

### Recognized Position Titles

In accordance with N.J.A.C. 6A:23A-18.4(j), private schools for students with disabilities shall use the job titles that are in use in the public schools in accordance with N.J.A.C. 6A:9 and the list published each year by the Commissioner, or those approved in accordance with N.J.A.C. 6A:9-5.5. In accordance with N.J.A.C. 6A:23A-18.2(r), a list of the recognized job titles pursuant to N.J.A.C. 6A:9 that require certification, and N.J.A.C. 6A:23A-18.1 that require a bachelor's degree, shall be published by the Commissioner. Private schools for students with disabilities shall only hire staff or consultants in job titles that require certification or a bachelor's degree if such titles are included on this list, or if such titles are unrecognized job titles for instruction that are approved in accordance with N.J.A.C. 6A:9-5.5.

Attached is a listing of the recognized job titles for private schools for students with disabilities. No position codes/position titles were added in 2015-2016. The following position codes/position titles were added: #9025 BCBA Behavior Analyst; #3125 Teacher/Behavior Specialist and #0450 Dean of Program and Students. Private schools should use the titles from the attached listing but may apply for approval of an unrecognized title through the executive county superintendent's office in the county the private school is located.

In accordance with N.J.A.C. 6A:23A-18.4(c), an approved private school for students with disabilities shall execute an employment contract annually with each school employee whose position requires a certificate, license or a bachelor's degree. The employment contract shall contain the following information: name of employee; dates of employment; work hours; certification(s) and/or degree(s) held; job description; job title; and salary. An employee's contract may only reflect a recognized job title from the attached list or an unrecognized job title approved by the executive county superintendent in accordance with N.J.A.C. 6A:9-5.5. In addition, the job title listed on an employee's employment contract must be the same job title reflected on the 2015-2016 Fiscal and Program Information forms filed by the school and reported on the school's 2015-2016 audited financial statements.

The executive county superintendent reviews proposed unrecognized job titles and job descriptions to determine the following: if the duties outlined in the proposed job description require certification and if a similar recognized job title currently exists. If the duties outlined in the proposed job description do not require certification, the request for approval of an unrecognized job title will be denied on the basis that it does not require certification. If the duties outlined in the proposed job description may be fulfilled under an existing job title, the executive county superintendent will recommend that the school use the existing recognized job title. If the duties outlined in the proposed job description require certification and cannot be performed under an existing recognized job title, the executive county superintendent will make a determination of the appropriate unrecognized job title and school certification for the job. However, whether the duties outlined in the proposed job description may be fulfilled under an existing job title or the executive county superintendent approves an unrecognized job title and school certification for the job, the individual in the job must hold the proper New Jersey school certification.

Additionally, the executive county superintendent will annually review a previously approved unrecognized job title and determine whether such title shall be continued for the next school year upon request from the private school. Therefore, the private school for students with disabilities must annually reapply for such approval. In accordance with N.J.A.C. 6A:23A-18.5(a)57, the costs of salaries and fringe benefits of unrecognized job titles which are not properly approved in accordance with N.J.A.C. 6A:9-5.5 are considered non-allowable costs. Retroactive approvals of unrecognized job titles will not be granted for the 2015-2016 school year.

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Appendix N  
Date Issued: 5/2016

