

POSITION AND EXITS COLLECTION
Data Elements

A Record							
Data Element Name	Description	Format	Max Length	Codes	Edits	FALL	EOY
Record Type	Constant A	A	1	A	Must be A Must be alpha Must be one character	X	X
File Submission Type	Code to describe the submission	N	1	1 =Fall; as of October 1st 3 = EOY; -as of the last day of school for Unfilled -July 1st through June 30th for Exits	Must be a 1 or 3 Must be numeric Must be one character	X	X
Beginning School Year	Four-digit year for beginning of school	N	4	ie: Use 2021 for the 2021-2022 school year	Must be beginning school year Must be numeric Must be four characters	X	X
Division Number	Leading zero(s) must be included, i.e. 005	A/N	3		Is a valid Edagency_num Must be alphanumeric Must be three characters	X	X

B Record - Positions, Unfilled Positions and Exits							
Data Element Name	Definition	Format	Max Length	Codes	Edits	FALL	EOY
Record Type	Constant B	A	1	B	Must be B Must be alpha Must be one character	X	X
Division Number	Three or four-digit state-assigned Division number that identifies the division, agency or regional program that provides services to students.	N	4	Valid division code from list of Virginia education agency numbers	Must be a valid educational agency Must be numeric	X	X
School/Center Code	Four-digit state-assigned School number that identifies the school, center, program, or placement that provides services to students.	N	4	Valid school code from list of Virginia school numbers by division	Must be blank when Level Code is DIV Must be a valid school code when the Level Code is SCH Must be numeric	X	X
Level Code	A code to indicate if the position is assigned to only one school or central office. Positions that serve multiple schools are considered division-level.	A	3	DIV = assigned to multiple schools or works in central office SCH = assigned to only one school	Must be a valid Level Code	X	X

Position Code	<p>A code to describe the job/position of a division employee.</p> <p>An employee may work in different positions so the sum of the FTE for that employee should be 1. If the employee agrees to work extra shifts or teach extra classes, the sum of the FTE could be more than 1.</p>	N	4	Select from list of valid codes	<p>Must be a valid Position Code</p> <p>Cannot be 89 or 139</p>	X	X
Adult Education Flag	A flag to indicate the position works solely with students in adult education	A	1	Y = Yes N = No		X	X
English Learner Flag	A flag to indicate the position works solely with students identified as English Learners	A	1	Y = Yes N = No		X	X
Special Education Flag	A flag to indicate the position works solely with students with disabilities as defined by IDEA	A	1	Y = Yes N = No		X	X
Positions by FTE	The number of Positions by FTE. All positions held by school-level and division-level personnel, both licensed and unlicensed, must be reported.	N (xxxx.xx)	7		<p>Must be a valid number greater than 0</p> <p>Must contain a decimal point and two decimal places</p>	X	
Unfilled Positions by FTE	<p>The number of positions by FTE that were unfilled. Unfilled positions only include those positions that were advertised as available but no one qualified was hired. If the duties of the position were given to an existing employee in lieu of hiring a new employee, the position should still be included in this count.</p> <p>All positions held by school-level and division-level personnel, both licensed and unlicensed, must be reported on the Fall Submission. Only positions held by licensed personnel are reported on the EOY Submission.</p>	N (xxxx.xx)	7		<p>Must be a valid number greater than 0</p> <p>Must contain a decimal point and two decimal places</p> <p>If EOY submission, then License Required from the Positions Code list must be Y</p>	X	X

Exits by FTE	<p>The number of positions that were vacated by licensed employees after their contract was signed for the current school year.</p> <p>Only positions held by school-level and division-level licensed personnel must be reported. The Number of Exits include those who left their position between July 1st and June 30th even if the position was filled before June 30th. Some examples of exits include mid-year exit, end of contract, retirement, resignation and termination.</p>	N (xxxx.xx)	7		<p>Must be a valid number greater than 0</p> <p>Must contain a decimal point and two decimal places</p> <p>License Required from the Positions Code list must be Y</p>		X
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C Record - Reasons for Exits of Licensed Personnel

