



K-12 Job Titles and Descriptions

Job Type	Title	Description
District Administrators	Academic Testing Director	Responsible for overseeing academic testing that evaluates student academic progress or achievement.
District Administrators	Accountability Director	The district-level administrator who is responsible for submitting and updating data to meet state and federal requirements, such as enrollment statistics, school performance ratings and individual student performance ratings.
District Administrators	Adult Education Director	Supervises activities designed to meet the unique needs of adults and youths beyond the age of compulsory attendance who have either completed or interrupted their formal education. The instruction supervised includes academic (as opposed to recreational) programs and usually includes work toward a test of general education development (GED).
District Administrators	Affirmative Action Director	Supervises equal opportunity education and employment practices to ensure that equal opportunities are available to all regardless of race, color, sex, age or disability. This person is often designated as the coordinator of Title IX of the Education Amendment of 1972 and handles issues related to gender equity and sexual harassment.
District Administrators	Aids Education Coordinator	Responsible for ensuring that a comprehensive AIDS education program is incorporated into the regular curriculum of each school and for the administration of the program. The coordinator may allocate funds to each school's program, arrange teacher training, guest speakers, etc.
District Administrators	Art Supervisor (K-12, Elem, Sec)	Directs, supervises and coordinates the art curriculum and instruction.



K-12 Job Titles and Descriptions

Job Type	Title	Description
District Administrators	Assistant Superintendent	Assists the superintendent administratively, frequently in specific areas such as curriculum, student services and finance. He is assigned additional job codes indicating those other functions. If he performs only general administrative functions under the superintendent, he carries only this classification.
District Administrators	At-Risk Coordinator	Responsible for administering district-wide programs aimed at students who are at risk of dropping out of school. Components of at risk programs include programs for low achievers, students with behavioral problems, remedial education, drop-out prevention, child abuse and teen pregnancy.
District Administrators	Athletic Director	Directs athletic programs for all sports or acts as a district-wide head coach.
District Administrators	Before-/After-School Director	Person responsible for programs for children of working parents. These programs would provide supervision and activities to children during the hours before and/or after the regular school day. These may be called "Extended Day" or "Latch Key" Programs. They are not the same as regular after-school clubs or extracurricular activities.
District Administrators	Bilingual (ESL) Director aka: ESEA/Title VII Director	Supervises programs funded by ESEA (Elementary and Secondary Education Act) Title VII and all programs teaching English as a second language, as well as migrant education programs.
District Administrators	Bus/Finance/Purchasing Director	Manager of fiscal services. In large districts, there might be more than one, for example, a controller and a purchasing agent.



K-12 Job Titles and Descriptions

Job Type	Title	Description
District Administrators	Business Education Director	Supervises all business education activities such as keyboarding, typing, shorthand, bookkeeping, clerical, etc. This does not include distributive education.
District Administrators	Career & Tech Ed Director	Responsible for vocational education programs, planning and administration. Vocational programs may include business education, technology education, home economics, agriculture and distributive education.
District Administrators	Career Ed/School-to-Work Director (K-12, Elem, Sec)	Supervises career education which is designed to acquaint the student with the idea of the world of work and familiarize him with career choices. Differs from vocational education in which the orientation is to teach specific skills.
District Administrators	Character Education Director	Person responsible for programs which develop student character traits, including citizenship, honesty, respect for self and others, kindness, courage and fairness. These programs encourage development of student values through teaching decision-making, conflict resolution and general life skills.
District Administrators	Curriculum/Instruct Director (K-12, Elem, Sec)	Directs, supervises and/or coordinates all areas of curriculum and instruction.
District Administrators	Curriculum/Instruction K-12	Directs, supervises and/or coordinates all areas of curriculum and instruction.



K-12 Job Titles and Descriptions

Job Type	Title	Description
District Administrators	Driver Education/Safety Director	Responsible for coordinating the driver education programs within the school district; may also organize safety programs.
District Administrators	Early Childhood Education Director	Supervises areas that generally encompasses 3-4 year olds and kindergarten education and, in most cases, includes the supervision of curriculum K-3 (i.e., the primary grades). May include Head Start and follow-through programs.
District Administrators	Education Technology	Responsible for recommending and/or purchasing computer related products. This often includes planning for introducing and coordinating the use of various technologies, such as CD-ROM and laser videodisks.
District Administrators	English/Lang Arts Director (K-12, Elem, Sec)	Directs, supervises and/or coordinates the English/Language Arts curriculum and instruction.
District Administrators	E-rate Administrator	The individual at the school that signs and approves the E-rate application.
District Administrators	Family/Consumer Science Director	Supervises activities, including home economics, family living, clothing and textiles, child care and consumer science education.



K-12 Job Titles and Descriptions

Job Type	Title	Description
District Administrators	Federal Program Administrator	Coordinates federal funding programs in the district. Usually disburses funds, and handles proposals and requests for the district's federally funded programs. In a large district, he may be an Associate Superintendent with the Chapter I and Chapter II Coordinators reporting to him. In smaller districts, the Superintendent may carry this responsibility if the district receives federal funds.
District Administrators	Food Services Director aka: School Lunch Program Director	Supervises all operations of cafeterias and employees including the purchasing of food, supplies, and equipment, ensuring Federal Lunch Program requirements are met, and planning menus to comply with health standards.
District Administrators	Foreign World Language Director (K-12, Elem, Sec)	Directs, supervises, and/or coordinates the foreign language curriculum and instruction.
District Administrators	Gifted/Talented Director	Directs, supervises and/or coordinates the curriculum and instruction for gifted/talented students.
District Administrators	Grant Writer/ Partnerships	A person who prepares and reviews grant applications to ensure compliance with applicable regulations and policies.
District Administrators	Guidance Services Director (K-12, Elem, Sec)	Coordinates the activities of counseling with students and parents, providing consultation with other staff members on learning problems. Assists pupils in understanding their educational, personal, and occupational strengths and limitations in relating their abilities, emotions, and aptitudes to educational and career opportunities, using their abilities in formulating realistic plans; and achieving satisfying personal and social development.



K-12 Job Titles and Descriptions

Job Type	Title	Description
District Administrators	Guidance/Student Services	Coordinates the activities of counseling with students and parents, providing consultation with other staff members on learning problems. Assists pupils in understanding their educational, personal and occupational strengths and limitations in relating their abilities, emotions, and aptitudes to educational and career opportunities, using their abilities in formulating realistic plans and achieving satisfying personal and social development.
District Administrators	Health/Phys Ed Director	Directs, supervises and/or coordinates health, physical education and sex education programs which are part of the formal curriculum. (This is not the health supervisor, who is responsible for health services, nor the athletic director who is responsible for athletic programs.)
District Administrators	Health/Safety/Community Services	Responsible for physical and mental health services, including substance abuse. Ensures a safe environment within facilities. Often serves as liaison to community agencies that help to resolve social, emotional and behavioral problems.
District Administrators	In-Service Training Director aka: Staff Development Supervisor	Responsible for professional development of teaching staff.
District Administrators	Instructional Media Svcs	Responsible for the total media program, including audiovisual and library services, print and non-print materials, and 16mm films.
District Administrators	Library Services	Responsible for library services, acquisitions (ordering of books), and organization within the district.



K-12 Job Titles and Descriptions

Job Type	Title	Description
District Administrators	Magnet School Coordinator	Organizes and develops the curriculum for magnet schools/programs which are organized to provide enriched curricula for a diverse student population. Also, coordinates recruitment and student assignment within the magnet system.
District Administrators	Management Info Systems Director	Responsible for activities concerned with preparation, storage, and retrieval of data for management and reporting.
District Administrators	Marketing/Distributive Ed Director aka: Marketing Ed Supervisor	Oversees programs designed to acquaint students with service and retail professions. May include responsibility for on-the-job training and work-study programs.
District Administrators	Math Director (K-12, Elem, Sec)	Directs, supervises and/or coordinates the math curriculum and instruction.
District Administrators	Migrant Education Director	Person responsible for programs that ensure migrant children have access to services to assist in overcoming cultural and language barriers, health-related problems, and other challenges that place them at risk for completing their education. The programs and projects administered are designed to enable children whose families migrate to find work in agricultural, fishing, and timber industries to meet the same challenging academic content and student performance standards that are expected of all children.



