



responsibilities

Table of Contents

responsibilities	i
Responsibilities - Quick Reference by Professional or Auxiliary Role ID	1

Responsibilities - Quick Reference by Professional or Auxiliary Role ID

Professional (P) or Auxiliary (A) Role ID Required	Job Duties	Role ID	Service ID	Pop Served	Object Code	Function
	Non-Classroom Responsibilities - Professional and Auxiliary staff		Monthly Minutes, Class ID, Class Type, and Student Count NOT Required			
P	Superintendent	027	SS013000	01	6119	41
P	Assistant Superintendent	004	SS013000	01	6119	12,13,21,31-61,81
P	District Instructional Program Director	012	SS001XXX, SS002000, SS004XXX, SS005XXX, SS006000, SS007000, SS011000	01	6119	12,13,21,31
P	Principal	020	SS003000	01	6119	23
P	Assistant Principal	003	SS003000	01	6119	23
P	Business Manager/CFO - Professional	043	SS013000	01	6119	41
P	Other Business Services Professional (including but not limited to Accounting, Budget, Professional Payroll staff)	112	SS013000	01	6119	
A	Other Business Non-Professional (Accounting clerk, Accounts Payable Clerk, Payroll Clerk, Purchasing Clerk)	201		01	6129	
A	Campus Office /Clerical(Receptionist, Secretary, Certification Specialist, Bookkeeper, Data Clerk, PEIMS Data Clerk, Registrar)	202			6129	
P	Counselor	008	SS007000	01	6119	31
P	Human Resources	045	SS013000	01	6119	41
A	Human Resources Non-Professional (Certification Specialist, HR Specialist)	205			6129	

Professional (P) or Auxiliary (A) Role ID Required	Job Duties	Role ID	Service ID	Pop Served	Object Code	Function
P	District Registrar	055	SS013000	01	6119	23, 41
P	Campus Registrar	055	SS003000	01	6119	23
P	PEIMS Coordinator	106	SS025000	01	6119	
P	Nurse (RN,LVN) - Health Svc	022	SS009000	01	6119	33
P	Librarian Professional	013	SS002000	01	6119	12
A	Library Aide Non-Professional (checks books in/out, re-shelves, etc...)	202			6129	
P	Truant Officer	030	SS020000	01	6119	32
P	Security Professional (Including but not limited to Chief of Police, Investigators, Police Officers)	105	SS021000	01	6119	52
A	Safety/Security Non-Professional	220			6129	
P	Food Service/Cafeteria Professional (Including but not limited to Dietician)	107	SS012000	01	6119	35
A	Child Nutrition Non-Professional	204	SS012000		6129	
P	Athletics Professional (Other than Athletic Director)	109	SS011000	01	6119	36
P	Athletic Director	040	SS011000	01	6119	36
P	Athletic Trainer	056	SS011000	01	6119	36
P	Custodial Professional	110	SS014000	01	6119	51
A	Custodial Non-Professional	213	SS014000	01	6129	51
P	Maintenance Professional	111	SS014000	01	6119	51
A	Maintenance Non-Professional	214	SS014000	01	6129	51
A	Plumber	215	SS014000	01	6129	51
A	Painter	216	SS014000	01	6129	51
A	HVAC	217	SS014000	01	6129	51
A	Electrician	218	SS014000	01	6129	51
A	Warehouse	219		01	6129	
P	Transportation - Professional	108	SS010000	01	6119	34
A	Transportation Non-Professional	221	SS010000	01	6129	34
P	District / Campus Technology Professional (Including but not limited to Program-mer/Analyst, Network Specialist, Database Administrator, PEIMS Coordinator, Other)	106	SS025000	01	6119	

Professional (P) or Auxiliary (A) Role ID Required	Job Duties	Role ID	Service ID	Pop Served	Object Code	Function
A	Campus Technology Specialist	207			6129	
A	Information Technology (Computer Tech, PEIMS Coordinator, Help Desk Tech, Telecommunication Tech)	206			6129	
P	Department Head	054	SS0040XX (Campus) SS0050XX (District) SS006000	01	6119	13, 21
P	Other District Exempt Professional Auxiliary (Professional-level, non-instructional staff who cannot be classified in any other role.)	113			6119	
A	Other Non-Exempt Auxiliary (Volunteers)	222			6129	
Professional (P) or Auxiliary (A) Role ID Required	Classroom Professional		Monthly Minutes, Class ID, Class Type, and Student Count Required	Pop Served	Class Type	Function
P	Occupational Therapist	016	SE000001	06	02	11
P	Speech Pathologist/Therapist	026	SE000002	06	02	11
P	Teacher	087	Course Service ID	*	**	11
P	Teacher (Self-Paced/Online Classroom)	087	SR000005	*	02	11
P	DAEP Teacher of Record	087	Course Service ID	*	02	11
P	Long Term Substitute	047	Course Service ID	*	**	11
P	***WBL Site Coordinator	032	12701300 and/or 12701400	05	01	11
P	Certified Interpreter	036	SA000004			11
P	Head Coach	087	Course Service ID	01	01	11
Classroom Para-Professional or Professional			Monthly Minutes, Class ID, Class Type, and 000 Student Count Required	Pop Served	Class Type	Function
Regular Ed Classroom Aide	033	SA000003		01	01	11
Spec Ed Classroom Aide	033	SA000003		06	**	11
Pull Out Teacher	087	Course Service ID		*	**	11
Floating Sub	047	SR000007		01	01	11
Assistant Coaches	087	Course Service ID		01	01	11

Classroom Para-Professional or Professional		Monthly Minutes, Class ID, Class Type, and 000 Student Count Required	Pop Served	Class Type	Function
Disc Setting/ISS	087	SR000001	01	02	11
DAEP Not Teacher of Record	087	SR000001	01	02	11