

## Appendix: Duty Code Definitions

For reporting purposes, the three-digit duty code consists of a two-digit duty root and a one-digit duty suffix. The duty root is used to describe the assignment, and the duty suffix represents the contractual nature and type of salary associated with a duty assignment. Duty suffix codes:

**x** may be either suffix 0, 1, or 2 (certificated).

**y** may be either suffix 0 or 3 (classified).

Report, with suffix:

Duty Suffix Codes	
<b>0</b>	Certificated base contracts and all classified employment assignments except as noted below.
<b>1</b>	Certificated supplemental contracts for additional responsibility and incentive but not additional time.
<b>2</b>	Certificated supplemental contracts for extended, extra, or optional days and hours which are available to the employee.
<b>3</b>	Certain classified employment or payments not related to time.

Duty Root Codes	
<b>11x</b>	<b>Superintendent</b> —Functions as the chief executive officer of a district.
<b>12x</b>	<b>Deputy/Assistant Superintendent</b> —Performs system wide executive management functions in the superintendent’s office of a district.
<b>13x</b>	<b>Other District Administrator</b> —Directs staff members or manages a function, a program, or a supporting service in a district. Includes administrative assistants, directors, supervisors, and coordinators of districtwide programs.
<b>21x</b>	<b>Elementary Principal</b> —Performs the assigned activities of the administrative head of an elementary school, normally any span of grades not above grade 8. Includes elementary and middle school principals.
<b>22x</b>	<b>Elementary Vice Principal</b> —Performs assigned activities in support of the head administrator of an elementary school, normally any grade span not above grade 8.
<b>23x</b>	<b>Secondary Principal</b> —Performs assigned activities of the administrative head of a secondary school, normally any grade span combination of grades 7–12. Includes junior high and senior high principals.
<b>24x</b>	<b>Secondary Vice Principal</b> —Performs assigned activities in support of the administrative head of a secondary school, normally any grade span combination of grades 7–12.
<b>25x</b>	<b>Other School Administrator</b> —Directs staff members or manages a function, a program, or a support service in a school. Includes administrative assistants, administrative interns, and supervisors of school programs.

### Duty Root Codes

<b>31x</b>	<b>Elementary Homeroom Teacher</b> —Instructs students in self-contained classroom situations for which daily student attendance is kept, normally in any span of grades not above grade 6. Includes the primary instructor for the students, who is responsible for the self-contained classroom situation for the majority of the instructional day. Also includes additional teachers providing instruction at the same time as the homeroom teacher. This may include teachers in the subjects of music, band, physical education, and other specialists, if and only if, the homeroom teacher is actively present in the classroom situation at the same time as the specialist teacher.
<b>32x</b>	<b>Secondary Teacher</b> —Instructs students in classes or courses in a classroom situation for which daily student attendance is kept, normally in any grade span combination of grades 7–12. Includes preparation period and music, band, and physical education teachers, etc., if they teach full time at a secondary school.
<b>33x</b>	<b>Other Teacher</b> —Instructs students in ungraded classes, special education, gifted, disadvantaged, early childhood, home or hospital, and adult education.
<b>34x</b>	<b>Elementary Specialist Teacher</b> —Instructs students in self-contained classes or courses in a classroom situation for which daily student attendance is kept, normally in any span of grades not above grade 6. Includes teachers who are not the primary instructor for the students, who provide instruction to several different groups of students or classes throughout the day. Examples would include music, band, and physical education, or other specialists.
<b>40x</b>	<b>Other Support Personnel</b> —Provides administrative, technical, and logistical support to the instruction program. Includes chairpersons or academic department heads and mentors. Also includes support personnel not specified above, such as attendance officers, educational specialists, dentists, physicians, other student personnel, etc.
<b>41x</b>	<b>Library Media Specialist</b> —Organizes and manages the use of teaching and learning resource materials, including equipment, content material and services for school libraries. Includes librarians and audio-visual or media specialists.
<b>42x</b>	<b>Counselor</b> —Assists students to assess and understand their abilities, aptitudes, interests, environmental factors, personal and social adjustments, educational needs, and occupational opportunities.
<b>43x</b>	<b>Occupational Therapist</b> —Assists students whose abilities to cope are impaired by developmental deficits, poverty and cultural differences, physical injury or illness, or psychological and social disability.
<b>44x</b>	<b>Social Worker</b> —Assists in the prevention of or solution to the personal, social, and emotional problems of students which involve family, school, and community relationships when such problems affect the school work of the student.
<b>45x</b>	<b>Speech-Language Pathologist or Audiologist</b> —Provides diagnostic, therapeutic, and consultative services for individuals disabled by disorders of language, speech, or hearing.

