

<b><u>Job Code</u></b>	<b><u>Title</u></b>	<b><u>Description</u></b>	<b><u>Cert. Required</u></b>	<b><u>Report Cert. on CPI</u></b>
447	<b>Staff Development Specialist</b>	Responsible for planning, coordinating, and scheduling staff development activities for the school system.	N	Y
455	<b>Plant Operations Director or Manager</b>	Manages the plant operations and maintenance of the facilities.	N	Y
460	<b>Transportation Director/Manager</b>	Manages the school transportation system.	N	Y
465	<b>Finance &amp; Business Service Manager</b>	Manages the operation of school system financial accounting, purchasing, or any other business management activities.	N	Y
466	<b>Finance &amp; Business Service Personnel</b>	Assists in managing the operation of school system financial accounting, purchasing, or any other business management activities or is responsible for one of the departments in business services.	N	Y
469	<b>GNETS Special Education Specialist</b>	Coordinates GNETS staff and services; provides information/assistance to the GNETS program.	Y	Y
473	<b>Human Resources Personnel</b>	Manages or is otherwise employed in any aspect of personnel administration.	N	Y
600	<b>Superintendent</b>	Serves as the chief executive officer of the school system.	Y	Y
601	<b>Deputy/Associate/Assistant/Area Superintendent</b>	Assists the chief executive officer of the school system with administrative duties as Deputy, Associate, Assistant, or Area Superintendent.	N	Y
602	<b>Personnel/Human Resources Director</b>	Serves as chief executive officer of the personnel or human resources division of the school system.	N	Y
604	<b>Technical Institute President</b>	Serves as the chief executive officer of the technical institute.	N	Y
605	<b>RESA Director</b>	Serves as chief executive officer of the Regional Educational Services Agency.	Y	Y
610	<b>Principal</b>	Serves as administrative head of a school. Responsible for the coordination and direction of all school activities.	Y	Y
612	<b>Pre-K Director</b>	Serves as the administrative head of a Pre-Kindergarten program or school.	N	Y
613	<b>Pre-K Director</b>	Serves as the administrative head of a Pre-K program at the district level.	N	Y
614	<b>Alternative School Director</b>	Serves as the administrative head of an alternative school.	Y	Y
615	<b>Assistant Principal</b>	Assists the principal in coordinating and directing school activities.	Y	Y
620	<b>Director of Curriculum/Instruction</b>	Coordinates the development and improvement of the programs of studies, co-curricular activities, and instructional services of the school system.	Y	Y

<b>Job Code</b>	<b>Title</b>	<b>Description</b>	<b>Cert. Required</b>	<b>Report Cert. on CPI</b>
621	<b>Instructional Supervisor</b>	Manages a part of the curriculum for a school or a school system. Provides leadership and guidance for the purpose of improving the performance of the instructional staff members. Also includes Department Heads.	Y	Y
622	<b>Director of School Safety</b>	Manages/coordinates the school safety program for the school system.	N	Y
625	<b>Director/Manager of Media Services</b>	Manages the media services program for the school system.	Y	Y
630	<b>Food Service Administrator</b>	Manages some aspect of the food services program for the school system, including dietitian, nutritionist, food services supervisor, and director of food services.	Y	Y
635	<b>Community School Director/Coordinator</b>	Coordinates the community schools program at the school.	N	Y
640	<b>Special Education Director</b>	Manages and directs the school system program for eligible students with disabilities.	Y	Y
641	<b>Director of Student Services</b>	Manages and directs the guidance and counseling program, discipline program, and/or other student services for the school system.	Y	Y
642	<b>School Improvement Specialist</b>	Directs the School Improvement program for a school system or a group of school systems.	Y	Y
643	<b>Technology Director</b>	Manages and directs activities related to information technology and technology specialists.	N	Y
645	<b>Kindergarten Director</b>	Manages and directs the school system program provided for kindergarten students.	Y	Y
646	<b>Federal Programs Director</b>	Manages and directs various federal programs for the system.	N	N
648	<b>Title I Director</b>	Manages and directs the Title I (Elementary and Secondary Education Act of 1995) program.	Y	Y
649	<b>Title I Director</b>	Manages and directs the Title I (Elementary and Secondary Education Act of 1995) program.	Y	Y
650	<b>Director of Psychoeducational/GNETS Program</b>	Manages and directs the psychoeducational program for students with severe emotional and behavioral disorders or autism.	Y	Y
660	<b>Director of Ga. Learning Resources System</b>	Plans and directs activities of GLRS (Georgia Learning Resources System) program including dissemination of information, instructional materials and media, recruitment of qualified personnel, and staff development programs for parents and personnel.	Y	Y
665	<b>Special Education Program Specialist</b>	Coordinates activities with community agencies, parents, and the school system in the identification, placement, reporting, and follow-up of pre-school and school age children with disabilities. Provides assistance in designing and implementing.	Y	Y
670	<b>Career, Technical and Agricultural Education Director (LUA)</b>	Manages and gives direction to the total program of Career, Technical and Agricultural Education in a school system.	Y	Y

