



DEPARTMENT OF DEFENSE
OFFICE OF DEPENDENTS SCHOOLS
2461 EISENHOWER AVENUE
ALEXANDRIA, VIRGINIA 22331

PERSONNEL DIVISION

DS REGULATION 5511 .1
July 31, 1987
Change 1, April 17, 1989

DEPARTMENT OF DEFENSE DEPENDENTS SCHOOLS
POSITION CLASSIFICATION

- References:
- (a) Chapter 25, Title 20, United States Code, Pay and Personnel Program for Overseas Teachers
 - (b) DoD Directive 1205.13, Reserve Officers' Training Corps Program for Secondary Educational Institutions, June 16, 1982
 - (c) DoD Directive 1403.1, The Senior Executive Service and Equivalent-Level Positions and Personnel, October 18, 1982
 - (d) DS Regulation 5511.2, Department of Defense Dependents Schools Position Classification Review Requests and Appeals, December 16, 1987
 - (e) DS Regulation 5511.1, Department of Defense Dependents Schools Position Classification, May 13, 1986 (hereby cancelled effective September 15, 1987)

A. PURPOSE

This regulation establishes the policies and procedures for the administration of the position classification program for overseas employees of the Department of Defense Dependents Schools (DoDDS).

B. CANCELLATION

This supersedes DS Regulation 5511.1, Position Classification, May 13, 1986.

c. APPLICABILITY AND SCOPE

The provisions of this regulation apply to all overseas employees of DoDDS.

DISTRIBUTION: X, G, Q (All principals and assistant principals)

D. POLICY

Position descriptions will be accurately and currently maintained, and , classification allocations will be consistent throughout DoDDS.

E. GENERAL

1. Classification System. The classification program of DoDDS involves positions established;

Under the General Schedule (GS), including related pay plan designations such as GM and NM;

b. Under the Federal Wage System (FM-S), including related pay plan designations such as WG, WL, WS, and WZ;

In accordance with international agreements and host nation (HN) requirements; and

f. Under 20 United States Code, sections 901-907 (reference (a)), as "Teaching Positions," and assigned to the TP pay plan.

2. Standardized Position Descriptions. The Office of Dependents Schools (GDS) will develop and publish standardized-position descriptions common to DoDDS. Regions having five or more similar positions that are not covered by standardized position descriptions, but are classifiable to an existing DoDDS or Office of Personnel Management- (OPM) standard, will forward any such position description to ODS for review, approval, and possible publication for system-wide use. Standards and position descriptions previously issued are authorized for continued use. Regional offices and servicing personnel offices are encouraged to submit proposed standardized position descriptions.

F. AUTHORITIES AND RESPONSIBILITIES

1. The ODS retains the authority to establish and classify positions above GS/GM-13 or the equivalent level and Positions above the GS-12 or equivalent level assigned to the personnel function. Standardized position descriptions that are approved by ODS may be used to establish such positions without further recourse to ODS.

2. Regional Directors:

a. Are delegated full authority by the Director, DoDDS, to establish and classify positions except those excluded in 1, above,

b. Shall designate servicing civilian personnel offices to "act for" them in the administration of the pay and position management program. Command-level staffs will be kept informed of key issues and concerns involving the adequacy and consistency of classification support services and developments impacting upon such support.

c* Shall determine which school-level positions are established as *
"teaching positions," in accordance with the definitions contained in
reference (a). Clerical, support, and paraprofessional positions will not be
established as teaching positions. Positions which, through assigned
functions or actual practice, require continued performance of duties
throughout the calendar year are not to be established as teaching positions.

d. Will forward personnel action requests which may affect the
classification of 20 or more positions to ODS for review and approval prior to
implementation.

