

## Job Description and Labor Market Review Cycles by Position

<b>Labor Market Review</b>		
<u>Rotation</u>	<u>Group</u>	
1	School Year - Hourly	
2	12 Month Hourly	
3	Certified	
4	Non-Affiliated & Salaried	
5	Administration	
	<u>Scheduled Dates for Review</u>	<u>Scheduled Dates for Implementation (Pending Board Approval)</u>
School Year - Hourly	2019-20	2020-21
12 Month Hourly	2020-21	2021-22
Certified	2021-22	2022-23
Non-Affiliated & Salaried	2022-23	2023-24
Administration	2023-24	2024-25
School Year - Hourly	2024-25	2025-26
12 Month Hourly	2025-26	2026-27
Certified	2026-27	2027-28
Non-Affiliated & Salaried	2027-28	2028-29
Administration	2028-29	2029-30

### **Year 1 - School Year Hourly Positions**

ACADEMIC AND SOCIAL EMOTIONAL COORDINATOR  
 ADMINISTRATION SECRETARY  
 AMERICAN INDIAN EDUCATION COORDINATOR  
 ASSISTANT COOK  
 BILINGUAL EDUCATION ASSISTANT  
 BILINGUAL SPECIAL EDUCATION ASSISTANT  
 CHARTER SCHOOL SECRETARY – MONTESSORI  
 CHARTER SCHOOL SECRETARY – SECONDARY  
 COOK  
 CROSSING GUARD  
 EAU CLAIRE VIRTUAL SCHOOL (ECVS) SECRETARY  
 EARLY LEARNING FAMILY SERVICES FACILITATOR  
 EARLY LEARNING FAMILY SERVICES FACILITATOR –  
 BILINGUAL  
 ELEMENTARY SECRETARY  
 FIRST COOK  
 FOOD SERVICES SUBFINDER  
 GENERAL SCHOOL ASSISTANT

GRADUATION CREDIT ACHIEVEMENT PROGRAM (GCAP)  
 CLASSROOM ASSISTANT  
 HEADSTART CLASSROOM ASSISTANT  
 HEALTH CARE ASSISTANT  
 INFORMATION TECHNOLOGY SUPPORT SPECIALIST  
 INSTRUCTIONAL MEDIA AND TECHNOLOGY CLERK  
 INSTRUCTIONAL MEDIA CLERK – CENTRAL OFFICE  
 LIBRARY MEDIA CATALOGER  
 MEDICAL SCHOOL ASSISTANT  
 MONTESSORI ASSOCIATE II  
 OT/PT ASSISTANT  
 PARTNERSHIP COORDINATOR  
 SECONDARY OFFICE ASSISTANT  
 SIGN LANGUAGE INTERPRETER  
 SKILL CENTER ASSISTANT  
 SPECIAL EDUCATION ASSISTANT  
 SPECIAL EDUCATION ASSISTANT TECHNICIAN

# Job Description and Labor Market Review Cycles by Position

## **Year 2 - 12 Month Hourly**

ACADEMIC SERVICES SECRETARY	INFORMATION MEDIA AND TECHNOLOGY CLERK
ACCOUNTING AND PAYROLL CLERK	INFORMATION TECHNOLOGY CLERK
ADMINISTRATIVE ASSISTANT TO THE SUPERINTENDENT	INFORMATION TECHNOLOGY FIELD TECHNICIAN
ADMINISTRATIVE BUILDING SECRETARY	INFORMATION TECHNOLOGY SECRETARY
ATHLETIC ASSISTANT	INFORMATION TECHNOLOGY SYSTEMS TECHNICIAN
BUILDING AND GROUNDS SECRETARY I	INFORMATION TECHNOLOGY TECHNICIAN – LEAD
BUILDINGS AND GROUNDS SECRETARY II	INSTRUCTIONAL MEDIA SECRETARY
BUILDING ENGINEER	LEAD CUSTODIAN
CENTRALIZED ENROLLMENT SECRETARY	MAINTENANCE I
CUSTODIAN	MAINTENANCE I – GROUNDS SUPERVISOR
EARLY LEARNING SECRETARY	MAINTENANCE II
EXECUTIVE ASSISTANT	MAINTENANCE II – ELECTRICIAN/HVAC/PLUMBER
FINANCIAL SECRETARY – FOOD AND NUTRITION	PAYROLL CLERK
FINANCIAL SECRETARY – HIGH SCHOOL	PAYROLL SPECIALIST
FINANCIAL SECRETARY/REGISTRAR – MIDDLE SCHOOL	REGISTRAR – HIGH SCHOOL
FOOD AND NUTRITION SUPPORT SPECIALIST	SECONDARY SCHOOL SECRETARY
GARBAGE HAULER	SPECIAL EDUCATION SECRETARY
HAULER	STUDENT INFORMATION SYSTEM SUPPORT
HEADSTART SECRETARY	STUDENT SERVICES BILLING AND RECORDS SPECIALIST
HUMAN RESOURCES GENERALIST	STUDENT SERVICES SECRETARY
HUMAN RESOURCES SECRETARY	TEACHING AND LEARNING ADMINISTRATIVE SPECIALIST

