

### E3. ENCLOSURE 3

#### OCCUPATIONAL SERIES AND TITLING PRACTICES

##### E3.1. GENERAL

E3.1.1. Assignments of occupational series, titles, and grades to positions covered by General Schedule (GS), Federal Wage System (FWS), and related positions will be in accordance with the Office of Personnel Management (OPM) position classification and job grading standards. These standards may be supplemented by guidance from the Department of Defense and the Department of Defense Education Activity (DoDEA). Generally, OPM standards contain specific occupational series definitions, titling instructions, and grading information. Where OPM does not prescribe an official title for a particular position, common titles are used for similar positions.

E3.1.2. "Occupational Series" are four-digit numerical codes used to identify groupings and specific occupations. "Titles" are words or phrases used to describe the occupational nature of a position. Every position description shall be assigned an official occupational series and title. Similar positions shall be assigned the same occupational series and title. Parenthetical modifiers may be added where necessary to reflect a major duty or qualifications requirement not otherwise evident, following OPM's guidance which for this purpose is extended to all serviced positions.

E3.1.3. Titling of Local National positions is in accordance with the servicing Military Department's procedures. Where possible, the equivalent title, occupational series, and grade level under the Teaching Position (TP), GS, FWS or related system should be identified on the first page of the position description (PD), Optional Form (OF) 8.

E3.1.4. Positions established under reference (b) are identified as TP positions, regardless of whether such positions involve instructional, supervisory, or related professional staff services. TP positions are found in unit, elementary, middle, and high schools; and other Department of Defense Dependents Schools (DoDDS) activities generally involving direct educational program support. All TP positions are assigned to the following pay plan and occupational series: TP-1701. Official titles consist of a four-digit numerical designator code, descriptive title, and parenthetical modifier authorized for the position. For purposes of entering the pay plan, occupational series, and grade/level of the position on the OF 8, enter TP-1701, followed by the appropriate salary schedule code (enclosure E4) as the first field; and zero as the second field of the grade/level. For example, the pay plan, occupational series, and grade/level for a guidance counselor PD would be: TP-1701-E0.

E3.1.5. Specializations, subject matters, and occupational fields assigned to the TP pay system may change more frequently than it is practical to update this Regulation. Therefore, TP positions recognized in DoDEA's "Position Categories and Requirements Listing," also may be established as valid designator codes and will be incorporated into subject regulation upon reissuance.

### E3.2. ESTABLISHMENT OF A NEW DESIGNATOR CODE

E3.2.1. A memorandum will be forwarded to the Human Resources Regional Service Center (HRRSC), Classification and Compensation Section, requesting to establish a new designator code, and will contain the following information:

E3.2.1.1. The proposed official title.

E3.2.1.2. A synopsis of the duties of the position. If the duties of the position require a position description other than the use of the standardized position description for a teacher, then a draft standardized position description should be included.

E3.2.1.3. The qualification requirements.

E3.2.1.4. A statement to verify this position should be included in the "Position Categories and Requirements Listing."

E3.2.1.5. The grade levels that a designator code should be established for (i.e., elementary, middle, and/or high school).

E3.2.1.6. A point-of-contact and telephone number for additional information.

E3.2.2. The Classification and Compensation Section will coordinate the establishment of a new designator code with the HRRSC Licensure Unit and the Education Directorate. Upon approval, the Classification and Compensation Section will assign a numeric designator code. The new designator code will be listed in the "Position Categories and Requirement Listing," if appropriate, notify appropriate staff of the establishment of the new designator code, and ensure that the new designator code is included in the next update of this Regulation. If the designator code is not approved, the reason for disapproval of the designator code will be provided in writing to the originator of the request.

### E3.3. TP PAY SYSTEM POSITIONS

E3.3.1. 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.

#### Authorized Designator Code, Title, and Modifier

0090	Teacher (Pre-kindergarten)
0095	Teacher (Kindergarten)
0096	Teacher (Kindergarten, Language Immersion)
0100	Teacher (Mixed Elementary)
0101	Teacher (First Grade)
0102	Teacher (Second Grade)

0103	Teacher (Third Grade)
0104	Teacher (Fourth Grade)
0105	Teacher (Fifth Grade)
0106	Teacher (Sixth Grade)
0107	Teacher (Seventh Grade)
0108	Teacher (Eighth Grade)
0109	Teacher (Compensatory Education Reading-Elementary)
0110	Teacher (Compensatory Education Mathematics-Elementary)
0148	Teacher (Elementary Grades 1,2,3, Language Immersion)
0149	Teacher (Elementary Grades 4,5,6,7,8, Language Immersion)
0150	Teacher (Art)
0151	Teacher (Music)
0155	Teacher (Physical Education)
0156	Teacher (Reading Recovery)
0157	Teacher (Reading Recovery Leader)
0158	Teacher (Spanish, FLES)

