

PROPOSED ALLOWANCES FOR EACH DIRECT CARE JOB CODE SCIS METHODOLOGY			
Job Code	Position Title	Definition	Standard Allowance Calculation
EARLY CHILDHOOD & SPECIAL EDUCATION INSTRUCTIONAL STAFF			
218	Teacher: Special Education	A certified teacher who provides specialized instruction to students with disabilities.	Number of special education teachers is derived directly from the approval letter (for 10-month and ESY sessions).
260	Teacher: Early Childhood (New Title – Replacing previous 260)	A certified teacher holding a teaching license or certificate valid for service in the early childhood grades pursuant to Part 80 of the Regulations of the Commissioner of Education. (New Definition)	Number of early childhood teachers is derived directly from the approval letter (for 10-month and ESY sessions).
224	Teacher – Substitute	An individual who covers for teacher extended or periodic absences during school days. This individual is assigned to provide direct instruction to students on a temporary basis in place of the regularly appointed teacher who is absent but is expected to return. This position must be maintained on payroll records. This position must comply with sections 80-5.4 of the Regulations of the Commissioner of Education (New Definition)	Standard Allowance Calculation: (1) Allow up to one day of coverage per teacher, per month program is in operation (10 or 12 months) (2) If classroom teacher attends IEP meetings: also allow 2.5 hours coverage per student per year. No double-dipping with IEP coordinator position.
228	Teacher Aide	Assists teachers in non-teaching duties such as managing records, materials and equipment, attending to the physical needs of students and supervising students. <u>This position does not require certification.</u> (Amended Definition)	
232	Teaching Assistant	An individual who under the supervision of a certified teacher, assists in duties such as working with individual students or groups of students on special instructional projects, providing teachers with information about students, assisting students in the use of instructional resources, assisting teachers in the development of instructional materials and assisting in instructional programs. Level I, II or III certification requirements apply pursuant to Part 80 of the Regulations of the Commissioner of Education. (Amended Definition)	Number of aides and assistants is derived directly from the approval letter (for 10-month and ESY sessions). 1:1 aides are not included here (they are reported in STAC only).
230	Teacher Aide/ Assistant Substitute	An individual who covers <del>sick days of</del> for teacher aide or teacher assistant personnel <u>absences during school days and must be maintained on payroll records. This is not a permanent position, but it is maintained on payroll records.</u> This position does not require certification.	Allow up to one day of coverage per classroom aide or assistant, per month program is in operation (10 or 12 months)
RELATED SERVICE STAFF - <i>Caseload must result in related service provision efficiency. Consideration should be given to staffing of multi-site programs.</i> The program's Executive Director is responsible for ensuring that staff assigned to any/all functions in this category operate in alignment with their specific licensure requirements as per the Office of Professions.			
318	Psychiatrist (Consulting- For SED Only)	Licensed as a physician by SED and certified or eligible to be certified by the American Board of Psychiatry and Neurology. Responsible for providing psychiatric services, including diagnosis and prognosis for purposes of determining appropriate placement services. Also counsels other appropriate staff regarding provision of individual therapy. (Use of this title for SED is limited to diagnostic and consulting psychiatric services and not for the direct clinical provision of psychiatric services. The consulting services must be required to support participation in the SED educational program, and not overlap with time appropriated for OMH or other clinical programs.)	Use is limited by revised job code. Adopts the school age allowance of 0.14 position for every 50 identified PSWDs with IEP documented psychiatric needs.

