

**Education Support Professional  
Job Title Summary-High School**

Job Code	Job Title	Essential Functions	Office Location	Benefit Eligible	Lane	Work Days/Year	Hours/day	Program	Function	Object
N10	School Admin Asst HS	Administrative Assistant, Finances	Main Office	Yes	9	242	8	0050	2412	152
N20	Administrative Assistant Attendance HS	Attendance Coordination	Attendance Office	Yes	6	206	7	0050	2412	154
N30	Administrative Assistant Registrar HS	Registration Coordination	Registrar Office	Yes	6	242	7	0050	2412	153
N70	School Administrative Clerk HS	Substitute Coordination/Payroll	Main Office	Yes	4	206	7	0050	2412	152
N90	Office Assistant FT 12 Month	Office, Clerical Support	Main Office	Yes	2	242	7	0050	2412	152
N91	Office Assistant FT Athletics 12 Month	Office, Clerical Support to Athletics	Main Office	Yes	2	242	7	0050	2412	152
N95	Office Assistant FT 10 Month	Office, Clerical Support	Main Office	Yes	2	206	7	0050	2412	152
O51	Office Assistant PT 10 Month	Office, Clerical Support	Main Office Attendance Office Registrar Office Counseling/Career/Guide	No	2	206	3.5	0050	2415 2115 2415 2115	152 154 153 152
O50	Office Assistant PT	Office, Clerical Support	Main Office Attendance Office Registrar Office Counseling/Career/Guide	No	2	180	3.4	Various	2415 2115 2415 2115	152 154 153 152
R30	School Campus Monitor FT	Monitor halls, parking lots, sports fields, etc.		Yes	3	180	8	0050	1012	166
R31	School Campus Monitor PT	Monitor halls, parking lots, sports fields, etc.		No	3	180	3.8/5.8	0050	1015	166
R11	Child Care Manager HS	Child Care/Preschool Management		Yes	5,6					
R05	Child Care Assistant I FT	Child Care/Preschool Assistant		Yes	1	187	8	6250	1012	165
R06	Child Care Assistant II FT (HQ Only)	Child Care/Preschool Assistant		Yes	2					
O79	Child Care Assistant I PT	Child Care/Preschool Assistant		No	1					
O89	Child Care Assistant II PT (HQ Only)	Child Care/Preschool Assistant		No	2	187	3.4-5	6250	1015	165
R90	Classroom Assistant I FT	Classroom Instruction, Copy, ESL, Lab, Homeless		Yes	1	180	7.0	Various Not 0050	1012 Asst	165
R91	Classroom Assistant II FT (Highly Qualified)	Classroom Instruction, Copy, ESL, Lab, Homeless		Yes	2	180	7.0			
R92	Classroom Assistant III FT (Licensed Teacher)	Classroom Instruction, Copy, ESL, Lab, Homeless		Yes	3	180	7.0			
O75	Classroom Assistant I PT	Classroom Instruction, Copy, ESL, Lab, Homeless		No	1	180	3.4	Various 0050	1015 Asst 1015 In-Lieu	165
O76	Classroom Assistant II PT (Highly Qualified)	Classroom Instruction, Copy, ESL, Lab, Homeless		No	2	180	3.4			
O78	Classroom Assistant III PT (Licensed Teacher)	Classroom Instruction, Copy, ESL, Lab, Homeless		No	3	180	3.4			
O22	Media Assistant I	Media Center Instruction/Monitoring		No	1	180	3.4			
O20	Media Assistant II (Highly Qualified)	Media Center Instruction/Monitoring		No	2	180	3.4	0050	2215	164
O23	Media Assistant III (Licensed Teacher)	Media Center Instruction/Monitoring		No	3	180	3.4			
H01	Instructional Assistant Mild/Mod I PT (Sped Only)	SpEd Resource Classroom Instruction		No	3			7551/		
H02	Instructional Assistant Mild/Mod II PT (Sped Only)	SpEd Resource Classroom Instruction (With Training)		No	4	180	8 to 25	1290/	1015	165
H05	Instructional Assistant Self Cont I PT (Sped Only)	SpEd Cluster Classroom Instruction		No	4			1295		
H06	Instructional Assistant Self Cont II PT (Sped Only)	SpEd Cluster Classroom Instruction (With Training)		No	5					
R70	Instructional Assistant Mild/Mod I FT (Sped Only)	SpEd Resource Classroom Instruction		Yes	3			7551/		
R72	Instructional Assistant Mild/Mod II FT (Sped Only)	SpEd Resource Classroom Instruction (With Training)		Yes	4	180	35	1290/	1012	165
R83	Instructional Assistant Self Cont I FT (Sped Only)	SpEd Cluster Classroom Instruction		Yes	4			1295		
R96	Instructional Assistant Self Cont II FT (Sped Only)	SpEd Cluster Classroom Instruction (With Training)		Yes	5					
Q16	Nutrition Service Manager HS	Food Preparation/Ordering/Supervisory		Yes	7	180	8	8001	3112	191
Q76	Nutrition Serv Wrkr - 6hr Sec	Food Preparation		Yes	3	180	6	8001	3112	192
Q31	Nutrition Serv Wrkr PT - Sec	Food Preparation		No	2	180	3.4	8001	3115	193
O85	Nutrition Meal Clerk	Cashier/Money Reconciliation		No	2	180	3.4	8001	3115	196
O88	Nutrition Cafeteria Assistant	Cashier, Table Cleaner/Limited food preparation		No	1	180	Varies	8001	3115	194
P10	Head Custodian IV (HS)	Custodial Services		Yes	11	245	8			
P52	Custodian Lead	Custodial Services		Yes	5	245	8	9710	2612	182
P60	Custodian Assistant I/II	Custodial Services		Yes	2,3	245	8			
A01	Misc-Sweeper Student	Custodial Services		No	Misc A	180	Varies	9710	2615	183
A05	Misc-Sweeper Adult	Custodial Services		No	Misc G	180	Varies			
A42	Misc-Coach/Advisor	Coach, Advisor		No	NA	NA	NA	9924 98**	1036, 1044 1040	165 190
A45	Misc-Driver's Education	Driver's Education Road		No	NA	NA	NA	5610	1018	131
A41	Misc-HS Event Assistant	Ticket Taker, Score Keeper, etc.		No	NA	NA	NA	Various	1040	190
A21	Misc-Student Assistant	Rentals, stage crew, etc.		No	Misc A	Varies	Varies	Various	Various	155

Note: Adult employees scheduled to work less than eight (8) hours per week will be considered Miscellaneous employees. Misc. G at Lane 1 Step 1 pay. HQ does not apply.

Revised 11/1/24