

JOB GROUP DEFINITIONS

ADMINISTRATIVE STAFF

Exempt Staff - not eligible for overtime under the Fair Labor Standards Act (FLSA), contracted employees, administrators, leadership team

- ASSISTANT PRINCIPAL
- ASSISTANT PRINCIPAL/CAREER TECHNOLOGY COORDINATOR
- BUILDING PRINCIPAL
- CABINET MEMBERS
 - Assistant Superintendent/Director of Elementary Education
 - Director of Business Services
 - Director of Communications
 - Director of Equity, Diversity, Inclusion (EDI)
 - Director of Human Resources
 - Director of Secondary Education
 - Director of Student Services
 - Director of Technology
 - Superintendent
- CO-CURRICULAR ACTIVITIES/ATHLETIC DIRECTOR
- FACILITIES MANAGER
- FOOD SERVICE MANAGER
- OPERATIONS MANAGER
- SCHOOL PSYCHOLOGIST
- STUDENT SERVICES COORDINATOR
- TRANSPORTATION MANAGER

CERTIFIED STAFF

Exempt Staff - not eligible for overtime under the Fair Labor Standards Act (FLSA), contracted employees, licensed staff

- DEAN OF STUDENTS
- LIBRARY MEDIA SPECIALIST
- NURSE
- OCCUPATIONAL THERAPIST
- PHYSICAL THERAPIST
- PROGRAM SUPPORT SPECIALIST
- SCHOOL COUNSELOR
- SOCIAL WORKER
- SPEECH & LANGUAGE THERAPIST
- TEACHER
- TECHNOLOGY INTEGRATION SPECIALIST

PROFESSIONAL STAFF

Exempt Staff - not eligible for overtime pay under the Fair Labor Standards Act (FLSA), non-contracted employees, non-licensed staff

- HUMAN RESOURCES COORDINATOR
- NETWORK SPECIALIST
- COMPUTER SYSTEMS ANALYST

- TRANSPORTATION MAINTENANCE SUPERVISOR

PARAPROFESSIONAL STAFF

Non-Exempt Staff - eligible for overtime pay (time and one half per hour after 40 hours of actual work, which does not include paid time off used in the work week, i.e. sick, personal or vacation time) under the Fair Labor Standards Act (FLSA), requires certification through the Wisconsin Department of Public Instruction (DPI), non-contracted, hourly staff, classified staff, support staff

- CERTIFIED OCCUPATIONAL THERAPY ASSISTANT (COTA)
- SPECIAL EDUCATION EDUCATIONAL ASSISTANT
Bus Educational Assistant (EA)
- EDUCATIONAL INTERPRETER FOR DEAF/HARD OF HEARING
- LEAD CARE PROVIDER

NON-CERTIFIED STAFF

Non-Exempt Staff- eligible for overtime pay (time and one half per hour after 40 hours of actual work, which does not include paid time off used in the work week, i.e. sick, personal or vacation time) under the Fair Labor Standards Act (FLSA), does not require licensure, non-contracted, hourly staff, classified staff, support staff.

- ASSISTANT LEAD CARE PROVIDER
- CLERICAL STAFF
Assistant
Bookkeeper
Health Aide
Office Aide
Purchasing & External Grants Coordinator
Secretary
Specialist
- CUSTODIAL STAFF
- COMPUTER TECHNICIAN/HELP DESK
- DELIVERY STAFF
- EDUCATIONAL ASSISTANT
ESL Educational Assistant (EA)
Hallway Commons Monitor
In School Suspension Educational Assistant (EA)
Library Educational Assistant (EA)
- FOOD SERVICE STAFF
- GROUNDS STAFF
- MAINTENANCE STAFF
- NATURALIST EDUCATOR
- SECURITY STAFF
- TRANSPORTATION STAFF