<b>* - Job Code is required to be Highly Qualified.</b>	
<b>Position Code</b>	<b>Position Code Description</b>
<b>Administrator</b>	
0102	Chief School Administrator/District Superintendent
0103	Administrative Assistant to District Superintendent
0104	Interim Superintendent
0112	School Business Administrator
0114	Assistant School Business Admin
0120	Assistant Superintendent Non-Business
0121	Assistant Superintendent Business
0122	Assistant Superintendent Curriculum Instruction
<b>Principal</b>	
0201	High School Principal
0202	Assistant Principal High School
0211	Junior High School Principal
0212	Assistant Principal Junior High School
0221	Middle School Principal
0222	Assistant Principal Middle School
0231	Elementary School Principal
0232	Assistant Principal Elementary School
0241	Vocational School Principal
0242	Assistant Principal Vocational School
0251	Principal Handicapped School
0252	Assistant Principal Handicapped School
0261	Adult High School Principal
0262	Assistant Principal Adult High School
<b>Supervisor</b>	
0300	Supervisor Curriculum & Instruction
0301	Supervisor Basic Skills
0302	Supervisor Bilingual/ESL
0303	Supervisor Elementary Education
0304	Supervisor Secondary Education
0305	Supervisor Vocational Education
0306	Supervisor Pupil Personnel Services/Guidance
0307	Supervisor Personnel/Staff Development
0308	Supervisor Planning/Research and Evaluation (Testing)
0309	Supervisor Adult Education
0310	Supervisor Athletics
0311	Supervisor Audio-Visual Aids
0312	Supervisor Art
0313	Supervisor Business
0314	Supervisor English
0315	Supervisor Foreign Languages
0316	Supervisor Health/Physical Education
0317	Supervisor Home Economics
0318	Supervisor Industrial Arts
0319	Supervisor Mathematics
0321	Supervisor Music
0322	Supervisor Science
0323	Supervisor Social Studies
0324	Supervisor Special Education
0325	Supervisor Vocational-Technical Subjects
0326	Supervisor of Athletics, Health and Physical Education
0327	Supervisor of Humanities
0328	Supervisor of Math/Science
0399	Supervisor Special Project
<b>Non-Supervisory Coordinator</b>	
0400	Non-Supervisory Coordinator Curriculum and Instruction
0401	Non-Supervisory Coordinator of Basic Skills
0402	Non-Supervisory Coordinator Bilingual/ESL
0403	Non-Supervisory Coordinator Elementary
0404	Non-Supervisory Coordinator Secondary
0405	Non-Supervisory Coordinator Vocational
0406	Non-Supervisory Coordinator Guidance
0409	Non-Supervisory Coordinator Adult Ed
0410	Non-Supervisory Coordinator Nurse
0411	Non-Supervisory Coordinator Audio Visual aids
<b>Non-Supervisory Coordinator (cont'd)</b>	
0412	Non-Supervisory Coordinator Art
0413	Non-Supervisory Coordinator Business
0414	Non-Supervisory Coordinator English
0415	Non-Supervisory Coordinator Foreign Language

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<b>Position Code</b>	<b>Position Code Description</b>
0416	Non-Supervisory Coordinator Physical Ed & Health
0417	Non-Supervisory Coordinator Home Economics
0418	Non-Supervisory Coordinator Industrial Arts
0419	Non-Supervisory Coordinator Math
0420	Non-Supervisory Coordinator Teacher Student Discipline and Activity Advisor
0421	Non-Supervisory Coordinator Music
0422	Non-Supervisory Coordinator Science
0423	Non-Supervisory Coordinator Social Studies
0424	Non-Supervisory Coordinator Special Ed
0425	Non-Supervisory Coordinator Vocational/Tech
0426	Non-Supervisory Coordinator Athletics
0430	Coordinator of Grants Management, Mandated Programs & Special Projects
0450	Dean of Programs and Students- contact County Office to determine if applicable to PSSDs
0452	District Anti-Bullying Coordinator- contact County Office to determine if applicable to PSSDs
0496	Transition Teacher
0497	Assistant to the Superintendent Special Education
0498	Dean of Students
0499	Non-Supervisory Coordinator Special Projects
<b>Director</b>	
0500	Director Curriculum & Instruction
0501	Director Basics Skills/Compensatory Education
0502	Director Bilingual/ESL
0503	Director Elementary Education
0504	Director Secondary Education
0505	Director Vocational Education
0506	Director Student Personnel Services Guidance
0507	Director Personnel/Staff Development
0508	Director Planning/Research and Evaluation
0509	Director Adult Education
0511	Director Audio-Visual Aids
0512	Director of Art
0513	Director Business
0514	Director English
0515	Director Foreign Lang
0516	Director Health/PE
0517	Director Home Economics
0518	Director Indus Arts
0519	Director Mathematics
0521	Director Music
0522	Director Science
0523	Director Social Studies
0524	Director Special Ed
0525	Director Vocational -Technical Subjects
0526	Director Athletics
0599	Director Special Project
<b>Private School/Only</b>	
0700	Director
0701	Assistant Director
0702	Executive Director
0703	Business Manager
<b>Elementary</b>	
1000	Preschool
1001*	Elementary Kindergraten-8 Grade
1003*	Kindergarten
1004*	Elementary School Teacher K-5
1007*	<b>Elementary Teacher in secondary setting APA Only Subcategory Identifier S, H, or V</b>
1015*	English/Elementary
1016*	Mathematics/Elementary
1017*	Science /Elementary
1018*	Social Studies/Elementary