K-12 Job Titles and Descriptions

Job Type	Title	Description
District Administrators	Multicultural Curriculum Coordinator	Responsible for development of programs which promote student understanding of various racial, ethnic and cultural diversities in our society. Through course offerings and/or school activities, the students develop self esteem and respect for their own ethnic group as well as others. The programs encourage students to increase awareness of cultural events, significant dates and opportunities for various ethnic groups.
District Administrators	Music Director (K-12, Elem, Sec)	Directs, supervises and/or coordinates the music curriculum and instruction, including vocal as well as instrumental music.
District Administrators	Network System Administrator	The district level administrator responsible for maintaining the district's system of computers, server, printers, etc.
District Administrators	Parental Involvement Coordinator	Responsible for programs which encourage children to achieve success by enlisting their families to share in the responsibilities of their education. These programs coordinate the activities of parents and/or family members in attending school meetings, actively supporting school programs and serving as volunteers in the classrooms.
District Administrators	Physical Plant/Buildings and Grounds	Responsible for maintenance, buildings and grounds and janitorial services.
District Administrators	Psychological Testing Director	Responsible for psychological counseling, administering psychological tests and interpreting the results, gathering and interpreting information about pupil behavior, working with other staff members in planning school programs to meet the special needs of pupils as indicated by psychological tests, and behavioral evaluations.



K-12 Job Titles and Descriptions

Job Type	Title	Description
District Administrators	Public Information Director	Responsible for activities involving community relations, communications and/or publications.
District Administrators	Reading Director (K-12, Elem, Sec)	Directs, supervises and/or coordinates the reading curriculum and instruction.
District Administrators	Reading First Director	The person that oversees the Reading First Program in a District that has been awarded a Reading First Grant.
District Administrators	Religious Director (K-12, Elem, Sec)	Directs, supervises and/or coordinates the religious curriculum and instruction (Catholic Dioceses only).
District Administrators	Remedial Reading Director (K-12, Elem, Sec)	Directs, supervises and/or coordinates the remedial reading curriculum and instruction.
District Administrators	Research/Development Director	Responsible for curriculum planning and development. Can encompass financial, statistical, administrative or building planning, or grant preparation.



K-12 Job Titles and Descriptions

Job Type	Title	Description
District Administrators	Response to Intervention Coordinator	Responsible for implementation of the Response to Intervention (RTI) programs and services for all students within the district. They also identify students at risk for poor learning outcomes, monitor student progress, provide evidence based interventions and adjust the interventions based on student responsiveness.
District Administrators	Safety/Security Coordinator	Coordinates inspection and regular patrolling of the various facilities and grounds to ensure a safe environment. Also oversees investigation of student or faculty violence, and education of students and faculty on issues of crime, violence and drug abuse.
District Administrators	School Board President	Chairman of the School Committee or School Board representing community interest, usually an elected position.
District Administrators	Science Director (K-12, Elem, Sec)	Directs, supervises and/or coordinates the science curriculum and instruction.
District Administrators	Social Studies Director (K-12, Elem, Sec)	Directs, supervises and/or coordinates the social studies curriculum and instruction.
District Administrators	Social Work Coordinator	Responsible for coordination of school social work programs which focus on identifying and resolving social, emotional and behavioral problems that interfere with academic performance, and promotion of good relationships between students and faculty. The coordinator can also serve as a liaison to community agencies as needed.



K-12 Job Titles and Descriptions

Job Type	Title	Description
District Administrators	Special Ed Director (K-12, Elem, Sec)	Supervises programs for the mentally/physically handicapped or children with learning disabilities including educable mentally retarded and trainable mentally retarded persons. May be known as special services or special needs supervisor in some districts.
District Administrators	Speech/Language Pathologist	Evaluates and treats students with communication problems.
District Administrators	Stem Coordinator	Responsible for overseeing, promoting, assessing and strengthening the district's science, technology, engineering and math (STEM) competencies in every K-12 student which will allow them to succeed in the knowledge based work place and community.
District Administrators	Student Personnel Services	Responsible for services which are concerned with the welfare of students, such as guidance services, health services, school psychological services, audiology services, speech pathology services, attendance services and school social work services.
District Administrators	Substance Abuse Prevention Coordinator	Responsible for administering a comprehensive district-wide drug and alcohol abuse education program. The coordinator distributes funds to each school's program, arranges teacher training, etc.
District Administrators	Summer School Director	Responsible for the summer school programs at all schools throughout the district.



K-12 Job Titles and Descriptions

Job Type	Title	Description
District Administrators	Superintendent	The superintendent is a top-level administrator responsible for the overall operation of schools within a district.
District Administrators	Teacher Mentor Director	The individual responsible for coordinating, teacher assistance and guidance to new or less experienced teachers. This could include exploring teaching strategies, presenting workshops/seminars to develop teaching skills, and observing classes and providing feedback to teachers. This person may also help orient new teachers to school and district policies and procedures.
District Administrators	Teacher Personnel Director	Responsible for hiring certified teaching staff.
District Administrators	Tech Prep Coordinator	Responsible for the formal Technical Preparation program that combines academics with technical education. Academics such as math, science, communications, etc., and occupational skills are joined to develop and support programs of study that link secondary and post-secondary education. Tech Prep programs generally lead to a two-year Associate Degree, a certificate or an apprenticeship program.
District Administrators	Technology Education Director (Formerly Industrial Arts Director)	Supervises use of technology in vocational programs involving trade and industry including mechanics, construction and electronics.
District Administrators	Technology/Computer Coordinator	Responsible for recommending, purchasing and implementing computer-related products for instruction. Frequently plans for, introduces and coordinates the use of various technologies, such as CD-ROM and laser video discs.



K-12 Job Titles and Descriptions

Job Type	Title	Description
District Administrators	Title I Coordinator	Administers federal assistance programs for compensatory education of disadvantaged children. Responsibilities include determining program needs, writing proposals or applications for grants, preparing financial reports and often supervising the Title I teaching staff.
District Administrators	Title II Programs Director	The district level administrator responsible for allocating Title II federal funds for programs designed to improve the quality of the teaching staff through staff development, training and certification.
District Administrators	Title V Coordinator	Administers the 29 federal programs that have been consolidated into a single block grant, including basic skills development and innovative school improvement programs, and the acquisition of educational materials and programs for at risk students.
District Administrators	Transportation Director	Responsible for bus scheduling, maintenance, etc.
District Administrators	Video Services Director	Responsible for video hardware and software purchases in the district. May carry additional job functions, such as Media Services Administrator or Audiovisual Services Director.
District Administrators	Webmaster	The district-level administrator who is responsible for designing and maintaining the district's website.



K-12 Job Titles and Descriptions

Job Type	Title	Description
School Teachers and Support Personnel	Accounting Teacher	A person who teaches the principles of basic accounting, stressing the concepts of double entry accounting, keeping journals and ledgers, and basic interpretation of financial statements.
School Teachers and Support Personnel	Adaptive PE Teacher	A person who teaches physical education to students who are physically disabled, mentally disturbed, have poor motor skills or are suffering from long-term illness or injury which limits participation in a regular PE class.
School Teachers and Support Personnel	Admissions Director	(Private Schools) An administrator at a private school who is responsible for helping prepare the application forms, obtaining transcripts, and coordinating applicant testing in interviews for admission to that school.
School Teachers and Support Personnel	Advanced Algebra Teacher	A person who teaches Algebra II level courses and above.
School Teachers and Support Personnel	Agricultural Education Teacher	Teacher of Agricultural Education, which includes the following: Agricultural Production, Agricultural Products, Agricultural Mechanics, Agricultural Resources, Agricultural Supplies, Forestry, Ornamental Horticulture.
School Teachers and Support Personnel	Aids Education	The person responsible for the school level curriculum but not necessarily for the teaching of the Aids Education program. Commonly these individuals are also health teachers or nurses.