Data Element Name	Definition	Format	Max Length	Codes	Edits	FALL	EOY
Record Type	Constant C	A	1	C	<p>Must be C</p> <p>Must be alpha</p> <p>Must be one character</p>		X
Position Type	A code to identify if the exiter is a teacher or administrator licensed personnel	A	5	<p>TCH = Teacher</p> <p>ADMIN = Administrator</p>	<p>Must have a valid Position Type</p> <p>Cannot be blank</p>		X
Gender Code	A code that identifies the exiter's gender.	A	1	<p>M = Male</p> <p>F = Female</p> <p>N = Non-Binary</p>	<p>Must have a valid gender code</p> <p>Cannot be blank</p>		X
Ethnic Flag	A flag to indicate if the exiter identifies as Hispanic/Latino	A	1	<p>Y = Yes, exiter is Hispanic/Latino</p> <p>N = No, exiter is not Hispanic/Latino</p>	<p>Cannot be blank</p> <p>Must be Y or N</p>		X
Race Code	A code to describe the race or combination of races in which the exiter identifies	N	2	Must be a valid state assigned race code	<p>Cannot be blank</p> <p>Must be a valid state assigned Race Code</p>		X
Primary Reason for Leaving	A code to describe the primary reason the employee left employment with the school division	A	1	Select from list of valid codes	<p>Must be a valid Reason Code</p> <p>Cannot be blank</p>		X
Secondary Reason for Leaving	A code to describe the secondary reason the employee left employment with the school division	A	1	Select from list of valid codes	<p>Must be a valid Reason Code</p> <p>Can be blank</p> <p>Cannot be Reason for Leaving 1</p>		X

Tertiary Reason for Leaving	A code to describe the tertiary reason the employee left employment with the school division	A	1	Select from list of valid codes	Must be a valid Reason Code Can be blank Cannot be Reason for Leaving 1 or Reason for Leaving 2		X
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D Record - Bus Drivers

Data Element Name	Definition	Format	Max Length	Codes	Edits	FALL	EOY
Record Type	Constant D	A	1	D	Must be D Must be alpha Must be one character	X	
Division Number	Three or four-digit state-assigned Division number that identifies the division, agency or regional program that provides services to students.	N	4	Valid division code from list of Virginia education agency numbers	Must be a valid educational agency Must be numeric	X	
School/Center Code	Four-digit state-assigned School number that identifies the school, center, program, or placement that provides services to students.	N	4	Valid school code from list of Virginia school numbers by division	Must be blank when Level Code is DIV Must be a valid school code when the Level Code is SCH Must be numeric	X	
Level Code	A code to indicate if the bus driver position is assigned to only one school or central office. Positions that serve multiple schools are considered division-level.	A	3	DIV = assigned to multiple schools or works in central office SCH = assigned to only one school	Must be a valid Level Code	X	
Position Code	A code to describe the job/position of a division employee. (currently this is ONLY Bus Drivers)	N	4	89 or 139	Must be 89 or 139	X	
Adult Education Flag	A flag to indicate the position works solely with students in adult education	A	1	Y = Yes N = No		X	
English Learner Flag	A flag to indicate the position works solely with students identified as English Learners	A	1	Y = Yes N = No		X	
Special Education Flag	A flag to indicate the position works solely with students with disabilities as defined by IDEA	A	1	Y = Yes N = No		X	
Count of FT	The number of full-time employees by position (currently this is ONLY for Bus Drivers)	N (xxxx)	7		Must be a valid number greater than or equal to 0 Must be a whole number	X	
Count of PT	The number of part-time employees by position (currently this is ONLY for Bus Drivers)	N (xxxx)	7		Must be a valid number greater than or equal to 0 Must be a whole number	X	

Unfilled Count of FT	The number of full-time positions that are unfilled by position (currently this is ONLY for Bus Drivers)	N (xxxx)	7		Must be a valid number greater than or equal to 0 Must be a whole number	X	
Unfilled Count of PT	The number of part-time positions that are unfilled by position (currently this is ONLY for Bus Drivers)	N (xxxx)	7		Must be a valid number greater than or equal to 0 Must be a whole number	X	