<b>Duty Root Codes</b>	
<b>46x</b>	<b>Psychologist</b> —Evaluates and analyzes students through such activities as measuring and interpreting students' intellectual, emotional, and social development to enhance their educational progress.
<b>47x</b>	<b>Nurse</b> —ESA-certificated school nurse licensed to perform activities requiring substantial specialized judgment and skill in observation, care and counsel of ill and injured students, and in illness prevention.
<b>48x</b>	<b>Physical Therapist</b> —Seeks to relieve disability and pain, develop or restore motor function, and maintain maximum performance within the student's capabilities.
<b>49x</b>	<b>Behavior Analyst</b> —Engages in applied behavior analysis, which is the design, implementation, and evaluation of instructional and environmental modifications to assist students in developing new behaviors, or increase or decrease existing behaviors.
<b>51x</b>	<b>Extracurricular (Base Contract)</b> —Assignment involving the guidance or supervision of a school-sponsored activity designed to provide opportunities for students participation in school and public events. Includes class advisor, club or activity advisor, coach, community recreation, intramural athletics, student activity coordinator, etc.
Note	Use duty code 510 only for extracurricular assignments that are part of a certificated base contract duty assignment. Do not use duty code 511 or 512 for an individual who has no duty code 510 assignment.
<b>52x</b>	<b>Substitute Teacher</b> —Assignment as a temporary replacement for other teachers assigned duty codes 310, 320, 330, and 340. Instructs students in self-contained classes or courses in a classroom situation for which daily student attendance is kept or in ungraded classes, special education, gifted, disadvantaged, early childhood, home or hospital, and adult education.
<b>610</b>	<b>Certificated on Leave</b> —An individual on paid certificated leave from the district other than normal vacation leave or normal paid sick leave. Includes union representatives.
<b>611</b>	<b>Certificated Leave Buy Back</b> —Payments to an individual for certificated sick leave buy back or certificated vacation buy out. Does not include normal vacation leave or normal paid sick leave.
<b>630</b>	<b>Contractor Teacher</b> —Employees of a contractor, who, if they had been employees of the district, would have been reported in a basic education or special education program assignment with a duty code 310, 320, 330, or 340. Refer to WAC 392-121-188 for rules governing instruction provided by a contractor.
<b>640</b>	<b>Contractor Educational Staff Associate</b> —Employees of a contractor, who, if they had been employees of the district, would have been reported in a basic education or special education program assignment with a duty code 400, 410, 420, 430, 440, 450, 460, 470, 480, or 490. Refer to WAC 392-121-188 for rules governing instruction provided by a contractor.

### Duty Root Codes

<b>900</b>	<b>Classified on Leave</b> —An individual on paid classified leave from the district other than normal vacation leave or normal paid sick leave.
<b>903</b>	<b>Classified Leave Buy Back</b> —Payments to an individual for classified sick leave buy back or classified vacation buy out. Does not include normal vacation leave or normal paid sick leave.
<b>91y</b>	<b>Aide</b> —Assists classroom teachers or staff members performing professional educational teaching assignments on a regularly scheduled basis. Includes paraeducators, teacher aides, classroom attendants, bus monitors, lunchroom aides, community service aides, etc.
<b>92y</b>	<b>Crafts or Trades</b> —Performs jobs which require special manual skill and a thorough and comprehensive knowledge of processes involved in work which requires apprenticeship or other formal training programs. Includes carpenters, electricians, painters, glaziers, plumbers, general maintenance, masons, mechanics, plasterers, etc.
<b>93y</b>	<b>Laborer</b> —Performs manual labor and generally requires no special training. Includes manual activities such as lifting, digging, mixing, pulling, etc.
<b>94y</b>	<b>Office or Clerical</b> —Performs clerical-type work such as preparing, transcribing, systematizing, or filing written communications and reports and operates such equipment as bookkeeping machines, typewriters, and tabulation machines. Includes secretaries, bookkeepers, messengers, clerks, typists, etc.
<b>95y</b>	<b>Operator</b> —Performs assignments requiring an intermediate skill level necessary to carry out machine-operating activities. Includes bus drivers, vehicle operators, dispatchers, etc.
<b>96y</b>	<b>Professional</b> —Requires a high degree of knowledge and skills acquired through at least a baccalaureate degree or its equivalent. Includes accountants, architects, attorneys, auditors, dietitians, engineers, statisticians, negotiators, etc. Also includes coaches in positions that do not require certification.
<b>97y</b>	<b>Service Worker</b> —Performs a service for which there are no formal qualifications, including paraprofessionals and nonsupervisory personnel. Includes custodians, food service workers, security personnel, warehouse workers, delivery persons, etc.
<b>98y</b>	<b>Technical</b> —Requires a combination of knowledge and skill which can be obtained through about two years of post-high school education such as from a vocational-technical institute or junior college or on-the-job training. Includes computer operators, purchasing agents, computer programmers, print shop technicians, graphic arts technicians, etc.
<b>99y</b>	<b>Director or Supervisor</b> —Directs staff members and manages a function, a program, or a support service. Includes directors or supervisors of food services, maintenance, transportation, data processing, etc.