PROFESSIONAL
EMPLOYEE PERSONNEL
CODES
2012-2013

State of Alabama
Department of Education
Thomas R. Bice, State Superintendent of Education

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Nondiscrimination Act of 2008. Title IX Coordinator, P.O. Box 302101, Montgomery, Alabama 36130-2101 or call (334) 242-8185.
PROFESSIONAL
EMPLOYEE PERSONNEL
CODES
010  **Teacher**  
An individual responsible for the instruction of students

011  **Resource Teacher**  
An individual who works with small groups of children in special situations including both enrichment and remediation

012  **Teacher Assigned to an Alternative Education Program**  
An individual who works with students in an alternative education program

014  **Teacher-Gifted**  
An individual who provides instruction in the gifted children's program

015  **Teacher-Collaborative Special Education**  
A special education teacher who teaches with/provides support to the general education teacher in a class/course at the elementary or secondary level leading toward the award of an Alabama High School Diploma or an Alabama Occupational Diploma

016  **Teacher-Collaborative Other**  
Any teacher other than a special education teacher who consults with/provides support to the general education teacher in a class/course at the elementary or secondary level leading toward the award of an Alabama High School Diploma or an Alabama Occupational Diploma

018  **Teacher-Retired**  
An individual who is currently a retired member of the Teachers' Retirement System of Alabama and has been rehired under contract by a school system to provide student instruction

019  **Teacher Vacancy**  
A vacant position, which has an active schedule, that is expected to be filled by an individual who will provide the scheduled instruction to students

**IN-FIELD REQUIREMENTS:**  
**CERTIFICATES, ENDORSEMENTS AND GRADE LEVELS**

Based on the subject(s) and grade level(s) to which the individual is assigned. These personnel codes also require a six-digit subject code.

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083  **Consulting Teacher**  
An individual who provides assistance to regular teachers through conferences, demonstrations, research, etc.

**IN-FIELD REQUIREMENTS:**  
**CERTIFICATES, ENDORSEMENTS AND GRADE LEVELS**

Any Professional Educator Certificate

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084  **Reading Coach**  
An individual who serves as an Alabama Reading Initiative/Alabama Reading First Initiative (ARI/ARFI) Building Reading Coach or Regional Reading Coach or Regional Principal Coach
IN-FIELD REQUIREMENTS:
CERTIFICATES, ENDORSEMENTS AND GRADE LEVELS

Based on the specific Reading Coach position to which the individual is assigned. See subject codes 800031, 800032, and 800033 in the Special Assignments section of this document.

077 Mathematics Coach
An individual who serves as a Mathematics Coach in order to provide assistance to teachers in the area of mathematics instruction (will exist in such programs as AMSTI)

IN-FIELD REQUIREMENTS:
CERTIFICATES, ENDORSEMENTS AND GRADE LEVELS

Based on the grade level(s) to which the individual is assigned. See the Mathematics courses listing in the Elementary Courses section of this document for individuals serving as a Mathematics Coach in the elementary grades. See the Mathematics courses listing in the Secondary Courses section of this document for individuals serving as a Mathematics Coach in the secondary grades.

078 Science Coach
An individual who serves as a Science Coach in order to provide assistance to teachers in the area of science instruction (will exist in such programs as AMSTI)

IN-FIELD REQUIREMENTS:
CERTIFICATES, ENDORSEMENTS AND GRADE LEVELS

Based on the grade level(s) to which the individual is assigned. See the Science courses listing in the Elementary Courses section of this document for individuals serving as a Science Coach in the elementary grades. See the Science courses listings in the Secondary Courses section of this document for individuals serving as a Science Coach in the secondary grades.

052 Supervisor of Instruction
An individual who works with administrators and teachers to ensure the quality of instruction being presented

IN-FIELD REQUIREMENTS:
CERTIFICATES, ENDORSEMENTS AND GRADE LEVELS

Based on the subject(s) being supervised or the grade range of the teachers with whom he/she works. This personnel code also requires a six-digit subject code from the Areas of Supervision section of this document.

