**RESPONSIBILITES**

**Blue is the Professional – requires Role ID**

**Green is the Auxiliary – requires an Auxiliary Role ID**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **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** |  |  |  |
| **Superintendent** | **027** | **SS013000** | **01** | **6119** | **41** |
| **Asst. Superintendent** | **004** | **SS013000** | **01** | **6119** | **12,13,21,31-61,81** |
| **Instructional Administration /**  **District Instructional Program Director** | **012** | **SS001000** | **01** | **6119** | **12,13,21,31** |
| **Principal** | **020** | **SS003000** | **01** | **6119** | **23** |
| **Assistant Principal** | **003** | **SS003000** | **01** | **6119** | **23** |
| **Business Manager/CFO** | **043** | **SS013000** | **01** | **6119** | **41** |
| **Business Services *Professional (including but not limited to Accounting, Budget, Professional Payroll staff)*** | **112** | **SS013000** | **01** | **6119** |  |
| **Business / Finance - (Accounting clerk, Accounts Payable Clerk, Payroll Clerk, Purchasing Clerk)** | **201** |  |  | **6129** |  |
| **Campus Office /Clerical (Receptionist, Secretary, Certification Specialist, Bookkeeper, Data Clerk, PEIMS Data Clerk, Registrar)** | **202** |  |  | **6129** |  |
| **Central Office /Clerical (Receptionist, Secretary)** | **203** |  |  | **6129** |  |
| **Counselor**  ***New rule: If ROLE-ID is "008", then the following must be blank: CLASS-ID-NUMBER, NUMBER-STUDENTS-IN-CLASS, and CLASS-TYPE-CODE.***  ***30090-0104 New rule: If ROLE-ID is "008", then MONTHLY-MINUTES must not be blank.***  ***(See Non-Classroom Responsibility Samples Document for Minutes*** | **008** | **SS007000** | **01** | **6119** | **31** |
| **Human Resources** | **045** | **SS013000** | **01** | **6119** | **41** |
| **Human Resources ( Certification Specialist, Human Resources Specialist)** | **205** |  |  | **6129** |  |
| **Dyslexia – PIC: 36** |  |  |  |  |  |
| **District Registrar** | **055** | **SS013000** | **01** | **6119** | **23, 41** |
| **Campus Registrar** | **055** | **SS003000** | **01** | **6119** | **23** |
| **PEIMS Coordinator** | **106** | **SS025000** | **01** | **6119** |  |
| **Nurse (RN,LVN) – Health Svc** | **022** | **SS009000** | **01** | **6119** | **33** |
| **Librarian** | **013** | **SS002000** | **01** | **6119** | **12** |
| **Truant Officer** | **030** | **SS020000** | **01** | **6119** | **32** |
| **Security (*Including but not limited to Chief of Police, Investigators, Police Officers)*** | **105** | **SS021000** | **01** | **6119** | **52** |
| **Safety/Security** | **220** |  |  | **6129** |  |
| **Food Service/Cafeteria *(Including but not limited to Dietician*)** | **107** | **SS012000** | **01** | **6119** | **35** |
| **Child Nutrition** | **204** |  |  | **6129** |  |
| **Athletics (Other than Athletic Director)** | **109** | **SS011000** | **01** | **6119** | **36** |
| **Athletic Director** | **040** | **SS011000** | **01** | **6119** | **36** |
| **Athletic Trainer** | **056** | **SS011000** | **01** | **6119** | **36** |
| **`Custodial** | **110** | **SS014000** | **01** | **6119** | **51** |
| **Custodial** | **213** |  |  | **6129** | **51** |
| **Maintenance** | **111** | **SS014000** | **01** | **6119** | **51** |
|  |  |  |  |  |  |
| **Maintenance** | **214** |  |  | **6129** | **51** |
| **Plumber** | **215** |  |  | **6129** | **51** |
| **Painter** | **216** |  |  | **6129** | **51** |
| **HVAC** | **217** |  |  | **6129** | **51** |
| **Electrician** | **218** |  |  | **6129** | **51** |
| **Warehouse** | **219** |  |  | **6129** |  |
| **Transportation – to and from school only** | **108** | **SS010000** | **01** | **6119** | **34** |
| **Transportation** | **221** |  |  | **6129** | **34** |
| **District / Campus Technology Professional (*Including but not limited to Programmer/Analyst, Network Specialist, Database Administrator, PEIMS Coordinator, Other)*** | **106** | **SS025000** | **01** | **6119** |  |
| **Campus Technology Specialist** | **207** |  |  | **6129** |  |
| **Information Technology (Computer Tech, District PEIMS Data Coordinator, Help Desk Tech, Telecommunication Tech)** | **206** |  |  | **6129** |  |
| **Department Head / Chair** | **054** | **SS006000** | **01** | **6119** | **13, 21** |
| **Other District Exempt Professional Auxiliary – Assign this role to district staff who are professional-level, non-instructional staff who cannot be classified in any other role regardless of where assigned. Physical work location is not a determining factor.** | **113** |  |  | **6119** |  |
| **Other Non-Exempt Auxiliary (Volunteers)** | **222** |  |  | **6129** |  |
| **Classroom Professional** | **Role ID** | **Monthly Minutes, Class ID, Class Type, and Student Count Required** | Population Served | **Class-room Position** | Function |
| **Occupational Therapist** | **016** | **SE000001** | **06** | **02** | **11** |
| **Speech Pathologist/Therapist** | **026** | **SE000002** | **06** | **02** | **11** |
| **Teacher** | **087** | **Course Service ID** | **\*** | **\*\*** | **11** |
| **Teacher (Self-Paced/Online Classroom)** | **087** | **SR000005** | **\*** | **02** | **11** |
| **DAEP Teacher of Record** | **087** | **Course Service ID** | **\*** | **02** | **11** |
| **Long Term Substitute** | **047** | **Course Service ID** | **\*** | **\*\*** | **11** |
| **\*\*\*WBL Site Coordinator** | **032** | **12701300 and/or 12701400** | **05** | **01** | **11** |
| **Certified Interpreter** | **036** | **SA000004** |  |  | **11** |
| **Head Coach** | **087** | **Course Service ID** | **01** | **01** | **11** |
| **Classroom Para-Professional OR Professional** | **Role ID** | **Monthly Minutes, Class ID, Class Type, and 000 Student Count Required** | **Population Served** | **Class –**  **Room**  **Position** | **Function** |
| **PK Classroom Aide** | **033** | **SA000003** | **01** | **05** |  |
| **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/Permanent Sub** | **047** | **SR000007** | **01** | **01** | **11** |
| **Assistant Coaches** | **087** | **Course Service ID** | **01** | **01** | **11** |
| **Discipline Management/Disc Setting/ISS** | **087** | **SR000001** | **01** | **02** | **11** |
| **DAEP Not Teacher of Record** | **087** | **SR000001** | **01** | **02** | **11** |

**\* Based on population of class (C030 Table)**

**\*\* Based on type of classroom (C179 Table)**

**\*\*\* WBL Site Coordinator will have 090 for classes (Role 087 or 047) + 090 for Site Visits (Role 032)**

**X Based on Department - Refer to C022 Table**