K-12 Job Titles and Descriptions

Job Type	Title	Description
School Teachers and Support Personnel	Algebra Teacher	A person who teaches the mathematical system of letters and symbols called variables which represent numbers. The variables are applied to formulas or equations to solve the unknown factors.
School Teachers and Support Personnel	American Literature Teacher	A person who teaches about the various styles of American authors through reading and discussing short stories, poetry, essays, novels and plays. May also include instruction in writing essays, compositions and reviews.
School Teachers and Support Personnel	Applied Math Teacher	A person who teaches the practical application of math used in daily living, such as borrowing money, wages, credit cards and taxes. Course may also include math application in vocational areas, such as surveying, drafting, electronics and construction trades.
School Teachers and Support Personnel	Art Dept Chairperson	
School Teachers and Support Personnel	Art History/Appreciation Teacher	
School Teachers and Support Personnel	Art History/Appreciation Teacher	A person who teaches a course showing the different styles and meanings of art from cave paintings to modern times. The course also teaches the influences and reflections of world events and cultures on various artists.



K-12 Job Titles and Descriptions

Job Type	Title	Description
School Teachers and Support Personnel	Art Teacher	
School Teachers and Support Personnel	Assistant Principal	Syn.: Vice President Assistant who aids the principal in administrative responsibility over all or part of the school.
School Teachers and Support Personnel	Astronomy Teacher	A person who teaches the area of science that deals with the origin, structure and motion of the stars, planets and universe. Course may also include space exploration.
School Teachers and Support Personnel	At-Risk/Alternative Teacher	A person who teaches or provides academic support to alternative students who are at risk of dropping out of school. This teacher may teach a full day class or may function as a tutor for students who attend this class for supplemental support. These students are usually identified to be at risk because they are behind academically, have attendance problems or have behavioral problems.
School Teachers and Support Personnel	Autism Specialist	An autism specialist is a person who specializes in educating autistic students. Skills taught may include behavior modification, communication skills, social skills, fine motor skills and daily living skills. Academics such as colors, numbers, letters, reading, writing and math may also be taught.
School Teachers and Support Personnel	Auto Mechanics/Repair Teacher	A teacher who familiarizes students in the repair of various parts of the automobile through hands-on training. Instruction includes principles of engine operation, maintenance and adjustment of mechanical units of a car, proper use of automotive hand tools, shop safety, body repair and automobile finish applications. Job opportunities and career potential in this field are discussed.



K-12 Job Titles and Descriptions

Job Type	Title	Description
School Teachers and Support Personnel	Band Director	
School Teachers and Support Personnel	Basic Skills Teacher	The teacher of a program of instruction at an adult education school or a high school that teaches the basics of Reading, Writing, English, Math, History and Science in preparation for a high school diploma equivalency test.
School Teachers and Support Personnel	Before-/After-School Coordinator	The person responsible for the supervision and activities of students whose parents work. The program takes place before and/or after regular school hours and provides activities that enhance student's talents and needs.
School Teachers and Support Personnel	Bilingual Education Teacher	A teacher of any subject (Math, Science, etc.) who primarily gives instruction in a foreign language. The bilingual teacher differs from a foreign language teacher in that the bilingual teacher is teaching a subject in a foreign language and not the foreign language itself.
School Teachers and Support Personnel	Biology Teacher	A teacher of the study of plants and animals including humans. The biology course can include molecular and cellular structure, reproduction, genetics and evolution, along with laboratory dissection of animals.
School Teachers and Support Personnel	Business English Teacher	A teacher who teaches English skills to be used in the workplace, such as using proper grammar in speaking and letter writing, composing resumes and filling out job applications, etc.



K-12 Job Titles and Descriptions

Job Type	Title	Description
School Teachers and Support Personnel	Business Law Teacher	A person who teaches students in the legal aspect of what it takes to run a business, including case studies, insurance, business contracts, commercial business, legal organization and how to employ new hires.
School Teachers and Support Personnel	Business/Consumer Math Teacher	A person who teaches math as it applies to daily living. This course may include the basics of fractions, decimals and percentages, balancing checkbooks, interest accrual on loans, credit and savings accounts, income taxes, insurance rates, the stock market, salaries and budgeting.
School Teachers and Support Personnel	Business/Office Dept Chair	Department chairperson responsible for the contents of such courses as Accounting, Bookkeeping, Secretarial Sciences, Word Processing. etc.
School Teachers and Support Personnel	Business/Office Ed Teacher	Syn.: Office Education Teacher, Teacher of Business Office Education which may include the following: Business Data Processing--Word Processing Word Processing--Filing, Office Machines, and General Clerical Occupations Filing, Office Machines, and General Clerical Occupations--Information Communications Occupations Information Communications Occupations--Material Support Occupations Material Support Occupations--Personnel Training and Related Occupations Personnel Training and Related Occupations--Secretarial, and Related Occupations--Supervisory and Administrative Management
School Teachers and Support Personnel	Cafeteria Manager	A person who is responsible for ordering cafeteria supplies, maintaining inventory, overseeing cafeteria staff, and maintaining standards set by the district and state. May also be responsible for planning menus.



K-12 Job Titles and Descriptions

Job Type	Title	Description
School Teachers and Support Personnel	Calculus Teacher	A person who teaches basic principles of calculus including integration and differentiation of numbers and functions through the use of formulas. Calculus is a high level math.
School Teachers and Support Personnel	Career & Technical Ed Dept Chair	
School Teachers and Support Personnel	Career & Technical Ed Teacher	Teacher of Career & Technical Education (formerly Vocational Education) which includes the following: Aeronautical Technology, Air Pollution Control Technology, Architectural Technology, Automotive Technology, Business Technology, Chemical Technology, Civil Technology, Climate Control, Commercial Pilot Training, Electrical Technology, Electronics Technology, Electro-Mechanical Technology.
School Teachers and Support Personnel	Career Center Technician	A guidance counselor or designated teacher responsible for assisting students in developing a career path. Coordinates resource materials on colleges, post secondary schools, the military and various career opportunities. Organizes Career Day activities and College Night.
School Teachers and Support Personnel	Career Education Teacher	A person who teaches exploration of the aspects of various careers such as, education and training requirements, salaries, job value, job conditions and opportunities available. Course may also include self assessment, goal setting, how to find a job and job shadowing in the community.
School Teachers and Support Personnel	Chemistry Teacher	A person who teaches the composition, properties and changes of matter. The course can include study of the periodic table, atomic theory, chemical reactions and equations, physical and chemical changes, acids and bases and chemical formulas. The course also involves lab experience using scientific methods and observations.



K-12 Job Titles and Descriptions

Job Type	Title	Description
School Teachers and Support Personnel	Child Development Teacher	A person who teaches the physical, mental and emotional development of a child from conception to early childhood years. Importance of prenatal care and/or the responsibilities of parenthood are stressed. This course may include actual care for preschool children, which would provide experience and skills for entry level jobs in the Child Development field.
School Teachers and Support Personnel	Chinese Teacher	A person who teaches reading, writing and speaking of the Chinese language. The course may include the culture, history, literature and geography of Chinese speaking countries.
School Teachers and Support Personnel	Choral Director	
School Teachers and Support Personnel	Civics/Government Teacher	A person who teaches the basic principles of federal, state and local governments, including the three branches of government, politics and the electoral process, study of the U.S. Constitution and the role of civic organization and responsibility in government.
School Teachers and Support Personnel	Cloth/Textiles Teacher	A person who teaches students in fashion, clothing and apparel, and home furnishing.
School Teachers and Support Personnel	Commercial Art Teacher	A person who teaches an art course which may entail basic art, advertising layouts, logo design, illustrations, and cartooning. Course may include graphic design, using computer programs for image enhancement and animation, and the process of reproducing artwork.