POSITION AND EXITS COLLECTION

Position Codes

Position Code	Position Description	License Required	Position Type	Details or relevant SCED codes
1	Teacher, Early Childhood Pre-Kindergarten	Y	TCH	
2	Teacher, Kindergarten	Y	TCH	
3	Teacher, Elementary Education Grade 1	Y	TCH	
4	Teacher, Elementary Education Grade 2	Y	TCH	
5	Teacher, Elementary Education Grade 3	Y	TCH	
6	Teacher, Elementary Education Grade 4	Y	TCH	
7	Teacher, Elementary Education Grade 5	Y	TCH	
8	Teacher, Elementary Education Grade 6	Y	TCH	
9	Teacher, Comprehensive Language Arts	Y	TCH	1001, 1002, 1003, 1004, 1005, 1006, 1007, 1008, 1009, 1010, 1011, 1012, 1027, 1028, 1034, 1035, 1036
10	Teacher, Literature/Reading	Y	TCH	1047, 1048, 1053, 1055, 1057, 1058, 1059, 1060, 1061, 1062, 1063, 1064, 1065, 1066, 1067, 1068, 1069
11	Teacher, Composition/Writing	Y	TCH	1101, 1102, 1103, 1104, 1105, 1136, 1137, 1138
12	Teacher, Speech and Communication	Y	TCH	1151, 1152, 1153, 1155, 1156, 1199
13	Teacher, Linguistics	Y	TCH	1201
14	Teacher, All Others in English Language and Literature	Y	TCH	1992, 1996
15	Teacher, Foundation Mathematics	Y	TCH	2002, 2003, 2029, 2030, 2031, 2032, 2033, 2034, 2035, 2036, 2037, 2038, 2039, 2049
16	Teacher, Pure Mathematics	Y	TCH	2051, 2052, 2053, 2054, 2055, 2056, 2057, 2061, 2071, 2072, 2073, 2074, 2079, 2097, 2102, 2103, 2104, 2105, 2106, 2109, 2110, 2111, 2113, 2121, 2122, 2123, 2124, 2125, 2131, 2132, 2134, 2135, 2136, 2137, 2139, 2140, 2141, 2149
17	Teacher, Applied Mathematics	Y	TCH	2152, 2153, 2154, 2156, 2157
18	Teacher, Probability and Statistics	Y	TCH	2201, 2202, 2203, 2209
19	Teacher, All Others in Mathematics	Y	TCH	2900, 2901, 2902, 2903, 2904, 2905, 2906, 2908, 2909, 2910, 2991, 2994, 2996, 2997, 2999
20	Teacher, Earth Science	Y	TCH	3001, 3002, 3003, 3004, 3005, 3006, 3008, 3049
21	Teacher, Biology	Y	TCH	3051, 3052, 3053, 3056, 3057, 3058, 3059, 3060, 3063, 3065, 3094, 3099
22	Teacher, Chemistry	Y	TCH	3101, 3102, 3103, 3106, 3107, 3149
23	Teacher, Physics	Y	TCH	3151, 3152, 3153, 3155, 3156, 3157, 3158, 3159, 3160, 3161, 3163, 3164, 3165, 3166, 3199
24	Teacher, Integrated/Others in Life and Physical Sciences	Y	TCH	3201, 3203, 3206, 3207, 3208, 3210, 3212, 3213, 3214, 3229, 3230, 3231, 3232, 3233, 3234, 3235, 3236, 3237, 3238, 3239
25	Teacher, All Others in Science	Y	TCH	3900, 3901, 3902, 3903, 3904, 3905, 3906, 3907, 3990, 3995, 3996, 3999
26	Teacher, Geography	Y	TCH	4001, 4003, 4004
27	Teacher, World History	Y	TCH	4052, 4053, 4054, 4055, 4056, 4057, 4058, 4060, 4061, 4062, 4063, 4064, 4067, 4099
28	Teacher, U.S. History	Y	TCH	4101, 4102, 4103, 4104, 4105, 4106, 4107, 4110
29	Teacher, Government, Politics, And Law	Y	TCH	4151, 4153, 4154, 4155, 4156, 4157, 4158, 4161, 4162, 4167, 4169, 4171
30	Teacher, Economics	Y	TCH	4201, 4203, 4204, 4205, 4206, 4208, 4209, 4249
31	Teacher, Social Sciences	Y	TCH	4251, 4253, 4254, 4256, 4257, 4258
32	Teacher, Humanities	Y	TCH	4301, 4302, 4304, 4306, 4309, 4429, 4430, 4431, 4432, 4433, 4434, 4435, 4438, 4439
33	Teacher, All Others in Social Sciences and History	Y	TCH	4902, 4903, 4904, 4905, 4906, 4907, 4908, 4997, 4999
34	Teacher, Dance	Y	TCH	5001, 5003, 5005, 5007, 5012, 5014, 5015, 5016, 5029, 5030, 5031, 5032, 5033, 5034, 5035, 5036, 5037, 5038, 5047, 5048, 5049
35	Teacher, Theater	Y	TCH	5051, 5052, 5053, 5055, 5056, 5057, 5058, 5059, 5060, 5061, 5062, 5069, 5070, 5071, 5072, 5073, 5074, 5075, 5076, 5077, 5078, 5097, 5098, 5099
36	Teacher, Music	Y	TCH	5101, 5104, 5106, 5107, 5108, 5110, 5111, 5113, 5114, 5115, 5116, 5117, 5118, 5119, 5120, 5123, 5124, 5129, 5130, 5131, 5132, 5133, 5134, 5135, 5136, 5137, 5138, 5139, 5147, 5148, 5149
37	Teacher, Visual Arts	Y	TCH	5151, 5152, 5153, 5154, 5155, 5156, 5157, 5158, 5159, 5161, 5162, 5163, 5164, 5165, 5166, 5167, 5168, 5169, 5170, 5172, 5173, 5174, 5175, 5177, 5179, 5180, 5181, 5182, 5183, 5184, 5185, 5186, 5187, 5188, 5189, 5194, 5197, 5198, 5199
38	Teacher, Media Arts	Y	TCH	5254, 5904
39	Teacher, All Others in Visual and Performing Arts	Y	TCH	5202, 5999
40	Teacher, Religious Education and Theology	Y	TCH	7002, 7017
41	Teacher, Physical Education	Y	TCH	8001, 8002, 8003, 8004, 8005, 8009, 8016, 8017, 8028, 8029, 8030, 8031, 8032, 8033, 8034, 8035, 8036, 8037, 8038, 8039, 8049, PE component only of: 8051, 8052, 8053, 8055, 8056, 8057, 8076, 8077, 8078, 8099, 8110, 8111, 8112