SUPERINTENDENT/ASSISTANT SUPERINTENDENT

061 Superintendent
The chief administrator for the school system
062  **Assistant Superintendent**  
The assistant to the chief administrator for the school system

063  **Administrative Assistant**  
An assistant to the superintendent responsible for some portion of the system's administration

**IN-FIELD REQUIREMENTS:**  
**CERTIFICATES, ENDORSEMENTS AND GRADE LEVELS**

**ALL GRADES**
- Superintendent-Principal Certificate, or
- Educational Administrator Certificate, or
- Instructional Leader Certificate, or
- Principal Certificate, or
- Superintendent Certificate, or
- Interim Certificate endorsed as Educational Administrator, or Instructional Leader, or
- Preliminary Certificate endorsed as Educational Administrator, or Instructional Leader, or
- Special Alternative Certificate endorsed as Instructional Leader

**SUPERVISOR**

051  **Supervisor of Attendance**  
An individual responsible for supervising the school attendance program and performing related duties

**IN-FIELD REQUIREMENTS:**  
**CERTIFICATES, ENDORSEMENTS AND GRADE LEVELS**

**ALL GRADES**
- Supervisor Certificate endorsed as Supervisor of Instruction (035), or Supervisor of Attendance, or
- Superintendent-Principal Certificate, or
- Educational Administrator Certificate, or
- Instructional Leader Certificate, or
- Principal Certificate, or
- Superintendent Certificate, or
- Interim Certificate endorsed as Educational Administrator, or Instructional Leader, or
- Preliminary Certificate endorsed as Educational Administrator, or Instructional Leader, or
- Special Alternative Certificate endorsed as Instructional Leader

053  **Director of Child Nutrition**  
The individual responsible for supervising the school lunch program

**IN-FIELD REQUIREMENTS:**  
**CERTIFICATES, ENDORSEMENTS AND GRADE LEVELS**

**ALL GRADES**
- Child Nutrition Program Director Certificate
054 **Supervisor of Transportation**
The individual responsible for supervising the transportation of students to and from school

**IN-FIELD REQUIREMENTS:**
CERTIFICATES, ENDORSEMENTS AND GRADE LEVELS

**ALL GRADES**
A valid Alabama School Bus Driver’s certification and a valid Commercial Driver’s License with proper endorsement issued by the Department of Public Safety, **AND**
- Superintendent-Principal Certificate, or
- Educational Administrator Certificate, or
- Instructional Leader Certificate, or
- Principal Certificate, or
- Superintendent Certificate, or
- Interim Certificate endorsed as Educational Administrator, or Instructional Leader, or
- Preliminary Certificate endorsed as Educational Administrator, or Instructional Leader, or
- Special Alternative Certificate endorsed as Instructional Leader

059 **Supervisor-Other**
An individual responsible for supervision in a program/operational area not specified in personnel codes 051, 052, 053, and 054

**IN-FIELD REQUIREMENTS:**
CERTIFICATES, ENDORSEMENTS AND GRADE LEVELS

**ALL GRADES**
- Supervisor Certificate endorsed as Supervisor of Instruction, or
- Superintendent-Principal Certificate, or
- Educational Administrator Certificate, or
- Instructional Leader Certificate, or
- Principal Certificate, or
- Superintendent Certificate, or
- Interim Certificate endorsed as Educational Administrator, or Instructional Leader, or
- Preliminary Certificate endorsed as Educational Administrator, or Instructional Leader, or
- Special Alternative Certificate endorsed as Instructional Leader

**PRINCIPAL/ASSISTANT PRINCIPAL**

021 **Principal (P-12)**
The chief administrator of a school where the grades taught span the range from preschool through twelfth

**IN-FIELD REQUIREMENTS:**
CERTIFICATES, ENDORSEMENTS AND GRADE LEVELS

**ALL GRADES**
- Superintendent-Principal Certificate, or
- Educational Administrator Certificate, or
Assistant Principal (P-12)
The assistant chief administrator of a school where the grades taught span the range from preschool through twelfth

IN-FIELD REQUIREMENTS:
CERTIFICATES, ENDORSEMENTS AND GRADE LEVELS

ALL GRADES
Superintendent-Principal Certificate, or
Educational Administrator Certificate, or
Instructional Leader Certificate, or
Principal Certificate (Grades P-12), or
Principal Certificate (Grades P-6) AND Principal Certificate (Grades 6-12), or
Superintendent Certificate, or
Interim Certificate endorsed as Educational Administrator, or Instructional Leader, or
Preliminary Certificate endorsed as Educational Administrator, or Instructional Leader, or
Special Alternative Certificate endorsed as Instructional Leader