## **Year 3 - Certified**

ACADEMIC INTERVENTIONIST	ELEMENTARY MATH COACH
ADAPTIVE PHYSICAL EDUCATION	ENGLISH
AGRICULTURE	ENGLISH LANGUAGE LEARNERS
ALTERNATIVE EDUCATION	ENGLISH LEARNERS COORDINATOR
ART	FAMILY/CONSUMER EDUCATION
ASL	FAMILY/COMMUNITY PARTNERSHIP COORDINATOR
ATODA COORDINATOR	FIFTH GRADE
AUDIOLOGIST	FIRST GRADE
BAND	FOURTH GRADE
BEHAVIORAL INTERVENTIONIST	FRENCH
BUSINESS EDUCATION	GERMAN
CHARTER SCHOOL TEACHER	HEADSTART PROGRAM COORDINATOR
COMPETENCY COMPONENT	HEALTH
CREDIT RECOVERY PROGRAM TEACHER	INSTRUCTIONAL COACH
DEAF/HARD OF HEARING	INSTRUCTIONAL COACH - LITERACY
DUAL IMMERSION TEACHER	INSTRUCTIONAL COACH - MATH
EARLY CHILDHOOD SPECIAL EDUCATION	INSTRUCTIONAL COACH - SECONDARY
EARLY LEARNING TEACHER	INSTRUCTIONAL COACH – SEL
ELEMENTARY LITERACY/SEL COACH	INSTRUCTIONAL COACH – TALENTED AND GIFTED

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JAPANESE	SOCIAL, EMOTIONAL, AND ACADEMIC INTERVENTIONIST
KINDERGARTEN	SOCIAL, EMOTIONAL, AND BEHAVIORAL INTERVENTIONIST
LANGUAGE ARTS	SOCIAL STUDIES
LIBRARY MEDIA COORDINATOR	SOCIAL WORKER
MARKETING	SPANISH
MATH INTERVENTIONIST	SPECIAL EDUCATION
MATHEMATICS	SPECIAL EDUCATION INSTRUCTOR – PROJECT SEARCH
MEDIA & TECHNOLOGY INTEGRATION SPECIALIST	SPECIAL EDUCATION PROGRAM SUPPORT
MCKINLEY CHARTER SCHOOL ACADEMIC FACILITATOR	SPEECH LANGUAGE PATHOLOGIST
MCKINLEY CHARTER SCHOOL COMPETENCY COMPONENT FACILITATOR	STUDENT ACHIEVEMENT SPECIALIST
MCKINLEY CHARTER SCHOOL CREDIT COMPONENT TEACHER	STUDENT SERVICES COORDINATOR
MCKINLEY CHARTER SCHOOL DETENTION CENTER TEACHER	STUDENT SERVICES COORDINATOR – ALTERNATIVE EDUCATION
MCKINLEY CHARTER SCHOOL INSTRUCTIONAL/SEL/BEHAVIORAL COACH	SUCCESS/SOCIAL EMOTIONAL LEARNING COACH
MCKINLEY CHARTER SCHOOL SUPPORT SERVICES FACILITATOR	TEACHER ON SPECIAL ASSIGNMENT
MENTAL HEALTH COORDINATOR	TEACHING AND LEARNING COORDINATOR – 6-12 LITERACY
MONTESSORI TEACHER	TEACHING AND LEARNING COORDINATOR – CURRICULUM & INSTRUCTION
MUSIC	TEACHING AND LEARNING COORDINATOR – DATA & ASSESSMENT
OCCUPATIONAL THERAPIST	TEACHING AND LEARNING COORDINATOR – PK-5 LITERACY
ORCHESTRA	TEACHING AND LEARNING COORDINATOR – PK-12 MATH
PHYSICAL EDUCATION	TEACHING AND LEARNING COORDINATOR – SOCIAL, EMOTIONAL & ACADEMIC SUPPORTS
PHYSICAL THERAPIST	TECHNOLOGY EDUCATION
READING	THEATER
READING - TITLE I	THIRD GRADE
SCHOOL AGE PARENT COUNSELOR	TRANSITION COORDINATOR
SCHOOL/COMMUNITY LIAISON	TRANSITION SPECIALIST
SCHOOL COUNSELOR	VIRTUAL SCHOOL TEACHER
SCHOOL NURSE	YOUTH APPRENTICESHIP COORDINATOR
SCHOOL PSYCHOLOGIST	
SCIENCE	
SECOND GRADE	
SIXTH GRADE	