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<b>Position Code</b>	<b>Position Code Description</b>
<b>Middle Grade 5-8</b>	
1102*	Mathematics Grades 5 - 8
1103*	Science Grades 5 -8
1104*	Social Studies Grades 5 -8
1105*	American Sign Lang Grades 5 - 8
1106*	Lang Arts/Literacy Grades 5 - 8
1110*	French Grades 5 - 8
1125*	German Grades 5 - 8
1130*	Italian Grades 5 - 8
1145*	Latin Grades 5 - 8
1150*	Spanish Grades 5 - 8
1165*	Russian Grades 5 - 8
1170*	Greek Grades 5 - 8
1172*	Chinese Grades 5 - 8
1173*	Japanese Grades 5 - 8
1174*	Portuguese Grades 5 - 8
1176*	Polish Grades 5 - 8
1178*	Hebrew Grades 5 - 8
1179*	Korean Grades 5 - 8
1181*	Arabic Grades 5 - 8
1191*	Other World Lang Grades 5 - 8
<b>Art</b>	
1200*	Art
1261*	Dance
1271*	Theater/Stage
1273	Cinema/TV Production
1283	Photography/Technical
1284*	Photography/Art of photography (HQ Only)
1285	Print Making/Technical
1286*	Print Making/Art of Print Making (HQ Only)
<b>Business</b>	
1301	Business Organization
1304	Advertising
1306	Banking/Insurance Principles
1308	Economics/Economic Geography
1311	Financial & Investment Principles
1315	Business Law
1317	Marketing/Sales
1331	Bookkeeping Accounting
1341	Office Organization - Practices and Procedures
1345	Clerical Office Practices
1361	Shorthand
1381	Typing/Word Processing
1387	Data Entry
1388	Data Processing
<b>English</b>	
1401*	English Non-Elementary
1405*	Business English
1408*	Basic Skills/Remedial English
1411*	Reading Development/Remedial Elementary
1412*	Reading Remedial-Secondary
1415*	Library Skills Development
1441*	Speech Arts/Drama
1442*	Public Speaking
1451*	Theater
1485*	English as a 2nd Language
1486*	Bilingual/Bicultural
<b>World Language</b>	
1500*	Language Arts/Literacy
1505*	American Sign Language
1506*	Chinese
1510*	French
1520*	German
1530*	Italian
1540*	Latin
1550*	Spanish
<b>World Language (cont'd)</b>	
1560*	Russian
1570*	Greek
1573*	Japanese
1574*	Portuguese

