

District Job Descriptions

Administration:

Superintendent
Assistant Superintendent – Curriculum/Human Resources
Assistant Superintendent – Business Operations
Director of Special Services
Principal
Assistant Principal
Director of Career and Technical Education
Assistant Director of Vocational School

Director of Communications
Director of Transportation
Director of MSHSAA Sponsored Activities
Director of Technology

Teacher:

Teacher
Library Media Specialist
Counselor
Department Head
A+ Coordinator
Career and Technical Instructor
Career and Technical Counselor
Homebound Teacher
Substitute Teacher

Special Services:

Speech and Language Pathologist
Occupational Therapist
Physical Therapist
Educational Diagnostician
Special Education Process Coordinator
Vocational Resource Educator
Success For All Reading Facilitator
ESL Instructor
Paraprofessional/ESL Interpreter

Parents As Teachers:

Parents as Teachers Coordinator
Parent Educator

Secretarial/Bookkeeping Positions:

Bookkeeper
Payroll Clerk
Accounts Payable Clerk
Superintendent/Central Office Secretary
Special Education Office/MOSIS Secretary
Special Education/Central Office Secretary
High School Principal's Secretary/Bookkeeper
High School Principal's Secretary/Switchboard Operator
Assistant High School Principal's Secretary/Attendance Secretary
Assistant High School Principal's Secretary/Attendance Clerk
High School Athletic Secretary/Transportation Secretary
High School Counseling Secretary
High School Registrar
High School Computer Lab/Library Aide
High School A+ Secretary
Network Office Secretary
Middle School Principal's Secretary
Middle School Assistant Principal's/Attendance Secretary
Middle School Registrar Secretary
Elementary School Principal's Secretary
Elementary School Attendance Secretary
Elementary School Registrar Secretary
Elementary Receptionist
South Fork Elementary School Secretary
Transportation Office Manager

Food Service:

Food Service Supervisor
Head Cook
Food Service Staff

Maintenance:

Building and Grounds Supervisor
General Maintenance
Groundskeeper
Head Custodian
Custodian

Nursing:

School Nurse Supervisor
School Nurse

Technology:

Director of Network Services (Network Administrator)
Computer Technician

Transportation:

Head Mechanic
Assistant Mechanic
Bus Driver
Shuttle Driver

BASE:

BASE Program Director
BASE Site Coordinator
BASE Secretary
BASE Teacher
BASE Teacher's Assistant

Coaching:

Head Coach
Assistant Coach
Middle School Lead Coach
Middle School Assistant Coach

Miscellaneous:

Lunchroom/Playground Aide
School/Family Coordinator
School Resource Officer
ISS Supervisor