Position Code	Position Description	License Required	Position Type	Details or relevant SCED codes
42	Teacher, Health Education	Y	TCH	8051, 8052, 8053, 8055, 8056, 8057, 8076, 8077, 8078, 8099, Health componet only of: 8051, 8052, 8053, 8055, 8056, 8057, 8076, 8077, 8078, 8099, 8110, 8111, 8112
43	Teacher, Drivers' Education	Y	TCH	8151, 8152, 8199
44	Teacher, All Others in Physical, Health, and Safety Education	Y	TCH	8201, 8999
45	Teacher, Military Science	Y	TCH	9004, 9051, 9052, 9053, 9054, 9101, 9102, 9103, 9104, 9151, 9152, 9153, 9154, 9201, 9202, 9203, 9204, 9900
46	Teacher, Information Technology	Y	TCH	10002, 10004, 10005, 10006, 10007, 10008, 10010, 10011, 10012, 10015, 10019, 10021, 10047, 10052, 10053, 10054, 10055, 10101, 10108, 10109, 10147, 10152, 10156, 10157, 10159, 10160, 10203, 10205, 10254, 10302, 10900, 10990, 10998
47	Teacher, Communication and Audio/Visual Technology	Y	TCH	11002, 11051, 11052, 11054, 11055, 11056, 11101, 11102, 11103, 11104, 11105, 11149, 11153, 11154, 11155
48	Teacher, Business	Y	TCH	12003, 12004, 12005, 12006, 12007, 12008, 12051, 12052, 12053, 12054, 12056, 12059, 12104
49	Teacher, Marketing	Y	TCH	12151, 12152, 12153, 12154, 12159, 12160, 12162, 12163, 12164, 12166, 12167, 12997, 12999
50	Teacher, Manufacturing	Y	TCH	13002, 13052, 13099, 13101, 13203, 13204, 13205, 13207, 13901
51	Teacher, Health Care Sciences	Y	TCH	14001, 14002, 14021, 14051, 14052, 14053, 14054, 14055, 14056, 14057, 14060, 14061, 14062, 14063, 14102, 14105, 14151, 14152, 14153, 14154, 14157, 14199, 14251, 14252, 14254, 14255, 14299, 14900
52	Teacher, Public, Protective, And Government Services	Y	TCH	15051, 15055, 15101, 15152
53	Teacher, Hospitality and Tourism	Y	TCH	16001, 16051, 16052, 16103, 16151, 16152, 16999
54	Teacher, Architecture and Construction	Y	TCH	17002, 17003, 17007, 17008, 17009, 17056, 17058, 17101, 17102, 17105, 17106, 17998
55	Teacher, Agriculture, Food, and Natural Resources	Y	TCH	18001, 18002, 18003, 18051, 18052, 18054, 18056, 18101, 18102, 18104, 18105, 18201, 18204, 18301, 18302, 18308, 18401, 18402, 18403, 18404, 18501, 18502, 18504, 18549
56	Teacher, Human Services	Y	TCH	19001, 19101, 19102, 19105, 19107, 19151, 19153, 19154, 19199, 19201, 19900, 19901, 19903, 19904, 19905, 19906, 19998, 19999
57	Teacher, Family and Consumer Sciences	Y	TCH	19251, 19253, 19254, 19255, 19257, 19258, 19259, 19260, 19261, 19262, 19263, 19299
58	Teacher, Transportation, Distribution and Logistics	Y	TCH	20052, 20053, 20101, 20102, 20104, 20105, 20107, 20109, 20110, 20111, 20114, 20117, 20120, 20151, 20901, 20902, 20903, 20904, 20998, 20999
59	Teacher, Engineering and Technology	Y	TCH	21001, 21002, 21003, 21004, 21005, 21006, 21007, 21008, 21009, 21010, 21015, 21016, 21017, 21018, 21019, 21021, 21022, 21023, 21047, 21049, 21051, 21052, 21053, 21054, 21055, 21058, 21059, 21062, 21099, 21101, 21102, 21103, 21106, 21107, 21149, 21901, 21999
60	Teacher, Miscellaneous classes	Y	TCH	22001, 22003, 22004, 22005, 22006, 22007, 22052, 22053, 22054, 22101, 22103, 22104, 22106, 22109, 22110, 22111, 22112, 22113, 22151, 22153, 22250, 22254, 22900, 22901, 22902, 22903, 22904, 22905, 22906, 22907, 22908, 22909, 22910, 22911, 22995, 22997, 22998, 22999
61	Teacher, Career Exploration/Development	Y	TCH	22251, 22252, 22253
62	Teacher, World language - American Sign Language	Y	TCH	24850, 24851, 24852, 24853, 24854, 24855, 24856, 24858, 24861, 24866
63	Teacher, World language - American Indian	Y	TCH	24900, 24901, 24902, 24903, 24904, 24905, 24906, 24907, 24908, 24909, 24910, 24911, 24912, 24913, 24916, 24917
64	Teacher, World language - Arabic	Y	TCH	24750, 24751, 24752, 24753, 24754, 24755, 24756, 24757, 24758, 24759, 24760, 24761, 24762, 24763, 24766, 24767, 24768
65	Teacher, World language - Classical Greek	Y	TCH	24370, 24372, 24373, 24374, 24375, 24376, 24381, 24382
66	Teacher, World language - Classical Hebrew	Y	TCH	24390, 24391, 24392, 24393, 24394, 24395, 24396, 24399
67	Teacher, World language - Chinese	Y	TCH	24400, 24401, 24402, 24403, 24404, 24405, 24406, 24407, 24408, 24409, 24410, 24411, 24412, 24413, 24414, 24416, 24417, 24418, 24420
68	Teacher, World language - Filipino	Y	TCH	24600, 24601, 24602, 24603, 24604, 24605, 24606, 24607, 24608, 24609, 24610, 24611, 24612, 24616, 24617
69	Teacher, World language - French	Y	TCH	24100, 24101, 24102, 24103, 24104, 24105, 24106, 24107, 24108, 24109, 24110, 24111, 24112, 24113, 24114, 24116, 24117, 24118, 24149
70	Teacher, World language - German	Y	TCH	24250, 24251, 24252, 24253, 24254, 24255, 24256, 24257, 24258, 24259, 24260, 24261, 24262, 24263, 24264, 24266, 24267, 24268
71	Teacher, World language - Greek	Y	TCH	24300, 24301, 24302, 24303, 24304, 24305, 24306, 24307, 24308, 24309, 24310, 24311, 24312, 24316, 24317
72	Teacher, World language - Hebrew	Y	TCH	24700, 24701, 24702, 24703, 24704, 24705, 24706, 24707, 24708, 24709, 24710, 24711, 24712, 24713, 24716, 24717
73	Teacher, World language - Italian	Y	TCH	24150, 24151, 24152, 24153, 24154, 24155, 24156, 24157, 24158, 24159, 24160, 24161, 24162, 24163, 24164, 24166, 24167, 24168
74	Teacher, World language - Japanese	Y	TCH	24451, 24452, 24453, 24454, 24455, 24456, 24457, 24458, 24459, 24460, 24461, 24462, 24463, 24464, 24466, 24467, 24468