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1576*	Polish
1579*	Hebrew
1581*	Arabic
1582*	Korean
1599*	Other Than Above
<b>Health/Physical Ed</b>	
1607	Health & Physical Education
1610	Driver Education
1615	Swimming/Water Safety
1620	Health
1630	Physical Education
1644	Recreation
1645	Family Life Education
<b>Family &amp; Consumer Sciences</b>	
1700	Family & Consumer Sciences - Comprehensive
1704	Family & Consumer Sciences – Apparel, Textiles and Interiors
1706	Family & Consumer Sciences - Child & Family Development
1760	Family & Consumer Sciences – Foods/Nutrition & Food Science
<b>Industrial Arts</b>	
1805	Career Education
1812	General Shop
1815	Plastics
1818	Ceramics
1819	Leatherworking
1821	Drafting and Design Technology ( <b>Includes Mechanical, Architectural, Machine Drawing, Architecture/Home Planning, Blueprint Reading, Industrial Arts, Industrial Drafting</b> )
1825	Engineering Drawing
1832	Furniture Refinish
1833	General Woodwork
1842	General Metalwork
1844	Machine Shop
1850	Radio and Theory
1853	Basic Electricity
1854	Appliance Repair
1855	Electricity/Electronics
1856	Electronics
1857	Electricity
1861	General Mechanics
1862	Power Mechanics
1864	Auto Mechanics
1872	Graphic Arts
1876	Printing
1882	Home Mechanics
1893	Surveying
1894	Building Trades
1896	Aeronautics
1897	Technology Education
<b>Math</b>	
1901*	Math Non-Elementary
1904*	Remedial Math
1907	Business Math
1962	Computer Literacy/Applications/Programming
<b>Financial Literacy</b>	
2001	Financial Literacy (Math, Social Studies, Business: Finance, Economics, Law, Comprehensive Business, Comprehensive Family and Consumer Sciences and General Business Teachers) can hold this Job Code
<b>Music</b>	
2100*	Music Comprehensive
2110*	Music Instrumental
2130*	Music Vocal

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<b>Position Code</b>	<b>Position Code Description</b>
<b>Science</b>	
2202*	Science General
2205*	Science Earth
2206*	Science Physical
2214	Science Military
2231*	Science Biological
2235*	Science Chemistry
2236*	Science Physics
<b>Social Studies</b>	
2302*	Social Studies Non-Elementary
2305*	Social Studies Humanities
2317	Social Studies Psychology
2322*	Social Studies History
2391*	Social Studies Geography
<b>Supplementary Inst</b>	
2400	Supplementary Instruction (In-Class)
2401	Supplementary Instruction (Pull-Out)
<b>Resource Program</b>	
2405	Resource Program In-Class
2406	Resource Program Pull-Out Support
<b>Teach Coach Coordinator Leader</b>	
2410	Teacher Coach
2411	Teacher Coordinator
2412	Teacher Leader
<b>Vocational Ed</b>	
2501	Agricultural Occupations
2507	Agricultural Technology
2508	Turf Management
2512	Marketing Education
2513	Apparel and Accessories
2514	Automotive
2517	Food Management
2518	Food Services
2519	Food Production
2520	Food Technology
2522	Hotel and Lodging
2523	Health Fitness
2525	Computer Integrated Manufacturing
2526	Audio Technology
2527	Environmental Occupations
2540	Dental Assisting
2541	Legal Assisting
2551	Practical Nurse
2552	Medical Assistant
2554	Health Occupation
2555	Medical Dental Assistant
2556	Nursing Assistant (Aide)
2569	Small Animal Care
2570	Supermarket Careers
2571	Warehousing
2572	Automotive Technology <b>(Includes Automobile Mechanics and Automotive Specialties)</b>
2573	Chemical Technology
2575	Construction Technology
2576	Draft/Design Technology
2577	Electrical Technology
2579	Electronic Technology
2580	Law Enforcement
2581	Emergency Medical Technology
2582	Medical Labor Technology
2583	Medical Records Technology
2584	Ophthalmic Medical Assist
2585	Optical Technician
2586	Phlebotomist/Venipuncture Technician
2587	Surgical Technologist
2588	Banking/Finance Technology
2589	Dental Laboratory Technology
<b>Vocational Ed (cont'd)</b>	
2593	Computer Technology
2595	Water/ Waste Water
2597	Power Plant Technology
2600	Air Conditioning & Refrigeration

