

MIDVIEW LOCAL SCHOOL DISTRICT

JOB DESCRIPTION INDEX

100 ADMINISTRATIVE

- 101 Administrative Director of Facilities, Technology, and Security
- 102 Administrative Director of Professional Education Services
- 103 Assistant Principal
- 104 Athletic Director (7-12)
- 105 Board of Education Member
- 106 Principal
- 107 Special Services Supervisor
- 108 Summer School Principal
- 109 Superintendent
- 110 Treasurer

200 ADMINISTRATIVE SUPPORT

FINANCIAL/ACCOUNTING

- 201 Accounts Payable/Receivable Specialist
- 202 Assistant Treasurer
- 203 Payroll/Benefits Specialist
- 204 Secretary – Treasurer's

SECRETARIAL/CLERICAL SUPPORT

- 205 Copy Center Specialist
- 206 PBX Operator/Receptionist
- 207 Secretary – Central Office
- 208 Secretary – Summer School
- 209 Secretary – Superintendent's
- - Secretary – Transportation See # 706
- - Secretary – Treasurer's See # 204
- 210 Secretary II B
- 211 Secretary III
- 212 Secretary IV
- 213 Shipping Clerk

300 CERTIFICATED

- 301 Guidance Counselor
- 302 Home Instructor
- 303 Intervention Specialist
- 304 School Nurse
- 305 School Psychologist
- 306 Teacher
- 307 Teacher – Gifted Supervisor
- 308 Teacher – Substitute
- 309 Teacher – Title I
- 310 Teacher – Vocational
- 311 Tutor – Intervention
- 312 Work Study Coordinator (WSC)

400 SUPPLEMENTAL CONTRACTS

ATHLETIC PROGRAM

- 401 Cheerleading Advisor
- 402 Coach – Assistant
- 403 Coach – Head
- 404 Facility/Site Manager

INSTRUCTIONAL SUPPORT

- 405 Department Head
- 406 Intervention Assessment Team (IAT)
- 407 Local Professional Development Committee (LPDC)
- 408 Resident Educator Program Team

STUDENT ACTIVITIES

- 409 Assistant Marching Band Director
- 410 Class Advisor
- 411 Club Advisor or Student Activity
- 412 Color Guard, Dance, Flag/Drill, or Majorette Advisor
- 413 Drama Director
- 414 Marching Band Director
- 415 Safe and Drug Free Schools Advisor
- 416 School Newspaper Advisor
- 417 Yearbook Advisor

500 PROGRAM SUPPORT (AIDES)

- 501 Educational Monitor
- 502 Library Paraprofessional
- 503 Special Needs Paraprofessional

600 MAINTENANCE & CUSTODIAL

- 601 Adult Laborer
- 602 Custodian & Hourly Custodian
- 603 Head Custodian
- 604 Maintenance Supervisor
- 605 Maintenance Worker – General Maintenance
- 606 Maintenance Worker – Maintenance Trades
- 607 Maintenance Worker – Skilled Trades
- 608 Temporary or Seasonal Worker

700 TRANSPORTATION

- 701 Bus Driver
- 702 Bus Monitor
- 703 Head Mechanic
- 704 Mechanic
- 705 On-Board Instructor
- 706 Transportation Secretary III
- 707 Transportation Supervisor

800 FOOD SERVICE

- 801 Assistant Cook
- 802 Dishwasher
- 803 Food Run
- 804 Food Service Director
- 805 Head Cook
- 806 Hourly Cook
- 807 Salad Bar