K-12 Job Titles and Descriptions

Job Type	Title	Description
School Teachers and Support Personnel	Community Service Coordinator	The person who plans, implements and manages the projects that students perform to benefit the community such as: cleaning a park, volunteering at a library, tutoring children, etc. Community service may be a requirement for graduation at some high schools.
School Teachers and Support Personnel	Computer Applications Teacher	Teachers who familiarize students with areas of computer usage, and usually contains an overview of the types of jobs a computer is capable of performing (i.e. spreadsheets, word processing, database management, desktop publishing). This course may include instruction in specific packaged software (Microsoft Office suite, etc.).
School Teachers and Support Personnel	Computer Lab Supervisor	Staff member assigned to provide support and education to students using the computer lab. Position generally includes technical support of computer equipment and may also include instruction in one of the courses available from our computer group.
School Teachers and Support Personnel	Computer Literacy Teacher	A teacher who familiarizes students with basic computer terms, history and the operation of peripherals, such as the keyboard and printer.
School Teachers and Support Personnel	Computer Math Teacher	A teacher who teaches the logic of how a computer stores and analyzes information. The goal is to understand how the mathematical "brain" of a computer holds and interprets information.
School Teachers and Support Personnel	Computer Programming Teacher	The person who teaches a course that teaches how to write a set of instructions, called a program, which will cause a computer to perform a series of procedures, such as data collection and analysis. Programs may be written in such "computer languages" as JAVA, SQL, HTML, etc.



K-12 Job Titles and Descriptions

Job Type	Title	Description
School Teachers and Support Personnel	Computer Science Dept Chair person	The department chair responsible for the content of all the computer courses including computer programming, computer math and computer literacy. This person may also have the responsibility of making recommendations for purchases of hardware and software.
School Teachers and Support Personnel	Computer Science Teacher	A teacher who teaches a preliminary course teaching what computers are and how they function, i.e., how the data is stored in memory and which parts of the system allow "characters" to appear on the screen. This course currently represents a "catch-all" and may include courses that would be better classified under some of the newer computer courses defined in this section. Computer Science also serves as a general course when a more precise definition of a course is unknown.
School Teachers and Support Personnel	Computer Technician	A person who installs, repairs, maintains, troubleshoots, school computers and servers.
School Teachers and Support Personnel	Conflict Management Instructor	A person who instructs and counsels students on how to resolve conflicts with others. Course may include anger management, coping and communication skills, character development, peer mediation or individual counseling.
School Teachers and Support Personnel	Construction Trades Teacher	A teacher who instructs in the complete construction of a building through hands-on participation. Focus is placed on the four main areas of construction: masonry, plumbing, wiring and carpentry.



K-12 Job Titles and Descriptions

Job Type	Title	Description
School Teachers and Support Personnel	Consumer Economics Teacher	A person who teaches students on how to manage banking, budgets and credit.
School Teachers and Support Personnel	Co-Op/Work Experience Coordinator	A person who oversees a program structured to allow students to attend regular classes for part of their school day, and go into the work community for the other part of their day. The students may earn credit toward classes that are related to their job experience.
School Teachers and Support Personnel	Cosmetology Teacher	A person who teaches techniques in hairdressing, makeup application, and nail care, frequently to prepare students for a state exam.
School Teachers and Support Personnel	Craft Teacher	A person who teaches students in the skills of sculpting, painting or a specialized craft.
School Teachers and Support Personnel	Creative Writing Teacher	A person who teaches writing skills to students who create and critique their own short stories, biographies, poetry, prose, plays, etc. Course may also include how to develop characters, the use of descriptive imagery, grammatical correctness and the study of literature from different author's perspective.
School Teachers and Support Personnel	Criminal Justice Teacher	An individual who teaches about the system of law enforcement, the bar, the judiciary, corrections, and probation that is directly involved in the apprehension, prosecution, defense, sentencing, incarceration, and supervision of those suspected of or charged with criminal offenses.



K-12 Job Titles and Descriptions

Job Type	Title	Description
School Teachers and Support Personnel	Culinary Arts Teacher	A person who teaches commercial food preparation, which includes buying, preparing, and serving of food for large groups of people. These skills are the foundation for a career in restaurant operation, as a chef or caterer.
School Teachers and Support Personnel	Current Events Teacher	A teacher who teaches a course where students debate and discuss major events or issues that are currently happening locally or worldwide. Topics such as international affairs, technology, crime, etc., for this course are taken from various sources such as newspapers, magazines and the Internet.
School Teachers and Support Personnel	Curriculum Coordinator	A person who works with teachers and/or administrators to develop course curriculum and lesson plans. Responsibilities may include; staff development, supervising testing, observing teachers or ordering textbooks and materials.
School Teachers and Support Personnel	Custodial Personnel	A person who performs janitorial tasks, such as the cleaning and maintenance of the school and minor repairs.
School Teachers and Support Personnel	Dance Teacher	A person who teaches various forms of dance such as tap, ballet, jazz, or modern dance. This course may include drill team dance instruction.
School Teachers and Support Personnel	Dean of Students	A person with significant authority who helps the principal in various areas, such as attendance and discipline.



K-12 Job Titles and Descriptions

Job Type	Title	Description
School Teachers and Support Personnel	Desktop Publishing Teacher	A person who teaches how to create flyers, brochures, invitations, business cards, logos, etc., by using PC software. Course may also include principles of design and layout, developing artist skills and graphics.
School Teachers and Support Personnel	Drafting Teacher	A person who introduces students to the language of the drafting industry and the use of drafting tools. Students are instructed in structural and/or mechanical drawing layouts using the principles of geometric description, geometric construction, pictorial drawing.
School Teachers and Support Personnel	Drama Teacher	A person who teaches theatrical arts which may include acting, directing, stage production, chorus, dance, and the study and interpretation of plays.
School Teachers and Support Personnel	Drivers Education Teacher	A person who teaches traffic laws, rules of the road and driving techniques through classroom instruction, simulation usage and road instruction.
School Teachers and Support Personnel	Drop-Out Prevention Coordinator	Individual responsible for implementing and administering a Drop-Out Prevention Program. Program coordinators typically are responsible for overall identification and tracking of students at-risk of dropping out; developing and overseeing training programs for school staff, so that they can identify and help at-risk students; developing and maintaining collaborative efforts between schools and community services, business, churches, etc., to work with at-risk students; recommending improvements to the program or school policies for dealing with at-risk students. A Drop-Out Prevention Coordinator at the school level will counsel and set-up alternative schedules and classes for the at-risk students in that school.



K-12 Job Titles and Descriptions

Job Type	Title	Description
School Teachers and Support Personnel	Early Childhood Special Needs Teacher	A person who performs assessment for or teaches pre-school and kindergarten age children (ages 3-5) with special needs. Special needs can include learning disorders, speech disorders and social problems. Assessments are performed frequently to establish the progress of the development of these children, and their ability to be mainstreamed when they reach school age.
School Teachers and Support Personnel	Earth Science Teacher	A person who teaches the study of the solid earth and the fluids within and around it. Subject matter could include: geology, oceanography, meteorology.
School Teachers and Support Personnel	Economics Teacher	A person who teaches economic concepts including the understanding of monetary systems, production and distribution of goods and services, Federal taxation and spending, concepts of free enterprise, the stock market, and current trends in global economics.
School Teachers and Support Personnel	Eighth Grade Teacher	
School Teachers and Support Personnel	Electronics Teacher	A person who teaches the practical application of electronic theory. This includes understanding alternating and direct currents, and electrical circuits. Proper use of tools and equipment are stressed.
School Teachers and Support Personnel	Elementary Principal	Staff member assigned to perform executive management functions at the elementary level in a combined school.



K-12 Job Titles and Descriptions

Job Type	Title	Description
School Teachers and Support Personnel	Elementary School Teacher	Teacher of elementary grades but not specifically identified as to which grades.
School Teachers and Support Personnel	Eleventh Grade Teacher	
School Teachers and Support Personnel	Engineering Teacher	A teacher who teaches the application of scientific and mathematical principles to practical ends such as the design, manufacture and operation of efficient and economical structures, machines processes and systems.
School Teachers and Support Personnel	English as a Second Language Teacher	A teacher with bilingual communication skills who teaches the English language to those students who have a native language other than English.
School Teachers and Support Personnel	English Dept Chairperson	
School Teachers and Support Personnel	English/Language Arts Teacher	



K-12 Job Titles and Descriptions

Job Type	Title	Description
School Teachers and Support Personnel	Environmental Science Teacher	A person who teaches the relationship between living and non-living things and their environment. The course may include population growth, water and air pollution, greenhouse effect, natural resources and endangered species. Problems and possible solutions are also discussed.
School Teachers and Support Personnel	Family/Consumer Sciences Dept Chairperson	Department Chairperson responsible for the contents of such courses as child care, consumer science, homemaking, interior decorating, nutrition, sewing, etc.
School Teachers and Support Personnel	Family/Consumer Sciences Teacher	A teacher of family and consumer sciences which includes the following: care and guidance of children, clothing and textiles, clothing management, products and services, consumer science education, family relations, food management, production and services, home management, housing and home furnishing and institutional and home management.
School Teachers and Support Personnel	Fifth Grade Teacher	
School Teachers and Support Personnel	Fine Arts Dept Chairperson	Department Chairperson responsible for the contents of such courses as Art, Choral Music, Instrumental Music, Drama/Theater and Dance.
School Teachers and Support Personnel	Fine Arts Teacher	The person responsible for teaching courses focusing on Art, Choral Music, Instrumental Music, Drama/Theater and Dance.