Position Code	Position Description	License Required	Position Type	Details or relevant SCED codes
75	Teacher, World language - Korean	Y	TCH	24500, 24501, 24502, 24503, 24504, 24505, 24506, 24507, 24508, 24509, 24510, 24511, 24512, 24513, 24516, 24517
76	Teacher, World language - Latin	Y	TCH	24340, 24342, 24343, 24344, 24345, 24346, 24350, 24351, 24352, 24355
77	Teacher, World language - Portuguese	Y	TCH	24200, 24201, 24202, 24203, 24204, 24205, 24206, 24207, 24208, 24209, 24210, 24211, 24212, 24213, 24216, 24217
78	Teacher, World language - Russian	Y	TCH	24650, 24651, 24652, 24653, 24654, 24655, 24656, 24657, 24658, 24659, 24660, 24661, 24662, 24663, 24666, 24667, 24668, 24699
79	Teacher, World language - Spanish	Y	TCH	24050, 24051, 24052, 24053, 24054, 24055, 24056, 24057, 24058, 24059, 24060, 24061, 24062, 24063, 24064, 24065, 24066, 24067, 24068
80	Teacher, World language - Swahili	Y	TCH	24800, 24801, 24802, 24803, 24804, 24805, 24806, 24807, 24808, 24809, 24810, 24811, 24812, 24816, 24817, 24818
81	Teacher, World language - Turkish	Y	TCH	24970, 24971, 24972, 24973, 24974, 24975, 24976, 24977
82	Teacher, World language - Vietnamese	Y	TCH	24550, 24551, 24552, 24553, 24554, 24555, 24556, 24557, 24558, 24559, 24560, 24561, 24562, 24566, 24567
83	Teacher, World language - other	Y	TCH	24039, 24040, 24042, 24043, 24999
84	Assistant Principal - Elementary	Y	ADMIN	
85	Assistant Principal - Middle	Y	ADMIN	
86	Assistant Principal - Secondary	Y	ADMIN	
87	Assistant Superintendent	Y	ADMIN	
88	Athletic and/or Student Activities Director	Y	ADMIN	
89	Bus Driver	N	TRANS	
90	Deputy Superintendent	Y	ADMIN	
91	English As A Second Language (Elem.)	Y	ADMIN	
92	English As A Second Language (Secondary)	Y	ADMIN	
93	Facilities - coordinators, supervisors, personnel	N	NLP	Include: custodians and other specific trades who contribute to the upkeep of the physical buildings
94	Gifted Education	Y	ADMIN	
95	Library Media Specialist - Elementary	Y	ADMIN	
96	Library Media Specialist - Middle	Y	ADMIN	
97	Library Media Specialist - Secondary	Y	ADMIN	
98	Mathematics Specialist - Elementary	Y	ADMIN	
99	Mathematics Specialist - High	Y	ADMIN	
100	Mathematics Specialist - Middle	Y	ADMIN	
101	Non-Teaching Assignment - Monitors	N	NLP	non-teaching assignment with supervisory responsibilities (i.e. ISS monitors or division-hired safety/security)
102	Non-Teaching Assignment - other	Y	ADMIN	
103	Principal - Elementary	Y	ADMIN	
104	Principal - Middle	Y	ADMIN	
105	Principal - Secondary	Y	ADMIN	
106	Reading Specialist - Elementary	Y	ADMIN	
107	Reading Specialist - High	Y	ADMIN	
108	Reading Specialist - Middle	Y	ADMIN	
109	School Counselor - Elementary	Y	ADMIN	
110	School Counselor - Middle	Y	ADMIN	
111	School Counselor - Secondary	Y	ADMIN	
112	Special Education Coordinator	Y	ADMIN	
113	Superintendent	Y	ADMIN	
114	Central Office Administrators	N	NLP	<p>Include: other persons with division-wide responsibilities; such as accountants, auditors, business managers, facilities managers, technology or information system administrators, or supervisors of transportation, food services, or security</p> <p>Exclude: supervisors of instructional coordinators, supervisors of counselors, and supervisors of student support staff. (These staff are reported under "student support services staff")</p>