3. Servicing Civilian Personnel Officer who have been designated by the
regional directors to "act for" them in carrying out the pay and position
management program will:

Assign experienced position classification specialists to
provide program support services to DoDDS activities;

b. Ensure that effective management advisory services are provided
to serviced activities to meet DoDDS needs and the program requirements of
ODS, DoD, and OPM;

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c. Establish and maintain a classification plan to ensure adequate *
program review. Maintain a practical survey schedule for the review of *
positions in DoDDS to ensure that position management integrity is maintained; *

d. Furnish survey reports and findings to the appropriate
supervisors (or office determined by the region) for review and approval;

e. Keep current on all program developments, including changes in
classification, qualification, and job grading standards; regulations; and
other issuances on position classification;

f. Maintain accurate and complete position descriptions,
functional statements, organizational charts, and related records and files
for all DoDDS organizations serviced;

g* Prepare required evaluation statements to fully substantiate
classifications, and ensure that a clear record of actions and key
considerations is maintained; and

h. Ensure that employees and supervisors are provided a copy of
current position descriptions.

4. Managers and supervisors will:

a. Establish and maintain an effective and economical position
structure consistent with approved mission requirements;

b. Exercise sound position management practices and principles;

c. Periodically review position structure to determine the possibility for improvement;

d. Advise the, appropriate management officials and servicing civilian personnel offices of proposed organizational and position changes, and furnish charts and other material pertinent to the changes;

e. Maintain a cooperative relationship with servicing civilian personnel office representatives;

f. Maintain accurately described position descriptions for subordinate positions; and

. Review and certify the accuracy of each position description for which accountable.

G. PROGRAM ADMINISTRATION

1. Positions below GS/GM-14.

a. Requests for Personnel Action (Standard Form 52) will be submitted to the servicing civilian personnel office for position actions, in accordance with regional and servicing civilian personnel office policy.

b. Position Description, Optional Form 8, will be used in describing duties and responsibilities for DoDDS positions.

c. GS position descriptions submitted by the regional offices to ODS for recruitment or for classification approval will be in the Factor Evaluation System (FES) format and include a currently certified OF 8, or equivalent form. Unless a specific FES standard exists, appropriate non-FES standards will be used to evaluate positions. Positions will be evaluated and certified by servicing civilian personnel offices by reference to evaluation guides and standards, as well as classification guidance in accordance with OPM procedures. *

d. Use of DoDDS standardized position descriptions is required where appropriate. Servicing civilian personnel offices are to postaudit positions covered by standardized position descriptions to determine appropriateness of use. Standardized position descriptions issued by the servicing civilian personnel offices or military departments are also authorized for use in the absence of a DoDDS standardized position description for the same position(s). The ODS will make the final decision as to whether a standardized position description will be used, should there be any question of appropriateness. *

2. Positions above GS/GM-13.

a. Requests to establish or change positions above GS/GM-13 or equivalent or personnel function positions above GS-12 will be submitted to ODS for prior approval.

b. Requirements outlined in paragraphs G.1.b through G.1.d above will apply. In addition, the following must be provided:

i. A prepared and signed position description;

ii. An evaluation statement with full justification for the recommended title, series, and grade (Prior to submission to ODS, the position description will be staffed with the servicing personnel office. An evaluation statement will be prepared, dated, and signed by the servicing classifier, and submitted for review by ODS. Should a difference between the regional office and the servicing classifier exist as to the correct classification of a position, ODS will consider both evaluations and provide a final determination);

iii. An organizational chart showing the position in question, positions above and below, and special relationships to other positions; and

iv. The functional or mission statement for the organizational segment where the position is located.

v. In the case of positions of a supervisory nature, position descriptions representative of the work supervised will also be furnished.

3. Teaching Positions (TP). Requirements outlined in paragraphs G.1.a through G.1.d above will apply. Non-supervisory positions will be established using a four-part format consisting of an Introduction, Supervisory Controls, Major Duties and Responsibilities, and Other Significant Facts. See enclosure 1 for further information. Supervisory positions, including school principal and assistant principal positions will be prepared in FES format.