K-12 Job Titles and Descriptions

Job Type	Title	Description
School Teachers and Support Personnel	First Grade Teacher	
School Teachers and Support Personnel	Food/Nutrition Teacher	A teacher who emphasizes the basics of food preparation and nutrition in a kitchen setting. This includes menu planning, preparation of meals, selection and purchase of healthy foods, and proper food storage techniques.
School Teachers and Support Personnel	Foreign/World Lang Dept Chairperson	
School Teachers and Support Personnel	Foreign/World Lang Teacher	
School Teachers and Support Personnel	Fourth Grade Teacher	
School Teachers and Support Personnel	French Teacher	A person who teaches the reading, writing and speaking of the French language. The course can include the culture, literature, geography and history of French speaking countries.



K-12 Job Titles and Descriptions

Job Type	Title	Description
School Teachers and Support Personnel	General Math Teacher	A person who teaches the basics of adding, subtracting, multiplying and dividing. The course can include decimals, fractions, percentages and an introduction to algebra, geometry and statistics.
School Teachers and Support Personnel	General Music Teacher	A person who teaches the basic principles of music including rhythm/beat, note reading, scales, melody, keeping pitch, and music appreciation. May include singing and playing basic percussion instruments.
School Teachers and Support Personnel	General Science Teacher	A teacher of the basic concepts and principles of various sciences. The course can include life science, earth science, physical science, chemistry and physics. The curriculum usually includes laboratory experience.
School Teachers and Support Personnel	Geography Teacher	A person who teaches the study of climate, land formation, waterways and natural resources in various geographic regions of the world. Also included is the study of the world's people and their cultures.
School Teachers and Support Personnel	Geometry Teacher	A person who teaches the mathematical study of properties and measurement of lines, shapes, angles, surfaces and solids and their inter-relationships.
School Teachers and Support Personnel	German Teacher	A person who teaches the reading, writing and speaking of the German language. The course can include the culture, literature, geography and history of German speaking countries.



K-12 Job Titles and Descriptions

Job Type	Title	Description
School Teachers and Support Personnel	Graphic Arts Teacher	A person who teaches students in the technology, printing, imaging and drawing of words and pictures.
School Teachers and Support Personnel	Guidance Counselor	A person responsible for providing student support through individual and group counseling, assisting students in selection of appropriate class schedules to meet academic requirements, college selection and financial aid and career counseling.
School Teachers and Support Personnel	Guidance Dept Chairperson	
School Teachers and Support Personnel	Guidance/College Advisor	A guidance counselor, or designated teacher, responsible for assisting students in choosing a college, helping fill-out entrance and scholarship applications and preparing student application packages, including transcripts and school profile. The College Placement Counselor acts as liaison between the College Admissions Board and the individual student.
School Teachers and Support Personnel	Guidance/Testing	A guidance counselor responsible for administering and scheduling all standardized tests, such as the I.Q., PSAT, SAT, ACT, grade level competency tests, etc.
School Teachers and Support Personnel	Guidance/Vocational Advisor	A guidance counselor responsible for advising and assisting non-college bound students with post-secondary vocational opportunities. This usually includes helping students to find and apply to vocational schools, programs or actual jobs. This counselor may also be responsible for placing students in on-the-job training or part-time work while still in high school.



K-12 Job Titles and Descriptions

Job Type	Title	Description
School Teachers and Support Personnel	Head Start Teacher	The teacher of a 90% federally funded program that provides instruction to children from economically disadvantaged families in preparation for kindergarten. Tuition is not changed.
School Teachers and Support Personnel	Head Teacher	A teacher who serves as a link between the principal and a group of teachers. In this capacity he helps plan curriculum, organize programs, and provide administrative support and guidance to teachers within his group. He may also act as administrator in charge when the principal is away.
School Teachers and Support Personnel	Health Occupations Teacher	A teacher who prepares students for careers that assist professionals in the health field; dental assistant, practical nurse or obstetrical technician. The course of study includes a combination of classroom and supervised clinical experiences.
School Teachers and Support Personnel	Health Teacher	A teacher of such classroom subjects as first aid training, safety, sex education, hygiene, etc. The Health Teacher is not the school nurse.
School Teachers and Support Personnel	Hearing Specialist	A person who teaches communication skills to hearing impaired students through sign language, vocalization, and/or lip reading. May be responsible for teaching all academic areas to hearing impaired students. The Hearing Specialist also helps children with their amplification devices to ensure they are working properly.
School Teachers and Support Personnel	History Teacher	A teacher who teaches the studies of historical events, past and present, and how these events influence cultures and political processes.



K-12 Job Titles and Descriptions

Job Type	Title	Description
School Teachers and Support Personnel	Horticulture Teacher	A person who teaches the science of horticulture including greenhouse operation, plant growth and development, floral shop work, landscaping and lawn care.
School Teachers and Support Personnel	Hospital/Homebound Teacher	A teacher who teaches students who are temporarily homebound or in a hospital due to illness or injury. The teacher may periodically pick up and deliver assignments and/or provide teaching on site until the student is able to return to the classroom.
School Teachers and Support Personnel	Human Anatomy/Physiology Teacher	The person who teaches the study of the physical structure and normal biological functions of living organisms.
School Teachers and Support Personnel	Humanities Teacher	A person who teaches the history, philosophy, culture, art and other aspects of the different civilizations of man.
School Teachers and Support Personnel	In-School Suspension Director	A person who oversees a program to which students are assigned because of disruptive behavior. The program isolates the students from their regular classes and may or may not include academic instruction, accessing student's learning ability, counseling, etc.
School Teachers and Support Personnel	Instrumental Music Teacher	



K-12 Job Titles and Descriptions

Job Type	Title	Description
School Teachers and Support Personnel	Intermediate Teacher	A person who has been identified as a teacher of intermediate grades (usually grades four to eight), but has not been identified as to the specific grade(s) he or she teaches.
School Teachers and Support Personnel	Internet/Website Teacher	A person who instructs students in designing, creating and maintaining an Internet website, understanding HTML codes, using techniques to navigate the Internet, and using email. The course may also include the legal and ethical aspects of using the Internet.
School Teachers and Support Personnel	Italian Teacher	A person who teaches reading, writing and speaking of the Italian language. The course can include culture, literature, geography and history of Italian speaking countries.
School Teachers and Support Personnel	Japanese Teacher	A person who teaches the Japanese language. Course can include the culture, literature, geography and history of Japan.
School Teachers and Support Personnel	Journalism Teacher	The teacher who teaches the study of how to objectively collect, write and edit news articles and layout a publication's format. This may include some amount of photographic training and advertising solicitation.
School Teachers and Support Personnel	Keyboarding/Typing Teacher	A person who teaches the basic fundamental skills and fingering techniques on a keyboard. Students also learn to format documents, letters and reports, while building their keyboarding proficiency.



