

August 2016

REPORTING OF BASE SALARY INFORMATION IN TEAMS IS NOW VOLUNTARY

For the past three years, the Office of Public Instruction collected base salary information from school districts for all school employees that have employment contracts. Following an audit of OPI's data systems, which identified base salary as a data element that is not required by statute, the Office of Public Instruction has made the reporting of base salary information voluntary for the upcoming school year. While the data field will still be shown in the Terms of Employment reporting screen, it will no longer be a required field. Three other fields that will also be voluntary are Employment Status (permanent or temporary), Employment Hours (included in the contract), and Employment Days (included in the contract).

While the Terms of Employment collection has changed, school districts will still be required by law to report Compensation Expenditures (salary and benefits) for all school employees at the end of the school year. This data is collected through MAEFAIRS using the same coding that is used for the Trustees Financial Summary.

For more information, contact OPITEAMS@mt.gov.

POSITION CODES for School Employees
Montana Office of Public Instruction

Updated: July 26, 2018

Position Code	Description	License Required	Eligible for Quality Educator Payment	Level	FTE Required for Terms of Employment Report?	Base Salary Req'd on 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.
 Base Salary, Employment Status, Employment Hours and Employment days no longer required for any position.

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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	
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		

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