4. Senior Executive Service (SES) Positions.

a. Requests for the establishment or review of SES positions will be prepared and submitted in accordance with paragraph G.2 of this regulation, and reference (c).

b. Requests will be forwarded to ODS for review, approval, and further processing.

5. Classification Appeals. Classification appeals will be handled in accordance with reference (d) and current OPM guidance.

6. ODS Position Allocations. As needed, ODS will determine the need for and prepare, classify, and issue individual position descriptions for field use. Upon receipt by servicing personnel offices, such positions will be established unless determined not to represent an accurate description of the duties of the position. Servicing personnel offices are responsible for advising ODS regarding questions as to the accuracy, completeness, or classification of any position allocated by ODS.

H. EVALUATION STANDARDS

Standards of OPM, and standards and supplemental guidance of ODS will govern the classification of positions listed under paragraphs E.1.a and b.

2. Standards and standardized position descriptions issued by ODS for TP positions will govern classification of professional educator and related positions established on a school-year basis.

3. Standards, contracts, or other agreements between the host nation and the U.S. Government apply in the classification of host nation positions. Such classification issues will be resolved in accordance with the servicing military department's procedures.

I. EFFECTIVE DATE

This regulation is effective September 15, 1987. Any initial regional implementing instructions are to be forwarded to ODS upon publication. Subsequent regional implementing instructions are to be forwarded to ODS for approval prior to publication.



John L. Stremple
Director

Enclosures
As Stated

ENCLOSURE 1

SERIES AND TITLING PRACTICES

Cancelled

SERIES AND TITLING PRACTICES

I. GENERAL. Titles are words or phrases used to describe the occupational nature of a position. Occupational series are four digit numerical codes used to identify groupings and specific occupations. Every Position Description will be assigned an official series and title. Similar positions generally will be assigned the same series and title.

Assignment of titles, and grades to positions covered by GS, WG, and related positions will be in accordance with position classification and job grading standards published by OPM. This standards may be supplemented by guidance from ODS. Generally, OPM standards contain specific series definitions, titling instructions, and grading information. Where official titles are not prescribed for a particular position by OPM, common titles are used for similar positions.

Titling of host nation positions is in accordance with the procedures of the servicing personnel office. Where possible, the equivalent title, series, and grade under the TP, GS, WG, or related system is to be identified.

Positions established under reference (a) are identified as "teaching positions" regardless of whether such positions involve instructional, supervisory, or related professional staff services. Teaching positions are found in elementary, middle, junior and senior high school, and college programs and other DoDDS activities generally involving direct educational program support. All teaching positions are assigned to the following pay plan and occupational series: TP-1701. Official titles consist of a title which includes a four digit numerical designator code, descriptive title, and a parenthetical modifier authorized for the position. For purposes of entering the pay plan, occupational series, and grade of the position on the position description form (OF 8) enter TP-1701, followed by the appropriate salary schedule code (see enclosure 2) as the first field and 0 (zero) as the second field of the grade. For example, the pay plan, occupational series, and grade for a guidance counselor would be TP-1701-E0.

II. TP PAY SYSTEM POSITIONS.

A. ELEMENTARY TEACHING POSITIONS. The following designator codes, titles, and modifiers are authorized for elementary school instructional positions. Teaching positions involving responsibility for two or more grade levels, subjects, and/or areas of specialization are titled as indicated for code 0100. In cases of mixed positions, the actual grades, subjects, and/or specialization codes of work assigned to the position are identified in item 24 (Remarks) of Optional Form 8 (Position Description).