Principal (P-6)
The chief administrator of a school where the grades taught span the range from preschool through sixth

IN-FIELD REQUIREMENTS:
CERTIFICATES, ENDORSEMENTS AND GRADE LEVELS

PRIMARY GRADES OR ELEMENTARY GRADES
Superintendent-Principal Certificate, or
Educational Administrator Certificate, or
Instructional Leader Certificate, or
Principal Certificate (Grades P-6 or P-12), or
Superintendent Certificate, or
Interim Certificate endorsed as Educational Administrator, or Instructional Leader, or
Preliminary Certificate endorsed as Educational Administrator, or Instructional Leader, or
Special Alternative Certificate endorsed as Instructional Leader

Assistant Principal (P-6)
The assistant chief administrator of a school where the grades taught span the range from preschool through sixth
IN-FIELD REQUIREMENTS: CERTIFICATES, ENDORSEMENTS AND GRADE LEVELS

PRIMARY GRADES OR ELEMENTARY GRADES
Superintendent-Principal Certificate, or
Educational Administrator Certificate, or
Instructional Leader Certificate, or
Principal Certificate (Grades P-6 or P-12), or
Superintendent Certificate, or
Interim Certificate endorsed as Educational Administrator, or Instructional Leader, or
Preliminary Certificate endorsed as Educational Administrator, or Instructional Leader, or
Special Alternative Certificate endorsed as Instructional Leader

023 Principal (4-8)
The chief administrator of a school where the grades taught span the range from fourth through eighth

IN-FIELD REQUIREMENTS: CERTIFICATES, ENDORSEMENTS AND GRADE LEVELS

MIDDLE SCHOOL GRADES
Superintendent-Principal Certificate, or
Educational Administrator Certificate, or
Instructional Leader Certificate, or
Principal Certificate, or
Superintendent Certificate, or
Interim Certificate endorsed as Educational Administrator, or Instructional Leader, or
Preliminary Certificate endorsed as Educational Administrator, or Instructional Leader, or
Special Alternative Certificate endorsed as Instructional Leader

033 Assistant Principal (4-8)
The assistant chief administrator of a school where the grades taught span the range from fourth through eighth

IN-FIELD REQUIREMENTS: CERTIFICATES, ENDORSEMENTS AND GRADE LEVELS

MIDDLE SCHOOL GRADES
Superintendent-Principal Certificate, or
Educational Administrator Certificate, or
Instructional Leader Certificate, or
Principal Certificate, or
Superintendent Certificate, or
Interim Certificate endorsed as Educational Administrator, or Instructional Leader, or
Preliminary Certificate endorsed as Educational Administrator, or Instructional Leader, or
Special Alternative Certificate endorsed as Instructional Leader
024 Principal (7-12)
The chief administrator of a school where the grades taught span the range from seventh through twelfth

IN-FIELD REQUIREMENTS:
CERTIFICATES, ENDORSEMENTS AND GRADE LEVELS

JUNIOR HIGH GRADES OR HIGH SCHOOL GRADES
Superintendent-Principal Certificate, or
Educational Administrator Certificate, or
Instructional Leader Certificate, or
Principal Certificate (Grades P-12 or 6-12), or
Superintendent Certificate, or
Interim Certificate endorsed as Educational Administrator, or Instructional Leader, or
Preliminary Certificate endorsed as Educational Administrator, or Instructional Leader, or
Special Alternative Certificate endorsed as Instructional Leader

034 Assistant Principal (7-12)
The assistant chief administrator of a school where the grades taught span the range from seventh through twelfth

IN-FIELD REQUIREMENTS:
CERTIFICATES, ENDORSEMENTS AND GRADE LEVELS

JUNIOR HIGH GRADES OR HIGH SCHOOL GRADES
Superintendent-Principal Certificate, or
Educational Administrator Certificate, or
Instructional Leader Certificate, or
Principal Certificate (Grades P-12 or 6-12), or
Superintendent Certificate, or
Interim Certificate endorsed as Educational Administrator, or Instructional Leader, or
Preliminary Certificate endorsed as Educational Administrator, or Instructional Leader, or
Special Alternative Certificate endorsed as Instructional Leader