Position Code	Position Description	License Required	Position Type	Details or relevant SCED codes
115	Central Office Instructional coordinators and Supervisors	N	NLP	<p>Include: supervisors of educational television staff; coordinators and supervisors of audiovisual services; curriculum coordinators or supervisors and in-service training staff, including teacher mentors; Title I coordinators and home economics supervisors; and supervisory staff engaged in development of computer-assisted instruction</p> <p>Exclude: school-based department chairpersons (these individuals are reported under “school administrator.”)</p>
116	Student Support Services Personnel	N	NLP	<p>Professional staff members whose activities are concerned with the direct support of students and who nurture, but do not instruct students.</p> <p>Include: attendance officers; staff providing health (to include school level nurses), speech pathology, audiology, or social services; and supervisors of the preceding staff</p>
117	Instructional Aides and Paraprofessionals (ALL PROGRAMS)	N	AIDE	
118	Library and Media Support Staff, Central Office and School-Based	N	NLP	Staff member who renders other professional library and media services. Duties of these staff members include selecting, preparing, caring for, and making available to instructional staff, equipment, films, filmstrips, transparencies, tapes, TV programs, and similar materials maintained separately or as part of an instructional materials center. Include activities in the audiovisual center, TV studio, related work-study areas, and services provided by audiovisual personnel.
119	Administrative Support Staff, Central Office ONLY	N	NLP	Staff members providing direct support to LEA administrators, business office support, data processing, secretarial and other clerical staff; staff implementing software solutions and staff providing hardware and software maintenance and data user support
120	Administrative Support Staff, School-Based ONLY	N	NLP	Staff whose activities are concerned with support of the teaching and administrative duties of the office of the principal or department chairpersons. Include: clerical staff and secretaries
121	All Other Support Staff, Central Office and School-Based	N	NLP	<p>Support staff not reported in instructional or student support</p> <p>Include: employees such as plant and equipment maintenance, and food service workers.</p>
122	Recreation/Therapeutic Recreations Specialists	N	NLP	<p>Recreation and therapeutic recreation specialists (PEANDREC) – provide the following services to children with disabilities:</p> <ul style="list-style-type: none"> • Special physical education, adaptive physical education, movement education, or motor development to children and youth with disabilities; and/or • Assessment of leisure function; • Therapeutic recreation services; • Recreation programs in schools and community agencies; and • Leisure education.
123	Psychologists	N	NLP	<p>Psychologists (PSYCH) - provide the following services to children with disabilities or in evaluations for special education eligibility:</p> <ul style="list-style-type: none"> • Administering psychological and educational tests, and other assessment procedures; • Interpreting assessment results; • Obtaining, integrating, and interpreting information about child behavior and conditions relating to learning; • Consulting with other staff members in planning school programs to meet the special needs of children as indicated by psychological tests, interviews, direct observations, and behavioral evaluations; • Planning and managing a program of psychological services, including psychological counseling for children and parents; and • Assisting in developing positive behavioral intervention strategies.
124	School Social Workers	N	NLP	<p>Social workers (SOCIALWORK) - provide the following services to children with disabilities:</p> <ul style="list-style-type: none"> • Preparing a social or developmental history on a child with a disability; • Group and individual counseling with the child and family; • Working in partnership with parents and others on those problems in a child’s living situation (home, school, and community) that affect the child’s adjustment in school; • Mobilizing school and community resources to enable the child to learn as effectively as possible in his or her educational program; and • Assisting in developing positive behavioral intervention strategies.

