



# responsibilities



# Table of Contents

<b>responsibilities</b> .....	i
<b>Responsibilities - Quick Reference by Professional or Auxiliary Role ID</b> .....	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
	<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	SSXXXXXX	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	41
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

<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	Human Resources Non-Professional (Certification Specialist, HR Specialist)	205			6129	
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	SS020000, SS021000	01	6119	52,53
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	11, 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	

<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	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 Programmer/Analyst, Network Specialist, Database Administrator, PEIMS Coordinator, Other)	106	SS015000-SS018000, SS025000	01	6119	53	
A	Campus Technology Specialist	207			6129		
A	Information Technology (Computer Tech, PEIMS Coordinator, Help Desk Tech, Telecommunication Tech)	206			6129		
P	Department Head	054	SS002000, SS004000-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	SS013000, SS023000		6119	11-36, 53, 61	
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-SE000003		06	02	11
P	Teacher	087	Course Service ID (All except invalid: SS001000-SS010000, SS012000-SS019000, SAXXXXXX)		*	**	11, 13
P	Teacher (Self-Paced/Online Classroom)	087	SR000005		*	02	11

<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	DAEP Teacher of Record	087	Course Service ID	*	02	11
P	Long Term Substitute	047	Course Service ID (All except invalid: SS001000-SS010000, SS012000-SS019000, SAXXXXXX)	*	**	11, 13
P	***WBL Site Coordinator	032	Course Service ID (All except invalid: SAXXXXXX, SSXXXXXX, SE000002-SE000006)	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, 12
	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
	Disc Setting/ISS	087	SR000001	01	02	11
	DAEP Not Teacher of Record	087	SR000001	01	02	11