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2602	Heating/Ventilation
2603	Heating/Ventilation/Air Conditioning/Refrigeration
2604	Appliance Repair
2612	Body/Fender Repair
2613	Diesel Mechanic
2614	Heavy Equipment (Construction Mechanic)
2616	Small Engine Repair(Internal Combustion)
2617	Aircraft Maintenance
2619	Commercial Art
2620	Commercial Photography
2621	Drafting
2622	Graphic Arts
2623	Industrial Design
2624	Printing
2626	Marine Trades Technology
2627	Building Trades
2628	Carpentry
2629	Custodial Services
2630	Electricity
2632	Maintenance Mechanics
2633	Masonry
2634	Painting and Decorating
2635	Plumbing & Pipefitting
2637	Stationary Engineering
2638	Business Machine Maintenance & Repair
2643	Radio Broadcasting
2644	Radio/Television Repair
2645	Television Production
2646	Apparel and Textile Service
2649	Tailoring/Dress Making
2650	Apparel and Textile Management
2652	Cosmetology/Hair Styling
2655	Building Maintenance
2656	Machine Shop
2659	Millwork/Cabinet Making
2660	Plastics Production
2661	Sheet Metal
2662	Upholstering
2663	Welding
2664	Baking
2665	Commercial Food Services
2681	Introduction to Vocations
2683	Laboratory Technology
2691	Engineering Technology
2692	Telecommunications
2693	Vocational Arts/Dance
2694	Vocational Art/Theater
2695	Visual Arts
2696	Vocational Art/Inst Music
2697	Vocational Art/Vocal Music
2698	Desktop Publishing
2699	Dental Office Management
2700	Medical Office Management
2701	Culinary Arts
2702	Chef Preparation
2703	Travel and Tourism
2704	Recreation
2705	Meeting Planners
2706	Electrolysis
2707	Massage Therapy
2708	Human Development & Child Care Services
<b>Vocational Ed (cont'd)</b>	
2709	Adult Care Services
2710	Nail Technicians
2711	Estheticians
2712	Data Management
2713	Computer Network System
2714	Computer Service Technicians
2715	Computer System Engineering
2716	Interactive Media
2717	Information, Support & Services

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2718	Internet& Online Technology
2719	Vehicles & Petroleum Marketing
2720	Marine Sciences
2721	Vocational Arts/Electronic Music
2722	Transportation and Travel Marketing
<b>Educational Services</b>	
3100	Director of School Counseling Services
3101	School Counselor
3105	School Librarian, Media Specialist Assoc.
3111	Occupation Therapist
3112	Physical Therapist
3113	Athletic Trainer
3114	School Nurse
3115	School Nurse/Non Instructional
3116	School Psychologist
3117	School Social Worker
3118	Learning Disabilities Teacher Consultant
3119	Reading Specialist
3120	Speech Correction/Language Specialist
3121	Coordinator Substance Abuse
3122	Educational Interpreter-Sign Language Interpreting
3123	Educational Interpreter-Oral Interpreting
3124	Educational Interpreter-Cued Speech Transliteration
3125	Teacher/ Behavior Specialist (SE Only)
3126	Cooperative Agricultural Education
3132	Cooperative Education Coordinator (Hazardous Occupations)
3133	Cooperative Education Coordinator (Non Hazardous Occupations)
3134	County Apprenticeship Coordinator
3135	Structured Learning Experience Coordinator
4000	Anti-Bullying Specialist - contact County Office to determine if applicable to PSSDs
4001	In-School Suspension
<b>Non Certificated Staff</b>	
9000	Professional Staff
9025	BCBA Behavior Analyst
9050	Physics (Pilot Program Only)
9100	Instructional Paraprofessionals (Serving Ages 3 to 5)
9101	Instructional Paraprofessionals (Serving Ages 6 to 21)
9150	Non Instructional Paraprofessionals (Serving Ages 3 to 5)
9151	Non Instructional Paraprofessionals (Serving Ages 6 to 21)
9200	Technicians
9300	Clerical/Secretarial
9400	Service Workers
9500	Skilled Craftsperson's
9600	Laborers Unskilled
<b>Special Education</b>	
	Teacher of the Handicapped (TOH)
	Teacher of Students with Disabilities (SWD)
	Teacher of the Deaf or Hard of Hearing
	Teacher of the Blind or Visually Impaired