COUNSELING			
321	Psychologist/ Behavior Specialist: Licensed	Licensed as a psychologist by SED. Performs duties associated with the diagnosis and treatment of persons, including administering and interpreting projective and other psychological tests.	<p>The counseling positions will be calculated on a combined basis based on:</p> <ol style="list-style-type: none"> <li>(1) the number of IEP related service mandates;</li> <li>(2) the number of hours needed to complete other documented functions: parent training, BIP development, student observation and data collection, and crisis/emergency interventions.</li> </ol> <p><u>Standard Allowance Calculation</u> Counselors who do not travel are expected to provide 9 RS sessions daily; Counselors who do travel are expected to provide 8 RS sessions daily.</p> <p>Lunch and other required work (session notes, annual reports, progress monitoring) must be done during non-instructional time (estimated ≥2 hrs daily for full-time).</p> <p>There should not be overlap in the specific assignment of staff assigned to one of these six codes and staff allotted to the Behavior Specialist, Master's Level, Non-Psychologist positions.</p> <p>As the positions will be calculated on a combined basis, the most economical salary position will be used as the basis for the cost projection.</p>
322	Psychologist/ Behavior Specialist: Master's Level	Individuals who have at least a Master's degree in psychology working in accordance with the exemptions found in Article 153, Title 8 of the Education Law.	
3XX	<u>School Psychologist (Under Consideration)</u>	<u>An individual who is certified as a school psychologist who assists in the implementation of positive behavioral interventions, supports and services. (Under Consideration)</u>	
3XX	<u>School Social Worker (Under Consideration)</u>	<u>An individual who is certified as a school social worker who assists in the implementation of positive behavioral interventions, supports and services, may provide individual and group counseling, and family outreach and parent training. (Under Consideration)</u>	
324	Social Worker – Licensed (LMSW, LCSW)	Individuals, who are licensed in this discipline by SED and who are engaged in the provision of routine social work. LCSW must meet the additional educational experience and examination requirements as mandated.	
325	Social Worker – Master's Level(MSW)	Individuals with a Master's degree in social work who are not licensed by SED but who are engaged in the provision of routine social work.	
OCCUPATIONAL THERAPY			
333	Occupational Therapist	Individual licensed in this discipline by NYSED	<p>The Occupational Therapist and Occupational Therapist Assistant positions will be calculated on a combined basis based on:</p> <ol style="list-style-type: none"> <li>(1) the number of IEP RS mandates.</li> </ol> <p><u>Standard Allowance Calculation</u> Therapists who do not travel are expected to provide 9 RS daily; Therapists who do travel are expected to provide 8 RS sessions daily.</p> <p>Lunch and other required work (session notes, annual reports, progress monitoring) must be done during non-instructional time (estimated ≥ 2 hrs daily for full time).</p> <p>Although these positions will be calculated on a combined basis, salary level will be assigned based on the Occupational Therapist position title code 333.</p>
33X	<u>Occupational Therapist Assistant (New Position)</u>	<u>A person licensed or otherwise authorized to provide occupational therapy services under the direction and supervision of an occupational therapist or licensed physician and perform client related activities assigned by the supervising occupational therapist or licensed physician. (New Position)</u>	

PHYSICAL THERAPY			
334	Physical Therapist	Individual licensed in this discipline by NYSED	<p>The Physical Therapist and Physical Therapist Assistant positions will be calculated on a <u>combined</u> basis based on:</p> <p>(1) the number of IEP RS mandates.</p> <p><u>Standard Allowance Calculation</u> Therapists who do not travel are expected to provide 9 RS daily; Therapists who do travel are expected to provide 8 RS sessions daily. Lunch and other required work (session notes, annual reports, progress monitoring) must be done during non-instructional time (estimated ≥ 2 hrs daily for full time).</p> <p>Although these positions will be calculated on a combined basis, salary level will be assigned based on the Physical Therapist position title code 334.</p>
33X	Physical Therapist Assistant (New Position)	A person certified to work under the supervision of a licensed physical therapist performing such patient related activities as are assigned by the supervising physical therapist to assist patients/students in reaching treatment goals. (New Position)	
SPEECH THERAPY			
335	Speech Therapist	Individuals licensed in this discipline may provide related services to preschool students with a disability. If the services are provided in a center-based program, the individual must also be certified as a Teacher of the Speech & Hearing Handicapped (TSHH) or Teacher of Students with Speech & Language Disabilities (TSSLD)	<p>The Speech Therapist and Teacher – Speech Certified positions will be calculated on a <u>combined</u> basis based on:</p> <p>(1) the number of IEP RS mandates.</p> <p><u>Standard Allowance Calculation</u> Therapists/TSHH or TSSLD who do not travel are expected to provide 9 RS daily; Therapists/TSHH or TSSLD who do travel are expected to provide 8 RS sessions daily. Lunch and other required work (session notes, annual reports, progress monitoring) must be done during non-instructional time (estimated ≥ 2 hrs daily for full time).</p> <p>Although these positions will be calculated on a combined basis, salary level will be assigned based on the position code reported by the provider.</p>
225	Teacher – Speech Certified	Certified as Teacher of Speech and Hearing Handicapped or Teacher of Deaf and Hearing Impaired.	