E3.3.2. 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. When more than one is assigned, the codes of actual subjects and/or specializations are identified in the remarks section of the OF 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)
0234	Teacher (Health)
0240	Teacher (Mathematics)
0250	Teacher (Art)
0251	Teacher (Music)
0255	Teacher (Physical Education)
0261	Teacher (Computer Science)

E3.3.3. SECONDARY SCHOOL TEACHER AND INSTRUCTOR POSITIONS. The following designator codes, titles, and modifiers are authorized for secondary 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 titled under code 0300. Mixed assignments among instructor categories are titled under

0399. When more than one is assigned, the codes of actual subjects and/or specializations are identified in the remarks section of the OF 8.

Authorized Designator Code, Title, and Modifier

0300	Teacher (Mixed Secondary)
0301	Teacher (Video Communications)
0310	Teacher (English)
0311	Teacher (Speech)
0312	Teacher (Journalism)
0313	Teacher (Drama)
0320	Teacher (Social Studies)
0325	Instructor (Officer, Marine Corps) JROTC
0326	Instructor (NCO, Marine Corps) JROTC
0327	Instructor (Officer, Navy) JROTC
0328	Instructor (PO, Navy) JROTC
0330	Teacher (General Science)
0331	Teacher (Biology)
0332	Teacher (Chemistry)
0333	Teacher (Physics)
0334	Teacher (Health)
0336	Teacher (Health Care)
0340	Teacher (Mathematics)
0350	Teacher (Art)
0351	Teacher (Music)
0352	Teacher (Humanities)
0355	Teacher (Physical Education)
0360	Teacher (Business)
0361	Teacher (Computer Science)
0362	Teacher (Industrial Arts)**
0363	Teacher (Career Practicum)
0365	Teacher (Home Economics)
0366	Teacher (Technology Education)
0370	Teacher (Chinese Mandarin)
0371	Teacher (French)
0372	Teacher (German)
0373	Teacher (Latin)
0374	Teacher (Spanish)
0375	Teacher (Japanese)
0376	Teacher (Korean)
0377	Teacher (Turkish)
0378	Teacher (Italian)
0379	Teacher (Dutch)
0380	Instructor (Automotive Technology)
0381	Instructor (Electronic Technology)

0382	Instructor (Cosmetology)
0383	Instructor (Graphic Arts)
0384	Instructor (Welding)
0385	Instructor (Dental Technology)
0386	Instructor (Health Care)
0388	Instructor (Musical Instrument Repair)
0389	Instructor (Computer Technology)
0390	Instructor (Fashion Design)
0391	Instructor (Power Technology)
0392	Instructor (Agriculture)
0394	Instructor (Video Communications)
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)

E3.3.4. SUBSTITUTES. Regardless of assignment, substitutes for elementary, middle, and secondary schools are titled as follows:

Authorized Designator Code, Title, and Modifier

2000	Substitute
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E3.3.5. PUPIL PERSONNEL SERVICES AND EDUCATION SUPPORT POSITIONS. Pupil personnel services (PPS) and education support (ES) positions are assigned to the “0400” series. Mixed PPS and ES assignments covering more than one occupational area are titled under the 0400 code. Mixed positions which involve both teaching (0300 codes) and PPS/ES responsibilities (0400 codes) on a regular and recurring basis are assigned and titled under the specific codes having the highest scheduled rate of pay. If the scheduled rates of pay are identical, positions will be assigned to the mixed assignment code which reflects the basic purpose of the position. Absent these distinctions, positions will be assigned to the mixed code which best represents the highest knowledge, skills, and abilities required of the position. Where more than one area is assigned, the actual codes for grades, subjects, and/or areas of specialization are reflected in the remarks section of the OF 8.

Authorized Designator Code, Title, and Modifier

0400	(OPEN)* Mixed Teacher/Specialist positions
0401	Teacher, AVID (Middle)
0402	Dormitory Counselor
0403	School Psychologist
0404	School Social Worker
0405	Teacher, AVID (Secondary)
0410	Teacher (Communications Impaired)