Authorized Designator Code, Title, and Modifier

0090	Teacher	(Prekindergarten)
0095	Teacher	(Kindergarten)
0100	Teacher	(Mixed Elementary)
0101	Teacher	(First Grade)
0102	Teacher	(Second Grade)
0103	Teacher	(Third Grade)
0104	Teacher	(Fourth Grade)

Authorized Designator Code, Title, and Modifier

0105 Teacher (Fifth Grade)
0106 Teacher (Sixth Grade)
0107 Teacher (Seventh Grade)
0108 Teacher (Eighth Grade)
0150 Teacher (Art)
0151 Teacher (Music)
0155 Teacher (physical Education)

B. MIDDLE SCHOOL TEACHER AND INSTRUCTOR POSITIONS. The following designator codes, titles, and modifiers are authorized for middle school instructional positions. Teaching positions involving responsibility for two or more subjects and/or areas of specialization are titled under code 0200. Mixed assignments involving instructor-type work in conjunction with teaching and/or work in another area of specialization are also under code 0200. Mixed assignments among instructor categories are under code 0299. Where more than one is assigned, the codes of actual subjects and/or specializations are identified in item 24 of the Optional Form 8.

Authorized Designator Code, Title, and Modifier

0200 Teacher (Mixed Middle)
0210 Teacher (English)
0211 Teacher (Speech)
0212 Teacher (Journalism)
0220 Teacher (Social Studies)
0230 Teacher (General Science)
0231 Teacher (Biology)
0232 Teacher (Chemistry)
0233 Teacher (Physics)
0234 Teacher (Health)
0240 Teacher (Mathematics)
0250 Teacher (Art)
0251 Teacher (Music)
0252 Teacher (Humanities) *
0255 Teacher (Physical Education)
0256 Teacher (Athletic Coach)
0260 Teacher (Business)
0261 Teacher (Computer Science)
0262 Teacher (Industrial Arts) *
0263 Teacher-Coordinator (Work Experience)
0264 Teacher (Driver Education)
0265 Teacher (Home Economics)
0270 Teacher (Foreign Language)
0271 Teacher (French)
0272 Teacher (German)
0273 Teacher (Latin)
0274 Teacher (Spanish)
0280 Instructor (Automotive Technology)
0281 Instructor (Electronic Technology)
0282 Instructor (Cosmetology)
0283 Instructor (Graphic Arts)
0284 Instructor (Welding)

Authorized Designator Code, Title, and Modifier

0285 Instructor Dental Technology)
0286 Instructor Medical Technology)
0287 Instructor Small Engine Repair)
0288 Instructor Musical Instrument Repair)
0289 Instructor Computer Technology)
0290 Instructor Fashion Design)
0291 Instructor Power Technology)
0292 Instructor Agriculture)
0293 Instructor Industrial Equipment Repair)
0299 Instructor Mixed Middle)

C. SECONDARY (JUNIOR HIGH AND HIGH) SCHOOL TEACHER AND INSTRUCTOR POSITIONS.' The following designator codes, titles, and modifiers are authorized for secondary (junior high and high) school instructional positions. Teaching positions involving responsibility for two or more subjects and/or areas of specialization are titled under code 0300. Mixed assignments involving instructor-type work in conjunction with teaching and/or work in another area of specialization are also under code 0300. Mixed assignments among instructor categories are under code 0399. Where more than one is assigned, the actual codes of subjects and/or specializations are to be identified in item 24 of the Optional Form 8.

Authorized Designator Code, Title, and Modifier

0300 Teacher (Mixed Secondary)
0310 Teacher (English)
0311 Teacher (Speech)
0312 Teacher (Journalism)
0320 Teacher (Social Studies)
0330 Teacher (General Science)
0331 Teacher (Biology)
0332 Teacher (Chemistry)
0333 Teacher (Physics)
0334 Teacher (Health)
0335 Teacher (Outdoor Education)
0340 Teacher (Mathematics)
0350 Teacher (Art)
0351 Teacher (Music)
0352 Teacher (Humanities)
0355 Teacher (Physical Education)
0356 Teacher (Athletic Coach)
0360 Teacher (Business)
0361 Teacher (Computer Science)
0362 Teacher (Industrial Arts)
0363 Teacher-Coordinator (Work Experience)
0364 Teacher (Driver-Education)
0365 Teacher (Home Economics)
0370 Teacher (Foreign Language)
0371 Teacher (French)
0372 Teacher (German)
0373 Teacher (Latin)
0374 Teacher (Spanish)

