

## Selected Function Definitions from OCAS Manual

1000\* INSTRUCTION. Instruction includes the activities dealing directly with the interaction between teachers and students. Teaching may be provided for students in a school classroom, in another location such as a home or hospital, and in other learning situations such as those involving co-curricular activities. It may also be provided through some other approved medium such as television, radio, telephone, correspondence, and other educational or assistive technology devices. Included here are the activities of teacher assistants of any type (clerks, graders, teaching machines, etc.) which assist in the instructional process. The activities of tutors, translators, and interpreters would be recorded here. Also, include department chairpersons who teach for any portion of time. Tuition/transfer fees paid to other LEAs would be included here.

2000 SUPPORT SERVICES. Support services provide administrative, technical (such as guidance and health), and logistical support to facilitate and enhance instruction. These services exist as adjuncts for fulfilling the objectives of instruction, community services, and enterprise programs, rather than as entities within themselves.

2100 SUPPORT SERVICES—STUDENTS. Activities designed to assess and improve the well-being of students and to supplement the teaching process.

2110 Attendance and Social Work Services. Those activities which are designed to improve pupil attendance at school and which attempt to prevent or solve pupil problems involving the home, the school, and the community. 2112\* Attendance Services. Activities such as prompt identification of patterns of nonattendance, promotion of positive attitudes toward attendance, analysis of causes of nonattendance, early action on problems of nonattendance, and enforcement of compulsory attendance laws. 2113\* Social Work Services. Activities such as investigating and diagnosing pupil problems arising out of the home, school, or community; casework and group-work services for pupils and parents; interpreting the problems of pupils for other staff members; and effectively promoting change in the circumstances surrounding an individual student which are related to his/her problem in so far as the resources of the family, school, and community can be brought to bear upon the problem.

2120\* Guidance Services. Those activities of counseling pupils and parents; providing consultation with other staff members on learning problems; assisting pupils in personal and social development; assessing the abilities of pupils; assisting pupils as they make their own educational and career plans and choices; providing referral assistance; and working with other staff members in planning and conducting guidance programs for pupils.

2130 Health Services. Physical health services which are not directly instructional. Included are activities that provide students with appropriate medical, dental, therapist, nurse services, and other habilitation or rehabilitation health services. 2132\* Medical Services. Activities concerned with the physical and mental health of students such as health appraisals, including screening for vision, communicable diseases, and hearing deficiencies; screening for psychiatric services; periodic health examinations; emergency injury and illness care; communications with parents and medical officials. 2135\* Occupational Therapy. Activities concerned with providing occupational therapy by a qualified

therapist for improving, developing, or restoring functions impaired or lost through illness, etc. These services include assistive technology assessments.

2140\* Psychological Services. Activities concerned with administering psychological tests and interpreting the results; gathering and interpreting information about pupil behavior; working with other staff members in planning school programs to meet the special needs of students as indicated by psychological tests; and behavioral evaluation, planning and managing a program of psychological services including psychological counseling for students, staff, and parents. This includes individual educational testing for evaluation and placement.

2150 Speech Pathology and Audiology Services. Activities which have as their purpose the identification, assessment, and treatment of students with impairments in speech, hearing, and language. 2152\* Speech Pathology Services. Activities that identify children with speech and language disorders; diagnose and appraise specific speech and language disorders; refer problems for medical or other professional attention necessary to treat speech and language disorders; provide required speech treatment services; and counsel and guide children, parents, and teachers as appropriate. These services include assistive technology services. 2153\* Audiology Services. Activities by a qualified audiologist that identify children with hearing loss; determine the range, nature, and degree of hearing function; refer problems for medical or other professional attention appropriate to treat impaired hearing; treat language impairment; involve auditory training, speech reading (lip reading), and speech conversation; create and administer programs of hearing conservation; and counsel guidance of children, parents, and teachers as appropriate.

2170\* Physical Therapy. Activities concerned with providing physical therapy by a qualified therapist for improving, developing, or restoring functions impaired or lost through illness, etc. These services include assistive technology assessments.

2180\* Visually Impaired/Vision Services. Services provided to the Blind and Visually Impaired to provide individualized rehabilitation that result in optimal outcomes for the blind or visually impaired.

2190 Other Support Services—Student. Any other activities designed to assess, enhance the personal excellence, and improve the well-being of students and to supplement the teaching process that cannot be classified above. 2192\* Learning Labs and Educational Enhancement Centers (551052, Mid-Del use only). 2194\* Parental Advisory. Oklahoma Parents as Teachers, Parent Liaisons, and Parent Educators would be coded here. 2199\* Other Support Services—Student. Activities which are considered noninstructional or cannot be classified above. Scholarships, Student Aid, and Homeless expenditures would be coded here.

2200 SUPPORT SERVICES—INSTRUCTIONAL STAFF. Activities associated with assisting the instructional staff with the content and process of providing learning experiences for students.

2210 Improvement of Instruction Services. Those activities which are primarily for assisting instructional staff in planning, developing, and evaluating the process for pupils. These activities include curriculum development, child development, staff training, etc. 2212\* Instruction and Curriculum Development Services. Activities designed to aid teachers in developing the curriculum, preparing and utilizing special curriculum materials, and understanding and appreciating the various techniques which stimulate and motivate students. 2213\* Instructional Staff Training Services. Activities designed to contribute to the professional or occupational growth and competence of members of the instructional staff during the

time of their service to the LEA or school. Among these activities are workshops, demonstrations, school visits, courses for college credit, sabbatical leaves, and travel leaves. Personnel with Function 1000 salaries would be coded here.

2220\* Library/Media Services. Activities concerned with directing, managing, and supervising education media services, as well as such activities as selecting, acquiring, preparing, cataloging, and circulating books and other printed materials; planning for the use of the library by students, teachers, and other members of the instructional staff; and guiding individuals in their use of library books, reference guides and materials, catalog materials, special collections, and other materials, whether maintained separately or as a part of an instructional materials center.

2230\* Instruction-Related Technology. This function encompasses all technology activities and services for the purpose of supporting instruction. Specifically, costs associated with the operation and support of computer learning labs, media center computer labs, instructional technology center, instructional networks, and similar operations should be captured in this code. (Technology used by students in the classroom should be coded to 1000).

2240\* Academic Student Assessment. This function is inclusive of those services rendered for the academic assessment of the student.

2400 SUPPORT SERVICES—SCHOOL ADMINISTRATION. Activities concerned with overall administrative responsibility for a single school or a group of schools.

2410\* Office of the Principal Services. Activities concerned with directing and managing the operation of a particular school or schools. Included are the activities performed by the principal, assistant principals, and other assistants in general supervision of all operations of the school; evaluation of the staff members of the school; assignment of duties to staff members' supervision and maintenance of the school records; and coordination of school instructional activities of the LEA. Clerical staff for these activities are included. Any portion of a day devoted to teaching shall be coded to Function 1000. Head of Charter School would not be coded here but shall be coded to Function 2321.

2490\* Other Support Services—School Administration. Other school services which cannot be recorded under the preceding classifications on expenditures of which the LEA might want to track. Graduation expenses, athletic director, and full-time department chairpersons who are not coded to 1000 would be coded here. Staff awards would be coded here.