K-12 Job Titles and Descriptions

Job Type	Title	Description
School Teachers and Support Personnel	Kindergarten Teacher	
School Teachers and Support Personnel	Kindergarten Teacher	
School Teachers and Support Personnel	Latin Teacher	A person who teaches the grammar, vocabulary and English derivatives of the Latin language. The course can include the mythology, culture and history of Rome.
School Teachers and Support Personnel	Law Teacher	A person who teaches about the established rules and regulations of the legal system. The course may include Criminal Law, Civil Law, Business Law, citizens' rights and responsibilities and/or Federal and State court systems.
School Teachers and Support Personnel	Lead Fifth Grade Teacher	
School Teachers and Support Personnel	Lead First Grade Teacher	



K-12 Job Titles and Descriptions

Job Type	Title	Description
School Teachers and Support Personnel	Lead Fourth Grade Teacher	
School Teachers and Support Personnel	Lead Kindergarten Teacher	
School Teachers and Support Personnel	Lead Pre-Kindergarten Teacher	
School Teachers and Support Personnel	Lead Second Grade Teacher	
School Teachers and Support Personnel	Lead Sixth Grade Teacher	
School Teachers and Support Personnel	Lead Teacher	The lead teacher is a highly skilled classroom teacher who mentors and supports other teachers by modeling best teaching practices, coaching and providing support in lesson planning to help expand their professional competencies. Available in Grades PreK-6.



K-12 Job Titles and Descriptions

Job Type	Title	Description
School Teachers and Support Personnel	Lead Third Grade Teacher	
School Teachers and Support Personnel	Learning Differences Teacher	A teacher who customizes programs for those students who, through testing, have been labeled as learning disabled. In this setting, each student gets more individualized attention. The focus of learning is on basic skills and problem subject areas. Periodic standardized testing is done to evaluate the progress of the student. This class is frequently taught using the Resource Room facilities. Although districts and states vary on what makes students considered learning disabled, the following areas are common: Perceptual Motor Skills-Dyslexia Dyslexia-General Learning Difficulties General Learning Difficulties-Development Disabilities Development Disabilities-Limited Learners Limited Learners-Learning Adjustments
School Teachers and Support Personnel	Librarian	A school librarian, sometimes called a media specialist or teacher librarian, is the person in charge of maintaining library resources for a school. This includes books, magazines, educational software, DVDs, and other related materials. The goal of the school library media specialist is to promote information literacy. A school media specialist encourages students to become skillful researchers, enthusiastic readers, critical thinkers, and ethical users of information.
School Teachers and Support Personnel	Library Aide	A person who assists the school librarian with various duties in the library. A library aide may or may not be certified.
School Teachers and Support Personnel	Life Science Teacher	A person who teaches a science that deals with life processes. Course may include cell structure and function, human biology, genetics, botany and ecology.



K-12 Job Titles and Descriptions

Job Type	Title	Description
School Teachers and Support Personnel	Life Skills Teacher	A person who teaches a course that prepares students for independent living. Classes may include personal grooming, cooking, using appliances, social and other daily living skills. They may also include higher-level skills, such as marriage and parenting skills, balancing home and career, interpersonal skills, handling finances and being an informed consumer.
School Teachers and Support Personnel	Literacy Coordinator	A person who coordinates the reading programs for students who read below set standards. This persons duties may include; assessing student reading levels, working with parents on at home reading, mentoring teachers, buying supplies and arranging for tutoring.
School Teachers and Support Personnel	Literature Teacher	A person who teaches various forms of literature including American Literature, World Literature, Short Stories, Novels, Poetry, Drama and Essays. The focus of study is on literature forms, structure, style and symbolism.
School Teachers and Support Personnel	Manufacture/Processing Teacher	A teacher who teaches the process of transforming raw materials into a product using tools and labor; usually on a large scale.
School Teachers and Support Personnel	Marketing/Distributive Ed Teacher	The Teacher of Distributive Education provides instruction in the areas of distribution and marketing of goods and services, including the following: Advertising Services-Apparel and Accessories Apparel and Accessories-Automotive Automotive-Finance and Credit Finance and Credit-Floristry Floristry-Food Distribution Food Distribution-General Merchandise General Merchandise-Hardware, Building Material, and Garden Supplies



K-12 Job Titles and Descriptions

Job Type	Title	Description
School Teachers and Support Personnel	Math Coach	A teacher who mentors math teachers by providing them with the information and techniques they need to teach more effectively. A coach may also teach math to students and preside over math testing.
School Teachers and Support Personnel	Math Teacher	
School Teachers and Support Personnel	Mathematics Dept Chairperson	
School Teachers and Support Personnel	Media Communications Teacher	A person who teaches a course about various forms of mass media such as; TV and radio broadcasting, video production, photography and journalism.
School Teachers and Support Personnel	Media Specialist	The person responsible for providing media (audiovisual) materials and instruction on their use to the classroom teacher.
School Teachers and Support Personnel	Metalwork Teacher	A person who teaches the various techniques used in the metal industry, including forging, heat treating, foundry cutting and finishing. Shop safety and proper use of power tools such as drills, presses, grinders, and saws are included. Job opportunities and career potential in this field are discussed.



K-12 Job Titles and Descriptions

Job Type	Title	Description
School Teachers and Support Personnel	Middle Eastern/Arabic Teacher	A person who teaches the reading, writing and speaking of the Middle Eastern/Arabic language. The course may include the culture, literature, geography and history of Middle Eastern/Arabic speaking countries.
School Teachers and Support Personnel	Middle/Junior High Principal	A member assigned to perform executive management functions at the middle/junior high level in a combined school.
School Teachers and Support Personnel	Minorities Teacher	A teacher who provides instructions about the culture of persons whose race, religion, country of origin is different from those of the majority population.
School Teachers and Support Personnel	Multimedia Teacher	A teacher who teaches computer based methods of presenting information with the emphasis on the interactivity of text, graphics and/or sound. The course may include; principles of image capturing using scanners and digital cameras, image editing, graphic file formats and instruction in various software applications (PowerPoint, PhotoShop, Flash, etc.).
School Teachers and Support Personnel	Music Dept Chairperson	
School Teachers and Support Personnel	Music Teacher	



K-12 Job Titles and Descriptions

Job Type	Title	Description
School Teachers and Support Personnel	Music Theory/Appreciation Teacher	A person who teaches the basic fundamentals of music ,such as note reading, cord production, scales, music harmony and composing. Course may also include the history of music, the styles of different composers, different forms of music and listening skills.
School Teachers and Support Personnel	Networking Teacher	A teacher who teaches a course on how PCs connect to each other in a network using various components of hardware and software. The course may include designing building and maintaining various types of computer networks. Course may also include problem solving and troubleshooting of network systems.
School Teachers and Support Personnel	Ninth Grade Teacher	
School Teachers and Support Personnel	Nurse	A person responsible for taking care of children when they become sick or injured at school. The nurse is also responsible for health screenings such as vision, hearing and scoliosis, and keeping student health and immunization records current.
School Teachers and Support Personnel	Occupational Therapist	A person who evaluates and provides treatment for children whose disabilities interfere with their academic learning. Treatment can be provided on a group or individual basis. Treatment can include fine and gross motor activities, sensory stimulation and visual/perceptual training. Tools for treatment include the use of computers, puzzles, manipulatives, putty and crafts. This person may also provide recommendations to classroom teachers on ways to customize the teaching process to help the student learn.



K-12 Job Titles and Descriptions

Job Type	Title	Description
School Teachers and Support Personnel	Orchestra Director	
School Teachers and Support Personnel	Paraprofessional/Instruct Aide	A person who assists with the instruction of students. He or she may or may not be certified.
School Teachers and Support Personnel	Parental Involvement Coordinator	Person at school responsible for coordinating programs which encourage children to achieve success by enlisting their families to share in the responsibility of their education. Parents and/or family members are encouraged to attend school meetings, support school programs and serve as volunteers.
School Teachers and Support Personnel	Personal Finance Teacher	The Personal Finance Teacher teaches courses dealing with the financial decisions of everyday life. Course may include: household budgeting, checking and savings accounts, buying a home or car, investments, insurance, consumer credit, preparing tax returns, social security and bankruptcy.
School Teachers and Support Personnel	Philosophy Teacher	A person who teaches the study of reality, knowledge, values, ethics, religions, and the meaning of life. Course may focus on Western (Greek) or Eastern (Indian and Chinese) philosophies.
School Teachers and Support Personnel	Photography Teacher	A person who teaches the artistic techniques of picture taking as well as the technical aspects such as types of cameras and accessories, developing film, printing pictures, videography and special effects.



