

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 are:

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

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

- 31_ Elementary Homeroom Teacher.** 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 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.
- 32_ Secondary Teacher.** 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.
- 33_ Other Teacher.** Instructs students in ungraded classes, special education, gifted, disadvantaged, early childhood, home/hospital, and adult education.
- 34_ Elementary Specialist Teacher.** 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.
- 40_ Other Support Personnel.** Provides administrative, technical, and logical support to the instruction program. Includes chairpersons or academic department heads. Also includes support personnel not specified above, such as attendance officers, educational specialists, dentists, physicians, and other student personnel, etc.
- 41_ Library Media Specialist.** Organizes and manages the use of teaching and learning resource materials, including equipment, content, material and services for school libraries. Includes librarians, audio-visual or media specialists.
- 42_ Counselor.** Assists students to assess and understand their abilities, aptitudes, interests, environmental factors, personal and social adjustments, educational needs, and occupational opportunities.
- 43_ Occupational Therapist.** Assists students whose abilities to cope are impaired by developmental deficits, poverty and cultural differences, physical injury or illness, or psychological and social disability.

**Duty
Root** **Duty Description**

- 44_ Social Worker.** Assists in the prevention of or solution to the personal, social, and emotional problems of students that involve family, school, and community relationships when such problems affect the school work of the student.
- 45_ Speech-Language Pathologist or Audiologist.** Provides diagnostic, therapeutic, and consultative services for individuals disabled by disorders of language, speech, and/or hearing.
- 46_ Psychologist.** Evaluates and analyzes students through such activities as measuring and interpreting intellectual, emotional, and social development to enhance their educational progress.
- 47_ Nurse.** Licensed as a registered nurse to perform activities requiring substantial specialized judgment and skill in observation, care, and counsel of ill and injured students and in illness prevention.
- 48_ Physical Therapist.** Seeks to relieve disability and pain, develop or restore motor function, and maintain maximum performance within the student's capabilities.
- 49_ Reading Resource Specialist.** Serves as a diagnostician, advisor, special instructor, and evaluator providing consultation, training, and assistance to classroom teachers and other personnel participating in a reading program.
- 51_ Extracurricular.** Assignment involving the guidance or supervision of a school-sponsored activity designed to provide opportunities for student participation in school and public events. Includes class advisor, club or activity advisor, coach, community recreation, intramural athletics, student activity coordinator, etc.
- 52_ Substitute Teacher.** Assignment as a temporary replacement for other teachers assigned duty codes 310, 320, 330, or 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/hospital, and adult education classes.
- 61_ Duty Suffix 0: Certificated on Leave.** An individual on paid certificated leave from the district other than normal vacation leave or normal paid sick leave. Includes union representatives.
- Duty Suffix 1: Certificated Leave Buy Back.** Payments to an individual for certificated sick leave buy back or vacation buy out. Does not include normal vacation leave or normal paid sick leave.

**Duty
Root** **Duty Description**

- 63_ Contractor Teacher.** 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.
- 64_ Contractor Educational Staff Associate.** 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.
- 90_ Duty Suffix 0: Classified on Leave.** A classified individual on paid leave from the district other than normal vacation leave or normal paid sick leave.
- Duty Suffix 3: Classified Leave Buy Back.** Payments to an individual for classified sick leave buy back or vacation buy out. Does not include normal vacation leave or normal paid sick leave.
- 91_ Aides.** Assist 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.
- 92_ Crafts/Trades.** Performs jobs that 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.
- 93_ Laborers.** Performs manual labor and generally requires no special training. Includes manual activities such as lifting, digging, mixing, pulling, etc.
- 94_ Office/Clerical.** 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.
- 95_ Operators.** Performs assignments requiring an intermediate skill level necessary to carry out machine-operating activities. Includes bus drivers, vehicle operators, dispatchers, etc.

**Duty
Root** **Duty Description**

- 96_** **Professional.** 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, assistant coaches without degrees and without valid certificates, etc.
- 97_** **Service Workers.** Performs a service for which there are no formal qualifications including paraprofessionals and nonsupervisory personnel. Includes custodians, food service workers, security personnel, warehousemen, deliverymen, etc.
- 98_** **Technical.** Requires a combination of knowledge and skill which can be obtained through about two years of post-high school education, such as from a technical college, community college, or on-the-job training. Includes computer operators, purchasing agents, computer programmers, print shop technicians, graphic arts technicians, etc.
- 99_** **Director/Supervisor.** 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.