OTHER THERAPY			
332	Creative Arts Therapist	Provide, supervise or direct professional activity or creative arts therapy services (music, art, dance, etc.) and hold at least a Bachelor's degree and, where applicable, are certified by SED or a recognized national professional organization.	<p>The Creative Arts Therapist and Therapy/Activity Assistant: Other (which may include: Assistive Technology Services, Audiology Interpreter, Music Therapy, Orientation and Mobility, Play Therapy) positions will be calculated on an <u>individual</u> basis based on:</p> <p>(1) the number of IEP RS mandates.</p> <p><u>Standard Allowance Calculation</u> Therapists who do not travel are expected to provide 9 RS daily; Therapists who do travel are expected to provide 8 RS sessions daily</p>
337	Therapy/Activity Assistant: Other	An individual performing other therapy or activity functions under the supervision of a teacher, therapist, or licensed physician.	

Whole Class Inclusion Supports			
	Licensed or Certified Professional Staff	<u>Communication and Language Development</u> (allowable PTC 335 & 225)  <u>Fine Motor and Sensory Integration</u> (allowable PTC 333 & 33X)  <u>Classroom Behavior Management Systems</u> (PTC 321, 322, 324, 325, 3XX)	Up to 4 hours per month per class for any or all of the three areas of need.
Other Direct Care Positions – To Perform Required Functions			
	<b>3XX</b>  <u>Behavior Specialist, Master's Level, Non-Psychologist</u> (Under Consideration)	<u>An individual with at least a Master's degree who develops, monitors, implements, and coaches other direct care staff in implementing positive behavioral interventions, supports and services.</u> (Under Consideration)	<p>The Behavior Specialist, Master's Level, Non-Psychologist positions will be calculated based on:</p> <ol style="list-style-type: none"> <li>(1) students with Behavior Management Plans (BIPs) or intensive management needs on the IEP; and</li> <li>(2) number of emergency interventions per week</li> <li>(3) IEP mandated parent training.</li> </ol> <p><u>Standard Allowance Calculation</u> One hour per week per student with a BIP, plus one hour per week per emergency intervention, plus hours providing IEP mandated parent training.</p> <p>May not double count functions previously reported in a counseling position.</p>
	<b>243</b>  Behavior Support Staff	An individual with less than a Master's degree who assists in the implementation of positive behavioral interventions, supports and services under the direct supervision of a certified teacher or code 338.	Allow one Behavior Support Staff position for every 18 students with Behavior Management Plans (BIPs) and/or primary behavior management needs described on their IEPs, IF the students do <u>not</u> have 1:1 aides as per their IEPs.
	<b>342</b>  Clinical Coordinator	Responsible for overseeing clinical aspects of the program, including staff supervision and case review.	Allow one clinical coordinator per 8 full time therapist positions (or equivalent).
	<b>238</b>  IEP Coordinator	A certified or licensed individual in one of the specified job titles who is responsible for ensuring IEPs are implemented as written and all service providers are aware of their IEP responsibilities and functions as a liaison to the CPSE.	<ol style="list-style-type: none"> <li>(1) Allow 2.5 hrs coverage per student per year to attend CSE meetings, but no double-counting with Teacher Substitute calculation.</li> <li>(2) Allow an additional 5 hrs (10 month) or 6 hours (12 month) per student per year for other IEP coordination duties.</li> </ol>
	<b>315</b>  Nurse Practitioner/ Nursing Supervisor	Licensed professional nurse who has advanced certification through the American Nurses Association in a clinical specialty area or who has completed a program registered by the SED and received a certification of completion in clinical specialty area relevant to the treatment of the disability being treated.	Not all programs will qualify for a nurse position. Only programs with PSWDs having medical needs per IEP not met by district-provided 1:1 nurses will be given consideration.