K-12 Job Titles and Descriptions

Job Type	Title	Description
School Teachers and Support Personnel	Physical Education Dept Chairperson	
School Teachers and Support Personnel	Physical Education Teacher	
School Teachers and Support Personnel	Physical Science Teacher	A teacher of the sciences such as physics, chemistry, astronomy or geology that analyze the nature and properties of energy and non-living matter.
School Teachers and Support Personnel	Physical Therapist	A person who provides rehabilitation services and treatment to students with physical disabilities. The goal of the physical therapist is to develop students' physical potential so they can achieve maximum independence in all their educational activities. Therapy is focused on improving mobility, muscle strength and endurance.
School Teachers and Support Personnel	Physics Teacher	One who teaches the science that deals with matter and motion. Studies include heat, light, electricity, sound, physical properties and their composition (most often a 9th-12th grade subject).
School Teachers and Support Personnel	Pre-Algebra Teacher	A person who teaches basic algebraic concepts (using symbols as letters) to prepare students for other algebra courses.



K-12 Job Titles and Descriptions

Job Type	Title	Description
School Teachers and Support Personnel	Pre-Calculus Teacher	A person who teaches an introductory level of calculus to prepare students for more advanced courses in calculus.
School Teachers and Support Personnel	Pre-First Grade Teacher	Syn.: Readiness Teacher – Transitional First Grade Teacher These teachers instruct children on the skills necessary for first grade.
School Teachers and Support Personnel	Pre-Kindergarten Teacher	
School Teachers and Support Personnel	Primary School Teacher	Teacher of primary level grades (PK-3) but not specifically identifying the actual grade.
School Teachers and Support Personnel	Principal	Staff member assigned to perform executive management functions in an individual school.
School Teachers and Support Personnel	Psychology Teacher	A person who teaches the in-depth study of the various aspects of human behavior including physical, emotional, cognitive, psychological and social. This provides students a better understanding of their own behaviors, as well as the behaviors of others. May also include the study of mental illness, psycho-therapy, human growth and development, and personality formation.



K-12 Job Titles and Descriptions

Job Type	Title	Description
School Teachers and Support Personnel	PTA/PTO President	The person elected by members of a school's Parent/Teacher Association or Parent/Teacher Organization to act as association president for a one year term. The main purpose of a PTA/PTO is to conduct fundraising activities for special school purchases, funding scholarships, organizing cultural programs and to increase parent involvement in school. PTA's are different from PTO's in that PTA's are members of the National Congress of Parents and Teachers Association. This national association has a lobbying arm in Washington and state representatives, along with the local programs. Approximately 27,000 schools are members of the association. PTO's are school-based programs and, therefore, are not part of a larger organization. The purpose and function of each are the same, however.
School Teachers and Support Personnel	Reading First Coordinator	The person that oversees the Reading First Program in a school that has been awarded a Reading First Grant.
School Teachers and Support Personnel	Reading Recovery Teacher	A person who uses the Reading Recovery program to teach reading and writing skills on a one-to-one basis to first grade students at risk of failing. Reading Recovery teachers receive special training to help them diagnose and analyze students' needs before students enter the program.
School Teachers and Support Personnel	Reading Teacher	A person who teaches basic skills of reading including development of language skills, reading comprehension, vocabulary building and written composition. The teacher may use an established reading text or allow students to select their own reading materials from provided book lists.
School Teachers and Support Personnel	Reading/Literacy Coach	A teacher who mentors reading teachers by providing them with the information and techniques they need to teach more effectively. A coach may also teach reading to students and preside over reading testing.



K-12 Job Titles and Descriptions

Job Type	Title	Description
School Teachers and Support Personnel	Religion Teacher	
School Teachers and Support Personnel	Remedial Math Teacher	A teacher who helps students who are currently performing below grade level to improve their basic math skills in adding, subtracting, multiplying and dividing.
School Teachers and Support Personnel	Remedial Reading Teacher	A teacher who helps students who are reading below grade level to improve their basic reading skills, such as speed, comprehension and vocabulary. Teaching may be done on a classroom basis or individual basis.
School Teachers and Support Personnel	Resource Teacher	A certified teacher who assists other teachers with the instruction of math, language arts, reading and writing for slow learners, learning disabled and/or handicapped students. This instruction takes place outside the classroom, often in a specially designated resource room. The resource teacher often travels to several schools within the district and provides special reading and writing materials and supplemental educational games. This position may or may not be funded by specific state or federal programs. The resource teacher may receive mail at the district or at a school building.
School Teachers and Support Personnel	ROTC Instructor	An officer from any of the four military branches who assists in the development and instruction of a military based curriculum. The curriculum is designed to prepare high school students for responsible leadership roles and develop their awareness of the rights, responsibilities and privileges of American citizens.



K-12 Job Titles and Descriptions

Job Type	Title	Description
School Teachers and Support Personnel	Russian Teacher	A person who teaches reading, writing and speaking of the Russian language. The course may also include the culture, history, literature and geography of Russian speaking countries.
School Teachers and Support Personnel	Sch Secy/Administrative Asst	A person who assists the school administrators with various tasks such as; clerical duties, managing the office, performing routine administrative tasks.
School Teachers and Support Personnel	School Newspaper Advisor	A person who works with students training them how to put together printed material, such as a newspaper.
School Teachers and Support Personnel	School Psychologist	A psychologist within a school responsible for testing and counseling students with school related problems. The school psychologist does not offer guidance counseling or educational achievement testing.
School Teachers and Support Personnel	School Resource Officer	School-based police officer who serves as counselors and educators. Interfaces closely with administrators, parents and teachers.
School Teachers and Support Personnel	School Store Manager	The person responsible for overseeing the administration of a school operated store. Duties can include order fulfillment, inventory control and staffing.



K-12 Job Titles and Descriptions

Job Type	Title	Description
School Teachers and Support Personnel	Science Coach	A teacher who mentors science teachers by providing them with the information and techniques they need to teach more effectively. A science coach may also teach science to students and preside over testing.
School Teachers and Support Personnel	Science Dept Chairperson	
School Teachers and Support Personnel	Science Teacher	
School Teachers and Support Personnel	Second Grade Teacher	
School Teachers and Support Personnel	Secondary Principal	Staff member assigned to perform executive management functions at the secondary level in a combined school.
School Teachers and Support Personnel	Secondary Teacher	A teacher of secondary subjects or grades which are not specifically identified.



K-12 Job Titles and Descriptions

Job Type	Title	Description
School Teachers and Support Personnel	Seventh Grade Teacher	
School Teachers and Support Personnel	Sign Language Teacher	A person who teacher students how to converse by using specific fingering of letters and numbers, facial expressions and body language. Course may include deaf history and culture.
School Teachers and Support Personnel	Sixth Grade Teacher	
School Teachers and Support Personnel	Social Studies Dept Chairperson	
School Teachers and Support Personnel	Social Studies Teacher	
School Teachers and Support Personnel	Social Worker	Person responsible for identifying and resolving students' social, emotional and behavioral problems which impede academic performance. This person often acts as liaison between student and faculty and/or community agencies.



K-12 Job Titles and Descriptions

Job Type	Title	Description
School Teachers and Support Personnel	Sociology/Anthropology Teacher	A person who teaches the study of how people interact with one another within various groups and relationships. May also explore problems that American society faces today including family and peer pressures, racial pressure, crime and social problems.
School Teachers and Support Personnel	Spanish Teacher	A person who teaches reading, writing and speaking of the Spanish language. The course can include the culture, literature, geography and history of Spanish speaking countries.
School Teachers and Support Personnel	Special Ed Dept Chairperson	
School Teachers and Support Personnel	Special Education Teacher	A person who teaches special needs students. This can include students with emotional, mental or physical disabilities as well as students with learning disabilities.
School Teachers and Support Personnel	Special Needs Aide	A person who assists with the needs of special education students. He or she may or may not be certified.
School Teachers and Support Personnel	Speech/Debate Teacher	A person who teaches the basic concepts and techniques of public speaking through both verbal and non-verbal communication. Many forms may be covered including informative speech, personal speech, story telling, poetry interpretation, persuasive speech and debate. Participation usually includes performance in front of an audience.