Authorized Designator Code, Title, and Modifier

0380 Instructor (Automotive Technology)
0381 Instructor (Electronic Technology)
0382 Instructor (Cosmetology)
0383 Instructor (Graphic Arts)
0384 Instructor (Welding)
0385 Instructor (Dental Technology)
0386 Instructor (Medical Technology)
0387 Instructor (Small Engine Repair)
0388 Instructor [Musical Instrument Repair)
0389 Instructor (Computer Technology)
0390 Instructor (Fashion Design)
0391 Instructor (Power Technology)
0392. Instructor (Agriculture)
0393 Instructor (Industrial Equipment Repair)
0395 Instructor (Officer Air Force JROTC)
0396 Instructor (NCO Air Force JROTC)
0397 Instructor (Officer Army JROTC)
0398 Instructor (NCO Army JROTC)
0399 Instructor (Mixed Secondary)

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D. SUBSTITUTES. Regardless of assignment, substitutes for elementary, middle, and secondary schools and for the Panama Canal College are titled as follows:

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Authorized Designator Code, Title, and Modifier

2000 Substitute
2001 Substitute Instructor (College)

E. PUPIL PERSONNEL SERVICES AND EDUCATION SUPPORT POSITIONS. Pupil personnel services (PPS) and education support (ES) positions are assigned to the "400" series. Mixed PPS and ES assignments covering more than one occupational area are assigned to the 0400 code. Mixed positions which involve both teaching (300 codes) and PPS/ES responsibilities (400 codes) on a regular and recurring basis are assigned and titled under the specific codes having the highest scheduled rate of pay, or where scheduled rates-of pay are identical, to the mixed assignment code which reflects the basic purpose of the position or, absent this distinction, to the mixed code which best represents the highest skills, knowledges, and abilities required of the incumbent by the position. Where more than one area is assigned, item 24 of the OF-8 is to reflect actual codes for grades, subjects, and/or areas of specialization.

Authorized Designator Code, Title, and Modifier

0400 (OPEN) For Mixed "400" series positions.
0402 Dormitory Counselor
0403 School Psychologist.
0404 School Social Worker
0411 Reading Improvement Specialist (Elementary)
0412 Reading Improvement Specialist (Middle)
0413 Reading Improvement Specialist (Secondary)

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Authorized Designator Code, Title, and Modifier

0416	Teacher (Severely Learning Impaired/Multiple Handicapped-Elementary)	*
0417	Teacher (Severely Learning Impaired/Multiple Handicapped-Middle)	*
0418	Teacher (Severely Learning Impaired/Multiple Handicapped-Secondary)	*
0419	Teacher (Physically-Impaired)	
0420	Teacher (Mildly Learning Impaired-Elementary)	
0421	Teacher (Mildly Learning Impaired-Middle)	
0422	Teacher (Mildly Learning Impaired-Secondary)	
0423	Teacher (Severely Learning Impaired-Elementary)	
0424	Teacher (Severely Learning Impaired-Middle)	
0425	Teacher (Severely Learning Impaired-Secondary)	
0426	Teacher (Emotionally Impaired-Elementary)	
0427	Teacher (Emotionally Impaired-Middle)	
0428	Teacher (Emotionally Impaired-Secondary)	
0429	Teacher (Preschool Handicapped)	
0433	Teacher (Talented and Gifted-Elementary)	
0434	Teacher (Talented and Gifted-Middle)	
0435	Teacher (Talented and Gifted-Secondary)	
0436	Teacher (ESL-Elementary)	
0437	Teacher (ESL-Middle)	
0438	Teacher (ESL-Secondary)	
0446	Educational Prescrip ti on i st (Elementary)	
0447	Educational Prescrip ti on i st (Middle)	
0448	Educational Prescrip ti on i st (Secondary)	
0460	Teacher (Compensatory Education-Elementary)	
0461	Teacher (Compensatory Education-Middle)	
0462	Teacher (Compensatory Education-Secondary)	
0470	Teacher (Hearing Impaired)	
0471	Teacher (Visually Impaired)	
0472	Teacher (Communications Impaired)	
0476	Occupational Therapist	
0477	Physical Therapist	
0478	School Nurse	
0480	Library-Media Specialist (Elementary)	
0481	Library-Media Specialist (Middle)	
0482	Library-Media Specialist (Secondary)	
0485	School Computer Coordinator	
0486	Career Education Coordinator	
0490	Guidance Counselor (Elementary)	
0491	Guidance Counselor (Middle)	
0492	Guidance Counselor (Secondary)	