CAREER/TECHNICAL ADMINISTRATOR

056 Career/Technical Administrator (system-wide)
057 Assistant Career/Technical Administrator (system-wide)
The chief/assistant career/technical administrator for a school system

IN-FIELD REQUIREMENTS:
CERTIFICATES, ENDORSEMENTS AND GRADE LEVELS

JUNIOR HIGH GRADES OR HIGH SCHOOL GRADES
Educational Administrator Certificate, or
Instructional Leader Certificate, or
Career and Technical Administrator Certificate, or
Interim Certificate endorsed as Educational Administrator, or Instructional Leader, or
Preliminary Certificate endorsed as Educational Administrator, or Instructional Leader, or Special Alternative Certificate endorsed as Instructional Leader

025  Career/Technical Administrator (school level)
035  Assistant Career/Technical Administrator (school level)
      The chief/assistant administrator of an area career/technical school

IN-FIELD REQUIREMENTS:
CERTIFICATES, ENDORSEMENTS AND GRADE LEVELS

JUNIOR HIGH GRADES OR HIGH SCHOOL GRADES
      Educational Administrator Certificate, or
      Instructional Leader Certificate, or
      Career and Technical Administrator Certificate, or
      Interim Certificate endorsed as Educational Administrator, or Instructional Leader, or
      Preliminary Certificate endorsed as Educational Administrator, or Instructional Leader, or
      Special Alternative Certificate endorsed as Instructional Leader

COUNSELOR

041  Counselor (P-12)
042  Counselor (P-6)
043  Counselor (4-8)
044  Counselor (7-12)
045  Counselor (10-12)
      An individual who provides comprehensive support services to promote students' personal/social, educational and career development

IN-FIELD REQUIREMENTS:
CERTIFICATES, ENDORSEMENTS AND GRADE LEVELS

ALL GRADES
      School Counselor Certificate, or
      Any Professional Certificate endorsed in school counselor, or
      Preliminary Certificate endorsed in school counselor, or
      Special Alternative Certificate endorsed in school counselor, or
      Interim Certificate endorsed in school counselor

LIBRARIAN

071  Librarian (P-12)
072  Librarian (P-6)
073  Librarian (4-8)
074  Librarian (7-12)
      The individual responsible for the school library
IN-FIELD REQUIREMENTS:
CERTIFICATES, ENDORSEMENTS AND GRADE LEVELS

ALL GRADES
Any Professional Certificate endorsed in library-media, or
School Library-Media Specialist Certificate, or
Preliminary Certificate endorsed in library-media, or
Special Alternative Certificate endorsed in library-media, or
Interim Certificate endorsed in library-media

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TEACHER LEADER

065 **Teacher Leader**
An individual employed as a classroom teacher who also works with other adults to improve the quality and effectiveness of instruction throughout the school and/or school system.

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OTHER PERSONNEL

081 **Coordinator**
An individual who oversees all aspects of an education program

082 **Evaluator**
An individual responsible for evaluating one or more of the following areas: student academic progress, employee performance, program and/or special project effectiveness

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ALL GRADES
Superintendent-Principal Certificate, or
Educational Administrator Certificate, or
Instructional Leader Certificate, or
Principal Certificate, or
Superintendent Certificate, or
Supervisor Certificate endorsed as Supervisor of Instruction, or
Interim Certificate endorsed as Educational Administrator, or Instructional Leader, or
Preliminary Certificate endorsed as Educational Administrator, or Instructional Leader, or
Special Alternative Certificate endorsed as Instructional Leader

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085 **Interpreter of the Hearing Impaired**
An individual responsible for translating oral language into sign language for students with hearing impairments

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ALL GRADES
Elementary-Secondary Certificate endorsed in American Sign Language (0N8),
or
At least a bachelor’s degree in Sign Language Interpretation

086 Psychometrist
An individual responsible for administering and interpreting intellectual assessments

IN-FIELD REQUIREMENTS:
CERTIFICATES, ENDORSEMENTS AND GRADE LEVELS

ALL GRADES
School Psychometrist Certificate, or
School Psychologist Certificate, or
Interim Certificate endorsed in School Psychometrist or School Psychologist