K-12 Job Titles and Descriptions

Job Type	Title	Description
School Teachers and Support Personnel	Speech-Language Pathologist	Speech-Language Pathologists are professionally educated to evaluate and treat students with communication problems.
School Teachers and Support Personnel	Spelling Teacher	A person who teaches the spelling and correct pronunciation of words through review of weekly spelling lists, dictionary activities, quizzes, drills, and/or spelling bees. This course may also include understanding definitions of words and using words appropriately in sentences.
School Teachers and Support Personnel	Staff Development Specialist	A person who is responsible for training of teaching staff.
School Teachers and Support Personnel	State/Local History Teacher	A person who teaches the chronological study of the economic, political, cultural and geographic influences in the development of a specific state or geographic region.
School Teachers and Support Personnel	Statistics Teacher	A person who teaches the method of collection, analysis and interpretation of economic or social numerical data. Charts and graphs may be used to illustrate the data. The course may include the laws of probability.
School Teachers and Support Personnel	Student Activity Coordinator	A person who coordinates various extra curricular activities, such as clubs, trips, student council, graduation, proms, fund raising, etc. The student activity coordinator may also oversee athletic and sports activities.



K-12 Job Titles and Descriptions

Job Type	Title	Description
School Teachers and Support Personnel	Study Skills Teacher	A person who teachers helps students to develop their learning skills. Course may include developing good study habits, organizational skills, listening skills, time management, note taking and outlines, and preparing for tests.
School Teachers and Support Personnel	Substance Abuse Awareness Coord	The person who coordinates substance abuse programs. Programs may include information on the health effects and legal consequences of abusing the use of alcohol, tobacco, prescription drugs and illegal substances. Program may also include support group counseling for substance abusers and classes on character development and building refusal skills.
School Teachers and Support Personnel	Teacher Mentor	An exemplary teacher whose function is to provide assistance and guidance to new or less experienced teachers. This could include exploring teaching strategies, presenting workshops/seminars to develop teaching skills, and observing classes and providing feedback to teachers. This person may also help orient new teachers to school and district policies and procedures.
School Teachers and Support Personnel	Teacher of Emotionally Challenged	A person who counsels and teaches basic academics to students with mild to severe emotional disabilities.
School Teachers and Support Personnel	Teacher of Gifted Children	
School Teachers and Support Personnel	Teacher of Mentally Challenged	A person who teaches basic academics, living skills and social skills to mentally disabled students according to their level of ability. May range from mild to severe disabilities.



K-12 Job Titles and Descriptions

Job Type	Title	Description
School Teachers and Support Personnel	Teacher of Physically Challenged	A person who teaches basic curriculum, functional skills and communication skills to students with various physical disabilities. Sign language may be used for hearing impaired students.
School Teachers and Support Personnel	Teacher of Severely Challenged	A teacher who teaches special education students with severe mental and/or physical challenges.
School Teachers and Support Personnel	Teacher of Visually Impaired	A person who teaches low vision, legally blind or blind students. Class may include reading and writing Braille, keyboarding, listening skills, living and social skills, orientation and mobility, compensatory skills and how to use optical aides.
School Teachers and Support Personnel	Team Leader	A teacher who is generally responsible for the administrative details of the team in a team teaching setting. Team teaching is a method which organizes teachers and students into small communities or clusters. The teachers within the community or cluster represent diverse subject areas and share a common planning period. The team leader helps with team teacher selections, monitors team meetings, establishes team goals, etc.
School Teachers and Support Personnel	Technology Champion	A person identified as the best contact in a school for advising and assisting school staff in the use of instructional technology. This is the school technology "guru," known for recommending software, training teachers and solving problems.
School Teachers and Support Personnel	Technology Coordinator	The individual responsible for managing and implementing computer related course education in schools. This person is responsible for purchasing software and developing staff training sessions. The computer coordinator is most often a department head or teacher, teaching courses that range from computer programming and literacy to general math and science.



K-12 Job Titles and Descriptions

Job Type	Title	Description
School Teachers and Support Personnel	Technology Ed/Trade Dept Chairperson	Department Chairperson responsible for contents of courses involving the use of technology in industry.
School Teachers and Support Personnel	Technology Education/Trade Teacher	(Formerly Trade/Industrial Ed Teacher and Technical Education Teacher) A teacher who solves problems through the use of technology by providing classroom, laboratory, and hands on participation in fields related to industry which could include Air Conditioning, Appliance Repair, Automotive Occupations, Aircraft Maintenance, Blueprint Reading, Computer/Business Machine Electronics, Commercial Arts/Photography, Commercial Fishery, Construction Trades, Cosmetology, Custodial Services, Diesel Mechanics, Drafting, Electrical Occupations, Fabric Maintenance Services.
School Teachers and Support Personnel	Tenth Grade Teacher	
School Teachers and Support Personnel	Test Preparation Teacher	A person who helps students improve their test-taking skills and scores on standardized tests.
School Teachers and Support Personnel	Third Grade Teacher	



K-12 Job Titles and Descriptions

Job Type	Title	Description
School Teachers and Support Personnel	Title I Math Teacher	A person who provides remedial math instruction to disadvantaged students. This position is funded by Title I allocations from the federal government.
School Teachers and Support Personnel	Title I Reading Teacher	A teacher who provides remedial reading instruction to disadvantaged students. This position is funded by Title I allocations from the federal government.
School Teachers and Support Personnel	Title I Teacher	A teacher who provides remedial instruction to meet the education needs of disadvantaged students. These teachers are very often involved with testing the students to determine program eligibility.
School Teachers and Support Personnel	Trigonometry Teacher	A person who teaches the principles of trigonometric functions including the study of vectors, complex numbers, triangular measurements, circular functions and the laws of sine, cosine and tangent.
School Teachers and Support Personnel	Twelfth Grade Teacher	
School Teachers and Support Personnel	U.S. History Teacher	A person who teaches the study of the economic, social, cultural and political forces involved in the development of American history. Areas of focus include Civil War, Industrial Revolution, World Wars I and II and the Cold War. Also included are principals of the Constitution and understanding of the democratic process.



K-12 Job Titles and Descriptions

Job Type	Title	Description
School Teachers and Support Personnel	Webmaster	A Webmaster is a person responsible for implementing and administering school web sites. Duties may include designing and laying out the information tree, formatting pages in HTML, web scripting and programming, keeping content current and checking that links are intact.
School Teachers and Support Personnel	Welding Teacher	A person who teaches the principles of welding, including repairing and fabrication of various metals. Students are instructed in many welding processes, including ARC, TIG, MIG, TIC and PLASMIC ARC welding. Shop safety and proper use of tools and machines are stressed. Job opportunities and career potential in this field are discussed.
School Teachers and Support Personnel	Woodworking Teacher	A person who teaches fundamentals in proper use of hand and machine tools, figuring a bill of material, shop safety, wood types and uses, and finishing techniques. Hands-on work is used in applying these skills to build a small project.
School Teachers and Support Personnel	Word Processing Teacher	A teacher, who, using a computer, instructs students in the fundamentals of using word processing software. Emphasis is placed on the techniques of creating, editing, storing and printing documents. Also included is basic instruction in composing business letters, manuscripts, and reports.
School Teachers and Support Personnel	World History/Culture Teacher	A person who teaches the study of world cultures past and present including Early Civilization, Ancient Egypt, Greece and Rome, Western Civilization and the Industrial Revolution. A focus is placed on how civilizations were established and the various political, governmental and economic styles which influenced the development of cultures.
School Teachers and Support Personnel	Writing/Composition Teacher	A person who teaches various forms of writing which may include informational writing (research papers, essays, journalism), creative writing (short stories, poetry, scripts) or business writing (resumes, business letters). May also include a focus on basic grammar, sentence and paragraph structure and writing organization.



K-12 Job Titles and Descriptions

Job Type	Title	Description
School Teachers and Support Personnel	Yearbook Advisor	A person who organizes the compilation of the school yearbook. This includes selecting the student yearbook committee and overseeing their work by giving guidance with layout and ensuring all deadlines are met.