<u>Job Code</u>	<u>Title</u>	<u>Description</u>	<u>Cert. Required</u>	<u>Report Cert. on CPI</u>
671	<b>Career, Technical and Agricultural Education Director (RESA)</b>	Provides technical assistance on Career, Technical and Agricultural Education to systems within a RESA.	Y	Y
672	<b>Career, Technical and Agricultural Education Supervisor (School level)</b>	Supervises the Career, Technical and Agricultural Education instructional programs within a high school or educational center.	Y	Y
674	<b>CTAE Director/Supervisor of Extended Year Program</b>	A Career, Technical and Agricultural Education (CTAE) director or supervisor, with a leadership certificate, who also provides supervision of the summer CTAE instructional programs and earns extra pay for this through Fund Code 76 (CTAE Extended Year state grant funds).	Y	Y
675	<b>Adult Education Director/Coordinator</b>	Manages and directs the instructional program for adult learners.	N	Y
680	<b>Athletics Director</b>	Manages and directs the athletics/sports program for the school system	N	Y

**REFERENCES:****Georgia Code****O.C.G.A. § 20-2-212**

*...For purposes of this subsection, an educator's placement on the salary schedule shall not be based on a leadership degree, which shall mean a degree earned in conjunction with completion of an educator leadership preparation program approved by the Professional Standards Commission, if the degree was earned on or after July 1, 2010, unless the educator is employed in a leadership position as defined by the State Board of Education, but shall be placed on the salary schedule position attributable to the educator but for the leadership degree; provided, however, that this shall not apply to an educator who possessed a leadership degree prior to July 1, 2010, regardless of whether or not he or she is in a leadership position.*

**Board Rule****160-5-2-.05 EXPERIENCE FOR SALARY PURPOSES.****(1) DEFINITIONS**

- (j) **Leadership Position** – a position in which an individual has the authority and/or responsibility, in a supervisory role, for LUA approved educational programs and/or personnel required to hold certification for their assigned job as determined by Georgia Professional Standards Commission (PSC).

**(4) REQUIREMENTS FOR PLACEMENT ON THE STATE SALARY SCHEDULE.**

- (k) An individual holding a renewable or non-renewable leadership certificate issued on and after July 1, 2010 shall only be placed on the salary level of the State Salary Schedule attributed to the leadership degree if the individual is employed by the LUA and serves in a leadership position. This shall not apply, regardless of whether or not the individual is in a leadership position, to the following:

1. An educator who possessed a leadership degree prior to July 1, 2010 or
2. An educator who possessed:
  - (i) A master's level leadership degree prior to July 1, 2012;
  - (ii) A specialist level leadership degree prior to July 1, 2013; or
  - (iii) A doctoral level leadership degree prior to July 1, 2014,  
As long as the individual was enrolled in such leadership preparation Program on or before April 1, 2009.