	<b>316</b>  Nurse – Licensed Practical	Licensed as a practical nurse by the SE. Under the supervision of a supervisory nurse or registered nurse, the LPN administers prescribed medication and treatment to persons and assists in carrying out the planned health care program and maintenance of health records.	The program must demonstrate efficiency in grouping students with nursing service in as few sites as possible, and there must be evidence of communication with CPSEs regarding whether students are better served by a school nurse (this position) or 1:1 nursing service.
	<b>317</b>  Nurse – Registered (RN)	Licensed as a registered nurse by SED. Under the supervision of a physician or a supervising nurse, this person provides direct treatment and dispenses prescribed medication. (The supervision requirement above does not apply to SED)	No Standard Allowance, case by case determination requiring SED approval.

215	Supervising Teacher	Provides for direct supervision of teachers. <u>The staff member may serve up to 25% of their assignment (10 periods/week) in an administrative or supervisory position without possessing administrative certification. The staff member must additionally provide instruction (i.e. function as classroom teacher, itinerant teacher, consultant teacher, resource room teacher, or SEIT), or perform another direct care function (such as IEP coordinator, curriculum coordinator) for minimum of 50% if their remaining assignment. [Pursuant to Part 80 of the Regulations of the Commissioner of Education, a school administrator and supervisor serving greater than 25% (10 periods/weeks) of his or her assignment in any administrative or supervisory position must have valid administration certification.]</u> (Amended Definition)	Allow ≤ one 0.25 supervising teacher position(s) for every 10 classes and if the program can demonstrate greater than or equal to the same number of positions meeting the qualifications required of certified administrator or supervisor.
237	Curriculum Coordinator	A certified administrator or certified Special Education teacher with five years teaching experience who is knowledgeable about the New York State Learning Standards and responsible for ensuring that the program's curriculum is developed and aligned to such Standards. Monitors implementation of the curriculum, oversees curriculum training, and any curriculum adaptations.	Allow 1 curriculum coordinator position for every 10 classrooms. <u>Note:</u> if a program employs an IEP coordinator or an educational director, the curriculum coordinator will not be allowed if those other positions include the same responsibilities and/or their schedules do not meet an efficiency standard.
347	Staff Training: (Program/Site; OPWDD & SED only)	A certified or licensed individual in one of the specified job titles who is responsible for providing in-class training by modeling specific strategies and/or techniques and interacting with teaching staff and preschool students during the instructional day. The individual is responsible for training of participant care staff in the areas of counselling, record keeping, case management, etc.	Allow 1 hour per class per week (for both 10- and 12-month classes)
263	Teacher – Blind and/or Deaf (SED Only)	Teacher who provides special education services to students with disabilities who are blind and/or deaf. Job titles include teachers certified as Teacher of the Blind and Partially Sighted, Teacher of the Visually Impaired, Teacher of the Deaf, Teacher of the Hard of Hearing, or Teacher of the Deaf/Blind.	Teacher – Blind and/or Deaf positions would be based on: (1) the number of IEP RS mandates.  <u>Standard Allowance Calculation</u> Teacher – Blind and/or Deaf who do not travel are expected to provide 9 RS daily; Teacher – Blind and/or Deaf who do travel are expected to provide 8 RS sessions daily.
2XX	Teacher – Bilingual Special Education (Under Consideration)		Number of bilingual special education teachers is derived directly from the approval letter (for 10-month and ESY sessions).
3XX	Speech Therapist – Bilingual (Under Consideration)		The Speech Therapist – Bilingual would be based on: (2) the number of IEP RS mandates.  <u>Standard Allowance Calculation</u> Speech Therapist – Bilingual who do not travel are expected to provide 9 RS daily; Speech Therapist – Bilingual who do travel are expected to provide 8 RS sessions daily.