Position Code	Position Description	License Required	Position Type	Details or relevant SCED codes
125	Occupational Therapists	N	NLP	Occupational therapists (OCCTHERAP) - provide the following services to children with disabilities: <ul style="list-style-type: none"> • Improving, developing or restoring functions impaired or lost through illness, injury, or deprivation; • Improving ability to perform tasks for independent functioning if functions are impaired or lost; and • Preventing, through early intervention, initial or further impairment or loss of function.
126	Audiologists	N	NLP	Audiologists (AUDIO) - provide the following services to children with disabilities: <ul style="list-style-type: none"> • Identification of children with hearing loss; • Determination of the range, nature, and degree of hearing loss, including referral for medical or other professional attention for the habilitation of hearing; • Provision of habilitative activities, such as language habilitation, auditory training, speech reading (lip-reading), hearing evaluation, and speech conservation; • Creation and administration of programs for prevention of hearing loss; • Counseling and guidance of children, parents, and teachers regarding hearing loss; and • Determination of the children's needs for group and individual amplification, selecting and fitting an appropriate aid, and evaluating the effectiveness of amplification.
127	School Nurse	N	NLP	
128	Medical/Nursing Services Staff	N	NLP	Medical/Nursing service staff (MEDNURSE) – personnel who provide medical and nursing services including: <ul style="list-style-type: none"> • Medical services for diagnostic and evaluation purposes provided to determine whether a child has a disability and the nature and extent of the special education and related services that the child needs. • Nursing services designed to enable a child with a disability to receive FAPE as described in the child's IEP, with the exception of services related to medical devices that are surgically implanted (e.g., cochlear implants).
129	Physical Therapists	N	NLP	Physical therapists (PHYSTHERAP) - provide the following services to children with disabilities: <ul style="list-style-type: none"> • Screening, evaluation, and assessment of children to identify movement dysfunction; • Obtaining, interpreting, and integrating information appropriate to program planning to prevent, alleviate, or compensate for movement dysfunction and related functional problems; and • Providing individual and group services or treatment to prevent, alleviate, or compensate for movement dysfunction and related functional problems.
130	Counselors and Rehabilitation Counselors	N	NLP	Counselors and rehabilitation counselors (COUNSELOR) – provide the following services to children with disabilities: <ul style="list-style-type: none"> • Guide individuals, families, groups, and communities by assisting them in problem solving, decision-making, discovering meaning, and articulating goals related to personal, educational and career development. • Provide services in individual or group sessions that focus specifically on career development, employment preparation, achieving independence, and integration in the workplace and community of a student with a disability. • Vocational rehabilitation services provided to a student with disabilities by vocational rehabilitation programs funded under the Rehabilitation Act of 1973, as amended.
131	Interpreters	N	NLP	Interpreters (INTERPRET) - provide services to children who are deaf or hard of hearing, including: <ul style="list-style-type: none"> • Oral transliteration services; • Cued language transliteration services; and • Sign language interpreting services.
132	Speech-Language Pathologists	N	NLP	Speech-language pathologists (SPEECHPATH) - provide the following services to children with disabilities: <ul style="list-style-type: none"> • License Required By VA Board Of Audiology & Speech-Language Pathology • Identification of children with speech or language impairments; • Diagnosis and appraisal of specific speech or language impairments; • Referral for medical or other professional attention necessary for the habilitation of speech or language impairments; • Provision of speech and language services for the habilitation or prevention of communicative impairments; and • Counseling and guidance of parents, children, and teachers regarding speech and language impairments.

