



SBCUSD Categorical HR Guidelines

Base	Additional Duty			Personnel														
Core Instruction (Base Program)	Additional Duty - Intensive Support (e.g., supplemental ELD, after school tutoring, intersession, summer school, etc....)	Additional Duty - Instructional PD (Curriculum planning, data analysis, vertical/across grade level planning, Training @ sites for Reading, Writing, Math)	Additional Duty - Miscellaneous (e.g. to provide translation or childcare at parent training/workshops, home visits for concerns other than attendance, etc...)	Program Specialist, Program Facilitator, Academic Coach, Resource, Support/Teacher, etc...	Core Instructional Assistance (Intervention) (e.g., EAIII, Instructional/ Tutorial Assistant, READ 180, Supplemental ELD Elective, Math Support, etc...)	ASB Technician/Teacher	Clerk I/II Bilingual Clerk I/II	Attendance Verifier	Community Outreach Worker	Health Aide	Curriculum Materials Clerk	Micro-computer Specialist	Computer Assisted Instruction (CAI)	Library Aide (Elementary)	Student Interns	Rec. Aides	Noon Duty/Morning Supervision	
501 - Title I*																		
Classified HR-29	N/A	YES	YES ♦	YES	N/A	YES	NO	NO	NO **	YES √	NO ***	NO **	NO **	YES	YES ***	—	NO	NO
Certificated HR-30	NO	YES	YES	YES	YES √	YES	NO	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	—	N/A	N/A
419 - LCAP*																		
Classified HR-29	N/A	YES	YES	YES	N/A	YES	NO	YES	YES	YES	NO ***	YES	YES	YES	YES ***	—	YES	NO
Certificated HR-30	X	YES	YES	YES	YES √	YES	NO	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	—	N/A	N/A

* Other documentation such as logs, time accounting, etc... is necessary to ensure supplemental duties are consistent with stated justification(s).

** If position is already established, cannot add additional hours or establish a position. All clerk, curriculum material, attendance verifier, health aide, and micro-computer specialist positions must not be categorically funded by the 2015-2016 school year.

*** General funded position; may add additional hours consistent with site level needs assessment and SPSA.

√ May NOT BE 100% Title I funded if actual job duties do not provide 100% DIRECT SERVICES to students and parents.

X Contact Categorical Programs

— Does not use an HR form; E-mail Classified with student intern information

♦ Rarely for Classified employees (i.e. PBS PD, Restorative Justice PD)

NOTE: ANY Title I or LCAP funded positions MUST be documented in your site's needs assessment and Single Plan for Student Achievement and included in your annual program evaluation.