



# responsibilities



# Table of Contents

|  |          |
|--|----------|
| <b>responsibilities</b> .....  | <b>i</b> |
| <b>Responsibilities - Quick Reference by Professional or Auxiliary Role ID</b> ..... | <b>1</b> |



# 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          |
|--|---|---------|--|------------|-------------|-------------------|
|  | <b>Non-Classroom Responsibilities - Professional and Auxiliary staff</b>  |         | <b>Monthly Minutes, Class ID, Class Type, and Student Count NOT Required</b>           |            |             |                   |
| 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,<br>SS002000,<br>SS004XXX,<br>SS005XXX,<br>SS006000,<br>SS007000,<br>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        |                   |

| <b>Professional (P) or Auxiliary (A) Role ID Required</b> | <b>Job Duties</b>  | <b>Role ID</b> | <b>Service ID</b> | <b>Pop Served</b> | <b>Object Code</b> | <b>Function</b> |
|---|--|----------------|-------------------|-------------------|--------------------|-----------------|
| 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               |                 |

| <b>Professional (P) or Auxiliary (A) Role ID Required</b> | <b>Job Duties</b>  | <b>Role ID</b>    | <b>Service ID</b>  | <b>Pop Served</b> | <b>Object Code</b> | <b>Function</b> |
|---|--|-------------------|--|-------------------|--------------------|-----------------|
| 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)<br>SS0050XX (District)<br>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               |                 |
| <b>Professional (P) or Auxiliary (A) Role ID Required</b> | <b>Classroom Professional</b>  |                   | <b>Monthly Minutes, Class ID, Class Type, and Student Count Required</b>     | <b>Pop Served</b> | <b>Class Type</b>  | <b>Function</b> |
| 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              |
| <b>Classroom Para-Professional or Professional</b>        |  |                   | <b>Monthly Minutes, Class ID, Class Type, and 000 Student Count Required</b> | <b>Pop Served</b> | <b>Class Type</b>  | <b>Function</b> |
| 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              |

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