087 Psychologist
An individual responsible for administering and interpreting intellectual, personality, and/or projection tests

IN-FIELD REQUIREMENTS:
CERTIFICATES, ENDORSEMENTS AND GRADE LEVELS

ALL GRADES
School Psychologist Certificate, or
Interim Certificate endorsed in School Psychologist

088 Coordinator/Assistant Coordinator of Special Education
An individual who oversees the special education program for the system

IN-FIELD REQUIREMENTS:
CERTIFICATES, ENDORSEMENTS AND GRADE LEVELS

ALL GRADES
Special Education Certificate (047, 049, 47H, 49H), or
Collaborative Teacher Certificate (47D, 47E, 49D, 49E), or
Superintendent-Principal Certificate or
Educational Administrator Certificate (081, 082), or
Instructional Leader Certificate, or
Principal Certificate, or
Superintendent Certificate, or
Supervisor Certificate endorsed as Supervisor of Instruction, or as Supervisor of Special Education, or
School Psychometrist Certificate, or
Secondary Certificate (06A, 36A), or Elementary-Secondary Certificate (009,037), or Elementary Certificate (008, 035) endorsed in speech correction, or speech or language impairment, or speech therapy, or
School Counselor Certificate and a valid license from the Alabama Board of Examiners in Counseling, or
School Psychologist Certificate and a valid license from the Alabama Board of Examiners in Psychology, or
Interim Certificate (IA2, IA3, Grades P-12) endorsed in emotional disturbance, or gifted, or hearing impairment, or mental retardation, or mild learning disabilities, or multiple disabilities, or orthopedic and other health
impairment, or specific learning disability, or speech or language impairment, or visual impairment, or school counselor, or school psychometrist, or school psychologist, or as educational administrator, or as instructional leader, or
Interim Certificate (IF2, IF3, Grades P-3) endorsed in early childhood special education, or
Interim Certificate (IB2, IB3, Grades K-6 or IC2, IC3, Grades 6-12) endorsed as collaborative teacher, or
Preliminary Certificate endorsed as Educational Administrator, or Instructional Leader, or
Special Alternative Certificate endorsed as Instructional Leader

089 **Contract Substitute**
An individual, hired on a standard teacher contract, who serves in a substitute teacher capacity

**IN-FIELD REQUIREMENTS:**
CERTIFICATES, ENDORSEMENTS AND GRADE LEVELS
Any Professional Educator or Interim Certificate

091 **Speech Pathologist**
An individual who provides speech pathology services to students

**IN-FIELD REQUIREMENTS:**
CERTIFICATES, ENDORSEMENTS AND GRADE LEVELS
Based on the grade level(s) to which the individual is assigned. This personnel code also requires subject code 600005 Speech or Language Impairment from the Special Education Courses section of this document.

092 **Speech Pathologist Assistant**
An individual who may instruct only in the speech areas of articulation, voice, fluency, and language and must be supervised by either a Speech-Language Pathologist who holds a valid Class A or Class AA Professional Educator Certificate in speech-language pathology or a special education coordinator/supervisor who holds a valid Professional Educator Certificate in an area of special education.

**IN-FIELD REQUIREMENTS:**
CERTIFICATES, ENDORSEMENTS AND GRADE LEVELS

ALL GRADES
Speech-Language Pathology Assistant Certificate

097 **Technology Coordinator-Certified**
A person who holds a valid certificate and serves as the LEA Technology Coordinator responsible for the technology management for the district

**IN-FIELD REQUIREMENTS:**
CERTIFICATES, ENDORSEMENTS AND GRADE LEVELS
Any valid certificate
098 Other Certified Vacancy
Any existing certificated position, other than a teaching position, that is currently vacant but is expected to be filled within the current school year

IN-FIELD REQUIREMENTS:
CERTIFICATES, ENDORSEMENTS AND GRADE LEVELS
Based on the 3-digit personnel code that is actually vacant

099 Other Certified - Retired
An individual who is currently a retired member of the Teachers' Retirement System of Alabama and has been rehired under contract by a school system to fill a certificated position other than a teaching position

IN-FIELD REQUIREMENTS:
CERTIFICATES, ENDORSEMENTS AND GRADE LEVELS
Based on the 3-digit personnel code to which the individual is assigned.