



ISBA Model Job Descriptions

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ADMINISTRATORS

Superintendent	01
Combination Superintendent, Building Principal	02
Assistant Superintendent.....	03
Building Principal	04
Assistant Principal	05
Director of Personnel	06
Attorney	07

PROGRAM DIRECTORS AND SPECIALISTS

Affirmative Action Officer	01
Attendance Officer	02
Civil Rights Compliance Officer	03
Director of Adult Education.....	04
Director of Special Services.....	05
Director of Student Services	06
Federal Programs Administrative Assistant.....	07
Grant Writer/Fund Development Manager	08
Mentoring Coordinator	09
Migrant Home/School Coordinator	10
Public Information Officer.....	11
Recycling Central Coordinator	12
Residency Investigator	13
Substance Abuse Awareness Coordinator	14
Summer School Coordinator.....	15
Supervisor of Instruction.....	16
Supervisor of Testing and Test Data Analysis	17
Title 1/Federal Programs Coordinator	18

EDUCATION SPECIALISTS

Gifted/Talented Facilitator	01
Interpreter/Tutor for the Hearing Impaired	02
Media Specialist.....	03
Reading Specialist.....	04
Special Education Program Specialist	05

Speech/Language Specialist.....	06
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TEACHERS

Department Chair.....	01
Lead Teacher.....	02
Bilingual Education Teacher.....	03
Driver Education Teacher.....	04
Elementary Education Teacher.....	05
Health and Physical Education Teacher.....	06
K-12 Art Teacher.....	07
K-12 Subject Area Teacher.....	08
Special Education Teacher.....	09
Teacher, In School Suspension Program.....	10
Senior Project Advisor.....	11

PARAPROFESSIONALS AND CLASSROOM ASSISTANTS

Classroom Paraprofessional.....	01
Computer Aide.....	02
Library Paraprofessional.....	03
Special Education Paraprofessional.....	04
Substitute Teacher.....	05
Summer School Assistant.....	06
Title 1 Paraprofessional.....	07

EXTRACURRICULAR ACTIVITIES PERSONNEL

Athletics and Activities Director.....	01
Head Coach.....	02
Assistant Coach.....	03
Art Club Advisor.....	04
Business Professionals of America Advisor.....	05
Class Advisor.....	06
Director of Bands [OR] Choirs.....	07
Drill Team [OR] Cheerleading Advisor.....	08
Foreign Language Society Advisor.....	09
Junior High School Math Club Advisor.....	10
National Honor Society Advisor.....	11
Natural Helpers Advisor.....	12
Newspaper Advisor.....	13
Student Council Advisor.....	14
Theater Advisor.....	15
Weight Room Supervisor.....	16
Yearbook Advisor.....	17

HEALTH AND WELLBEING PERSONNEL

Athletic Trainer.....	01
Elementary School Counselor.....	02

High School Counselor	03
Occupational Therapist	04
School Nurse`	05
School Psychologist	06
School Social Worker	07
Speech/Language Assistant.....	08

TECHNOLOGY PERSONNEL

Technology Coordinator	01
Webmaster	02
Technology Technician.....	03

BUSINESS AND BOOKKEEPING PERSONNEL

Clerk of the Board/Business Manager	01
Charter School Business Manager	02
Assistant Business Manager.....	03
Treasurer	04
Bookkeeper	05
High School Accounts Payable/Bookkeeper	06
Auditor	07

SECRETARIES AND OFFICE ASSISTANTS

Accounts Payable Clerk/District Secretary	01
Executive Secretary.....	02
Accounts Payable General Office Assistant	03
Confidential Secretary.....	04
District Office Receptionist	05
Administrative Secretary/Receptionist	06
Elementary Secretary	07
Junior High School Secretary	08
High School Secretary.....	09
High School Secretary, Alternative School	10
High School Secretary, Office Assistant.....	11
Registrar, Admissions, and Enrollment	12
Special Services and Curriculum Secretary	13

TRANSPORTATION PERSONNEL

Transportation Supervisor.....	01
Head Mechanic	02
School Bus Mechanic	03
School Bus Driver.....	04
School Bus Aide	05

KITCHEN AND CAFETERIA PERSONNEL

Food Service Supervisor	01
Head Cook	02

Assistant Cook03
Cafeteria Aide04
Dishwasher.....05

MAINTENANCE AND FACILITIES PERSONNEL

Maintenance and Grounds Supervisor01
Housing Supervisor/Maintenance Worker.....02
Custodian03
Night Shift Head Custodian04
Security Director05
Security Guard06