



ISBA Model Job Descriptions Table of Contents

NOTE: These materials are intended solely for ISBA member use and are not intended for nor authorized for any other purpose or use. Such materials shall not be used by any agent or employee of the District/Charter for any other purpose, personal, private or proprietary.

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

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.....	01
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
District Office Receptionist	04
Administrative Secretary/Receptionist	05
Elementary Secretary	06
Junior High School Secretary	07
High School Secretary	08
High School Secretary, Alternative School	09
High School Secretary, Office Assistant	10
Registrar, Admissions, and Enrollment	11
Special Services and Curriculum Secretary	12
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 Cook	03
Cafeteria Aide	04
Dishwasher.....	05
MAINTENANCE AND FACILITIES PERSONNEL	
Maintenance and Grounds Supervisor	01
Housing Supervisor/Maintenance Worker.....	02

Custodian	03
Night Shift Head Custodian	04
Security Director	05
Security Guard	06