

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

Job Code	Job Title	Essential Functions	Office Location	Benefit Eligible	Lane	Work Days/Year	Hours/day	Program	Function	Object
N15	School Administrative Assistant MS	Administrative Assistant, Finances	Main Office	Yes	8	242	8	0050	2412	152
N68	Administrative Assistant Attendance MS	Administrative Assistant, Attendance	Attendance Office	Yes	5	206	7	0050	2112	154
N65	Administrative Assistant Registrar MS	Administrative Assistant, Registrar Full Time	Counseling Office/Registrar	Yes	5	206	7	0050	2112/2412	152/153
O26	Admin Asst Registrar MS PT	Administrative Assistant, Registrar Part Time	Counseling Office/Registrar	No	5	206	3.5	0050	2115/2415	152/153
O50	Office Assistant PT	Office, Clerical Support	Main Office Attendance Office Counseling Office/Registrar	No	2	180	3.4	0050 0050 Various	2415 2115 2115/2415	152 154 152/153
R30	School Campus Monitor FT	Monitor halls, parking lots, sports fields, etc.		Yes	3	180	8.0	0050	1012	166
R31	School Campus Monitor PT	Monitor halls, parking lots, sports fields, etc.		No	3	180	5.8	0050	1015	166
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	0050	2215	164
O20	Media Assistant II (Highly Qualified)	Media Center Instruction/Monitoring		No	2	180	3.4			
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	180	8 to 25	7551/ 1290/ 1295	1015	165
H02	Instructional Assistant Mild/Mod II PT (Sped Only)	SpEd Resource Classroom Instruction (With Training)		No	4					
H05	Instructional Assistant Self Cont I PT (Sped Only)	SpEd Cluster Classroom Instruction		No	4					
H06	Instructional Assistant Self Cont II PT (Sped Only)	SpEd Cluster Classroom Instruction (With Training)		No	5	180	35	7551/ 1290/ 1295	1012	165
R70	Instructional Assistant Mild/Mod I FT (Sped Only)	SpEd Resource Classroom Instruction		Yes	3					
R72	Instructional Assistant Mild/Mod II FT (Sped Only)	SpEd Resource Classroom Instruction (With Training)		Yes	4					
R83	Instructional Assistant Self Cont I FT (Sped Only)	SpEd Cluster Classroom Instruction		Yes	4					
R96	Instructional Assistant Self Cont II FT (Sped Only)	SpEd Cluster Classroom Instruction (With Training)		Yes	5					
Q15	Nutrition Service Manager MS	Food Preparation/Ordering/Supervisory		Yes	6	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	Varies	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	2	8001	3115	194
P30	Head Custodian III (MS)	Custodial Services		Yes	9	245	8	9710	2612	182
P50	Custodian Lead	Custodial Services		Yes	4	245	8			
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			
A21	Misc-Student Assistant	Rentals, stage crew, etc.		No	Misc A	Varies	Varies	9705	2615	155

Note: Adult 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