct pupils. This person is the teacher of record. Course Master Records are required with the exception of gifted teachers, preschool itinerant only, and LEP Instructional Program assignment area.</p>

### *Extracurricular/Intracurricular Activities Positions (8xx)*

**Table 8. Extracurricular/Intracurricular Activities Positions**

Position Code	Description
801	<b>Advisor Assignment</b> An assignment to a staff member to oversee and/or advise extracurricular activities. This definition does not include coaches.
802	<b>Coaching Assignment</b> An assignment to a staff member to oversee, advise, and instruct athletic activities.
803	<b>Athletic Trainer Assignment</b> An assignment to a staff member to prevent and treat athletic injuries, to perform related rehabilitative therapy, and to manage the provision of health and treatment services to athletes
899	<b>Other Extra/Intra – Curricular Activities Assignment</b> Any assignment not listed above which fulfills the definition of the Extracurricular/ Intracurricular Activities position assignments.