

KUSPUK SCHOOL DISTRICT

Appendix C to the Classified Personnel Handbook

Job Descriptions



- I. School Site Positions
 - A. Instructional Aide C-1
 - B. Intensive Needs Aide..... C-2
 - C. Secretary..... C-3
 - D. Custodian / Site Maintenance..... C-4
 - E. Cook..... C-5
 - F. Cook’s Helper..... C-6
 - G. Bus Driver..... C-7
 - H. Yupik Instructor..... C-8
 - I. Pre School Teacher..... C-9
- II. District Office Positions
 - A. DO Business Office Support Clerk..... C-10
 - B. DO Educational Support Secretary..... C-11
 - C. Assistant Business Manager 1..... C-12
 - D. Assistant Business Manager 2 C-13
 - E. Administrative Assistant – Superintendent / Board C-14
 - F. Grants Coordinator C-15
 - G. Business Manager C-16
 - H. Technology Coordinator..... C-17
 - I. Computer Technician C-18
- III. District Maintenance Positions
 - A. District Maintenance Laborer/Technician..... C-19
 - B. Maintenance Mechanic..... C-20
 - C. Facilities and Maintenance Director.....C-21
 - D. Maintenance Foreman..... C-22
 - E. Maintenance Support Secretary..... C-23
 - F. Pilot..... C-24

Note: The following Job Descriptions are to be modified as needed for all job postings. Sub and temp postings may be created by changing the TITLE and SALARY on the Job Descriptions and making any other appropriate changes.