F. PANAMA CANAL COLLEGE FACULTY POSITIONS. The following designator codes, titles, and/or modifiers are authorized for Panama Canal College faculty positions. Faculty positions involving responsibility for two or more subjects and/or areas of specialization are titled under code 0700. Where more than one is assigned, the codes of actual subjects and/or specializations are identified in item 24 of Optional Form 8. For college faculty positions,

four basic titles are authorized for use in conjunction with designator codes and modifiers. Titles also denote academic rank and are:

Instructor
Assistant Professor
Associate Professor
Professor

Academic rank is determined individually (see Enclosure 2 for the method used to identify the proper pay schedule) in accordance with the academic rank policy.

The following designator codes and modifiers are used in conjunction with the appropriate academic rank title for instructional positions. An example of a complete title is: 0730 Assistant Professor (General Science).

Authorized Designator Code and Modifier

0700 (Mixed College)
0710 (English)
0711 (Forensics)
0720 (Social Science)
0721 (Behavioral Science)
0722 (U.S. History)
0723 (World Civilization)
0730 (General Science)
0731 (Biology)
0732 (Chemistry)
0733 (Physics)
0738 (English second Language)
0740 (Mathematics)
0745 (Library Science)
0746 (Education)
0747 (Criminal Justice)
0755 (Physical Education)
0760 (Business)
0761 (Computer Science)
11766 (Accounting)
0767 (Business Law)
0768 (Business Administration)
0769 (Secretarial Administration)
0772 (German)
0774 (Spanish)

The following designator codes and modifiers are to be used in conjunction with the appropriate academic rank title for certain college specialist positions.

Authorized Designator Code and Modifier

0783 (Library-Media Specialist)
0793 (Guidance Counselor)

G. FEE FACULTY . Part-time fee faculty positions are assigned to the above indicated designator codes, titles and modifiers.

H. SCHOOL MANAGEMENT AND SPECIALIST POSITIONS. Certain "teaching positions", involve broader school program management responsibilities for one or more schools. These school-year positions are assigned to the TP pay plan and 1701 occupational series. The following designator codes, titles, and modifiers are authorized for use. In the case of mixed assignments, the codes and title appropriate for the assignment to which the highest salary schedule rate applies is normally used, providing such responsibilities are performed on a regular and recurring basis. Where scheduled rates of pay are the same, assignment is to the code which most accurately reflects the basic purpose of, the position or, absent this distinction to the code which best represents the highest skills, knowledge, and abilities required of the incumbent by the position. For positions under this category, there is no 'mixed assignment' code or title. The parenthetical modifier "OPEN" indicates that the servicing personnel office is to assign an appropriate descriptive modifier. The modifier "DSO Only" indicates that use of this position is limited to District Superintendent Offices.

Where more than one assignment or a special project exists, including, teaching or similar non-managerial or supervisory duties, item 24 of the OF-8 will reflect actual teaching levels, subjects, and/or areas of specialization and the approximate percentage of time spent in each area.