# Job Description and Labor Market Review Cycles by Position

## **Year 4 - Non-Affiliated & Salaried**

ACCOUNTING MANAGER  
BUILDING SERVICES MANAGER  
COMMUNICATIONS MANAGER  
FOOD & NUTRITION MANAGER – 207 DAYS  
FOOD & NUTRITION MANAGER – 237 DAYS  
GENERAL MANAGER – FACILITIES  
GENERAL MANAGER - OPERATIONS  
HOMELESS & HOMEBOUND COORDINATOR  
HUMAN RESOURCES INFORMATION SYSTEMS DATA SPECIALIST  
HUMAN RESOURCES MANAGER  
HUMAN RESOURCES STAFFING SPECIALIST  
INFORMATION ANALYST  
PAYROLL MANAGER

PURCHASING MANAGER  
SAFETY AND SECURITY MANAGER  
SENIOR ACCOUNTANT  
SPECIAL EDUCATION COORDINATOR  
SPECIAL EDUCATION FAMILY ENGAGEMENT COORDINATOR  
STUDENT INFORMATION SYSTEM SPECIALIST  
STUDENT SUCCESS ADVOCATE  
TECHNOLOGY COORDINATOR  
TECHNOLOGY COORDINATOR – SPECIALIZED  
TECHNOLOGY LEAD SYSTEMS ENGINEER  
TECHNOLOGY SERVICE SUPERVISOR  
TECHNOLOGY SYSTEMS ENGINEER  
VIRTUAL SCHOOL PRINCIPAL

## **Year 5 - Administration**

ADMINISTRATOR ON SPECIAL ASSIGNMENT  
ASSISTANT DIRECTOR OF SECONDARY PROGRAMMING AND POST SECONDARY READINESS  
ASSISTANT DIRECTOR OF SPECIAL EDUCATION  
ASSISTANT PRINCIPAL/ATHLETIC DIRECTOR - MIDDLE SCHOOL  
ASSISTANT PRINCIPAL/ATHLETIC DIRECTOR – HIGH SCHOOL  
ASSISTANT PRINCIPAL – ELEMENTARY – 10 MONTHS  
ASSISTANT PRINCIPAL- MIDDLE SCHOOL, 209 DAYS  
ASSISTANT PRINCIPAL- SECONDARY, 12 MONTHS  
DIRECTOR OF ACADEMIC SERVICES  
DIRECTOR OF EQUITY, DIVERSITY & INCLUSION  
DIRECTOR OF FOOD & NUTRITION  
DIRECTOR OF SECONDARY PROGRAMMING AND POST SECONDARY READINESS  
DIRECTOR OF SOCIAL, EMOTIONAL & ACADEMIC SUPPORTS  
DIRECTOR OF SPECIAL EDUCATION  
DIRECTOR OF STUDENT SERVICES  
DIRECTOR OF TECHNOLOGY  
EARLY LEARNING PRINCIPAL  
ELEMENTARY PRINCIPAL  
EXECUTIVE DIRECTOR  
HIGH SCHOOL PRINCIPAL  
MCKINLEY PRINCIPAL  
MIDDLE SCHOOL PRINCIPAL  
MONTESSORI PRINCIPAL  
VIRTUAL SCHOOL PRINCIPAL