Position Code	Position Description	License Required	Position Type	Details or relevant SCED codes
133	Orientation and Mobility Specialists	N	NLP	<p>Orientation and mobility specialists (ORIENTMOBIL) – personnel who provide orientation and mobility services including:</p> <ul style="list-style-type: none"> • Services provided to blind or visually impaired students by qualified personnel to enable those students to attain systematic orientation to and safe movement within their environments in school, home, and community; and • Teaching students the following, as appropriate: <ul style="list-style-type: none"> o Spatial and environmental concepts and use of information received by the senses (such as sound, temperature and vibrations) to establish, maintain, or regain orientation and line of travel (e.g., using sound at a traffic light to cross the street); o To use the long cane or a service animal to supplement visual travel skills or as a tool for safely negotiating the environment for students with no available travel vision; o To understand and use remaining vision and distance low vision aids; and o Other concepts, techniques, and tools.
134	Special Education Paraprofessionals for Ages 3-5	N	AIDE	Staff members employed or contracted to provide special education and related services to children with disabilities ages 3 through 5 regardless of the funding source (i.e., Part B, State, and Local), including personnel employed by private agencies.
135	Special Education Paraprofessionals for Ages 6-21	N	AIDE	Staff members employed or contracted to provide special education and related services to children with disabilities ages 6 through 21 regardless of the funding source (i.e., Part B, State, and Local), including personnel employed by private agencies.
136	Teacher, Special Education not assigned to a specific grade-level or course	Y	TCH	
137	Teacher, Title I not assigned to a specific grade-level or course	Y	TCH	
138	Instructional Technology Resource Teacher (ITRT)	N	NLP	Includes data coaches, or other personnel who train teachers to integrate technology and software into their classrooms
139	Car and/or Van Driver	N	TRANS	
140	Licensed Behavior Analysts	Y	ADMIN	
141	Licensed Assistant Behavior Analysts	Y	ADMIN	
142	Other Licensed Health and Behavioral Positions	Y	ADMIN	

POSITION AND EXITS COLLECTION

Reason For Leaving Codes

Code	Description
1	Retirement
2	Family/personal considerations (health, caring for others, career break, or other)
3	Family/personal relocation
4	Demanding workload/too prescriptive
5	Dissatisfaction with administrator/supervisor
6	Dissatisfaction with school or division climate: discipline/classroom control
7	Dissatisfaction with school or division climate: duties incompatible with educational training
8	Dissatisfaction with school or division climate: salary/compensation
9	Outside pressure from parents, community, social media
10	Employment in the education field/accepted another job in a Virginia public school division
11	Employment in the education field-accepted a position in a non-VA public school or out-of-state
12	Employment outside of the field of education
13	Accepted a non-teaching position within the same division
14	Reduction in force/layoff
15	Certification issue/lost credential
16	Nonrenewal or termination
17	Death
18	Housing (Distance, Cost, Location, Other)