The school management and specialist category is organized into two areas:

i. School Principal and Assistant Principal Positions: The following designator codes, titles, and parenthetical modifiers are authorized for positions involving school-level management of DoDDS schools:

Authorized Designator Code, Title, and Modifier

For schools with enrollment of less than 150 students:

1001 School Principal (Elementary)
1002 School Principal (Middle)
1003 School Principal (Junior High)
1004 School Principal (High)
1005 Assistant Principal (Elementary)
1006 Assistant Principal (Middle)
1007 Assistant Principal (Junior High)
1008 Assistant Principal (High)

For schools with enrollment of more than 149 students and college:

1021 School Principal (Elementary)
1022 School Principal (Middle)
1023 School Principal (Junior High)
1024 School Principal (High)

- 1025 Assistant Principal (Elementary) -
- 1026 Assistant Principal (Middle)
- 1027 Assistant Principal (Junior High)
- 1028 Assistant Principal (High)
- 1044 Dean (College)
- 1048 Assistant Dean (College)

Type School. Many schools in DoDDS do not fit the-standard pattern of elementary, junior high, or high schools because grade ranges in DoDDS schools may overlap the more traditional school grade ranges. For the purpose of determining the appropriate designator code, title, and modifier and, therefore, salary schedule code in the cases of mixed grade-level principal or assistant principal positions, the type school will normally be recognized according to the following scheme:

<u>Grade Range</u>	<u>Type School</u>
9- or 10-12; or any combination of grades 9 and below with grade 10, 11, and/or 12 (e.g., K-12, 6-10, 8-12)	High School (includes College)
any combination of grade 8 or 9 and below (e.g., 8-9, 7-8, K-8, 4-9, 5-8)	Junior High School (includes Middle School)
grade 7 and below (any combination, e.g., K-7, K-6, 1-5, 5-7)	Elementary School (includes Preschool)

The aforesaid information will be used to determine the type school and, in conjunction with the school enrollment, the specific salary schedule from which a principal will be paid. For assistant principals who serve as full deputies to school principals, pay is to be based upon the same type school. In some situation, however, particularly mixed school types such as the medium to larger sized elementary and junior high schools, or junior and senior high schools, the assistant principal's particular responsibilities must be considered before determining the type school applicable for pay purposes to the assistant principal. For example, in a combination elementary and junior high school, where an assistant principal's responsibilities are primarily in the elementary school segment, the assistant principal would be considered an elementary school assistant principal. The fact that the assistant principal may periodically act as the principal in his or her absence, does not change the school type designation for the assistant principal. Thus, normal position management considerations must be considered.

Salary Schedules. School principals are assigned to Schedule K. Assistant principals are assigned to Schedule L. Each schedule is further divided according to the enrollment appropriate for the position as discussed in the following paragraph.

Enrollment Bands. Schedules K and L provide rate ranges for positions according to student enrollment. Within each schedule, pay is determined in part on the basis of two enrollment bands. Enrollment band 1 is for positions in schools (or school segments) with average enrollments of less than 150 students. Enrollment band 2 is for positions in schools with average enrollments of more than 149 students. In determining the appropriate enrollment band for a position in a given school, the average enrollment for the preceding school year is used (the average or the end of month enrollment figures for September, October, November, January, February, March, and April of the same school year). In the case of new schools, projected September enrollments should be used. In planning to move a principal in the same position across enrollment bands as a result of a change in enrollment, the changed enrollment must be experienced for a full school year prior to movement. The enrollment figure for assistant principals is the enrollment for which the assistant principal is responsible. As in the case of determining the appropriate type school for an assistant principal position, an assistant principal responsible for the elementary segment of a combination elementary-junior high school, the appropriate salary schedule would be determined by reference to the elementary student enrollment.

2. Other Management and Specialist Positions: The following designator codes, titles, and parenthetical modifiers are authorized for other management and specialist positions. Pay schedules M, N, and O continue to be used with these positions.