0411	Language Arts/Reading Specialist (Elementary)
0412	Language Arts/Reading Specialist (Middle)
0413	Language Arts/Reading Specialist (Secondary)
0414	Speech/Language Pathologist (Assessor)
0415	Assessor (Special Education)
0416	Teacher, Severely Learning Impaired/Multiple Disabilities (Elementary)**
0417	Teacher, Severely Learning Impaired/Multiple Disabilities (Middle)**
0418	Teacher, Severely Learning Impaired/Multiple Disabilities (Secondary)**
0420	Teacher, Mildly to Moderately Learning Impaired (Elementary)
0421	Teacher, Mildly to Moderately Learning Impaired (Middle)
0422	Teacher, Mildly to Moderately Learning Impaired (Secondary)
0423	Teacher, Moderately to Severely Learning Impaired (Elementary)
0424	Teacher, Moderately to Severely Learning Impaired (Middle)
0425	Teacher, Moderately to Severely Learning Impaired (Secondary)
0426	Teacher, Emotionally Impaired (Elementary)
0427	Teacher, Emotionally Impaired (Middle)
0428	Teacher, Emotionally Impaired (Secondary)
0429	Teacher, Preschool Disabled
0433	Teacher, Gifted Resource (Elementary)
0434	Teacher, Gifted Resource (Middle)
0435	Teacher, Gifted Resource (Secondary)
0436	Teacher, ESL (Elementary)
0437	Teacher, ESL (Middle)
0438	Teacher, ESL (Secondary)
0446	Educational Prescriptionist (Elementary)**
0447	Educational Prescriptionist (Middle)**
0448	Educational Prescriptionist (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	Speech/Language Pathologist
0478	School Nurse
0480	Information Specialist (Elementary)
0481	Information Specialist (Middle)
0482	Information Specialist (Secondary)
0485	Educational Technologist
0486	Career Education Coordinator
0490	Guidance Counselor (Elementary)
0491	Guidance Counselor (Middle)
0492	Guidance Counselor (Secondary)
0493	International Baccalaureate Program Coordinator
0494	International Baccalaureate Program Specialist

\* Except as stated in subparagraph E3.3.7 below, “OPEN” means an appropriate title reflecting the combined duties assigned to this position.

\*\* Incumbency Only – Not to be used for recruitment purposes.

E3.3.6. SCHOOL MANAGEMENT POSITIONS. Certain teaching positions involve broad 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 code and title appropriate for the assignments to which the highest scheduled rate of pay applies are normally used, providing such responsibilities are performed on a regular and recurring basis. When 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 knowledge, skills, and abilities of the incumbent in the position. There is no “mixed assignment” code or title for positions under this category.

E3.3.7. The school management category consists of the following:

E3.3.7.1. 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

1021	School Principal (Elementary)
1022	School Principal (Middle)
1024	School Principal (High)
1025	Assistant Principal (Elementary)
1026	Assistant Principal (Middle)
1028	Assistant Principal (High)

E3.3.7.2. Type School: Many DoDDS schools do not fit the standard pattern of elementary, middle, 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 case of mixed grade-level principal or assistant principal positions, the type school will normally be recognized according to the following format:

<u>Grade Range</u>	<u>Type School</u>
Any school with a grade structure terminating in grade 12 (i.e., K-12, 6-12, 7-12, 9-12)	High School
Any school with a grade structure terminating in grade 8 (i.e., K-8, 4-8, 5-8, 6-8, 7-8)	Middle School
Any school with a grade structure terminating in grade 6 or below (i.e., K-6, K-5, K-2, 4-5)	Elementary School (includes preschool)

E3.3.8. This information will be used to determine the type of school and the specific salary schedule from which a principal will be paid. For assistant principals who serve as full deputies to school principals, pay is based upon the same school type. In some situations, however, particularly mixed school types such as the medium to larger sized elementary and middle schools, or middle and high schools, the assistant principal’s particular responsibilities must be considered before determining the type of school applicable for pay purposes. For example, in a combination elementary and middle 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. Position management principles are to be taken into account in assigning duties and responsibilities.

E3.3.9. SALARY SCHEDULES. School principals are assigned to Salary Schedule K. Assistant principals are assigned to Salary Schedule L.

E3.3.10. ABOVE SCHOOL LEVEL TEACHING POSITIONS. The following designator codes, titles, and modifiers are authorized for above school level positions. When (Open) is indicated in the title for above school level positions, insert assigned curriculum area or authorized above school level position title.

Authorized Designator Code, Title, and Modifier

1070	Instructional Systems Specialist (Open)
1071	Educational Technologist (Above School Level)
1072	Reading Recovery Leader (Above School Level)
1082	Principal in Residence (Open)
1083	Assistant Principal in Residence (Open)
1084	Chief of Staff
1085	Educational Business Manager

E3.3.11. SUPERVISORY POSITIONS. “Supervisory” is prefixed to any title which does not indicate supervision through another term such as administrator, manager, or principal. Only positions delegated authority to effect or recommend substantive personnel management actions as outlined in OPM classification guidelines for supervisory positions may be designated “supervisory.”