Authorized Designator Code, Title, and Modifier

1009	Education Program Manager (Elementary)
1010	Education Program Manager (Middle)
1011	Education Program Manager (Junior High)
1012	Education Program Manager (High)
1020	Education Program Manager (Resource Center)
1015	Education Program Manager (Outdoor Education)
1030	Supervisory Dormitory Counselor
1050	Special Education Specialist (DSO Only)
1051	Education Computing Specialist (DSO Only)
1060	Education Program Manager (OPEN) (For positions involving special projects of temporary duration)
1066	Education Specialist (OPEN) (For positions involving special projects of temporary duration)

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I. SUPERVISORY POSITIONS. "Supervisory" is the term to be prefixed to any title above, which does not have the connotation of supervision implied, such as administrator, manager, and principal. Only Positions' assigned responsibility for supervision of three or more professionals engaged in substantive work activities may be designated as "supervisory" positions. Supervisory positions established on a school-year basis are assigned to the TP pay plan and 1701 occupational series.

ENCLOSURE 2

OCCUPATIONAL SALARY SCHEDULE AND ACADEMIC SALARY
LANE CODES AUTHORIZED UNDER THE TP PAY PLAN

Cancelled

OCCUPATIONAL SALARY SCHEDULE AND ACADEMIC SALARY
 LANE CODES AUTHORIZED UNDER THE TP PAY PLAN

Salary Schedules

Salary Schedule Codes (SSC)

Elementary and Secondary

- Substitute Teachers A
- J R O T C B
- Comprehensive For Educators
and Specialists C
- Social Workers D
- Guidance Counselors E
- School Psychologists F
- Special Retained, Panama G

Management and Specialists

- School Principal K
- Assistant Principal L
- Administrative M
- Administrative N
- Administrative O

Panama Canal College

- Special Retained Instructors P
- Substitute Instructors Q
- Fee Instructors R
- Fee Assistant Professors S
- Fee Associate Professors T
- Fee Professors U
- Instructors V
- Assistant Professors W
- Associate Professors X
- Professors Y

Salary Lanes

Academic Salary Lane Codes (ASLC)

- No Lane Provided A
- Bachelor's Degree B
- Bachelor's Degree plus 15 semester hours C
- Bachelor's Degree plus 30 semester hours L *
- Master's Degree D
- Master's Degree plus 15 semester hours M *
- Master's Degree plus 30 semester hours E
- Master's Degree plus 60 semester hours F
- Doctorate's Degree G
- High College Fee Rate, Academic H
- Low College Fee Rate, Academic I
- High College Fee Rate, Non-academic J
- Low College Fee Rate, Non-academic K

Each of the following Salary Schedule Codes (SSC) are authorized for use in conjunction with the following Academic salary Lane Codes (ASLC). For example, since the minimum academic qualification for a guidance counselor (SSC "E") is after's Degree, only ASLC's D, E, G, and M are authorized for this occupation.

Authorized Code Combinations

SSC	ASLC
A	A
B	A
C	B-E, G, L, M
D	D, E, G, M
E	D, E, G, M
F	D, E, G, M
G	B-G, L
K	D, E, G
L	D, E, G
M	C-E, G, L, M
N	C-E, G, L, M
O	C-E, G, L, M
Q	D
R	H-K
s	H-K
T	H, J
u	H, J
v	H, J
w	E-G
x	E-G
Y	F, G
z	G

NOTES

1. Schedules G and Q are reserved for use in Panama for educators paid from a "Special Retained Educator Salary Schedule" issued under authority of PL 96-70, Section 1231.C.1.
2. Fee basis part-time college instructors paid from schedules R through V, and full-time college instructors paid from Schedules Q and W through Z, may only be assigned to positions in the Panama Canal college.
3. Schedules K and L are only for school principals and assistant principals, respectively, and are effective SY 1987-88. "Both of these schedules contain rate ranges according to two enrollment bands and three school types (elementary, junior high, and high school). Authorized Designator Codes (see enclosure 1) for such positions will distinguish type position, type school, and enrollment band.