

## Job Description and Labor Market Review Cycles by Position

| <b>Labor Market Review</b> |                                          |                                                                               |
|----------------------------|------------------------------------------|-------------------------------------------------------------------------------|
| <b><u>Rotation</u></b>     | <b><u>Group</u></b>                      |                                                                               |
| 1                          | School Year - Hourly                     |                                                                               |
| 2                          | 12 Month Hourly                          |                                                                               |
| 3                          | Certified                                |                                                                               |
| 4                          | Non-Affiliated & Salaried                |                                                                               |
| 5                          | Administration                           |                                                                               |
|                            |                                          |                                                                               |
|                            | <b><u>Scheduled Dates for Review</u></b> | <b><u>Scheduled Dates for Implementation<br/>(Pending Board Approval)</u></b> |
| 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 MENTOR  
 AMERICAN INDIAN EDUCATION COORDINATOR  
 ASSISTANT COOK  
 BILINGUAL EDUCATION ASSISTANT  
 BILINGUAL SPECIAL EDUCATION ASSISTANT  
 CHARTER SCHOOL SECRETARY – MONTESSORI  
 COOK  
 CROSSING GUARD  
 DEAF & HARD OF HEARING INTERPRETER  
 EARLY LEARNING FAMILY SERVICES FACILITATOR  
 EARLY LEARNING FAMILY SERVICES FACILITATOR -  
 BILINGUAL  
 EAU CLAIRE VIRTUAL SCHOOL (ECVS) SECRETARY  
 ELEMENTARY SECRETARY  
 FIRST COOK  
 FOOD SERVICES SUBFINDER

GENERAL SCHOOL ASSISTANT  
 HEADSTART CLASSROOM ASSISTANT  
 HEALTH CARE ASSISTANT  
 INFORMATION TECHNOLOGY SUPPORT SPECIALIST  
 INSTRUCTIONAL MEDIA AND TECHNOLOGY CLERK  
 INSTRUCTIONAL MEDIA INVENTORY ASSISTANT  
 LIBRARY MEDIA CATALOGER  
 MEDICAL SCHOOL ASSISTANT  
 MONTESSORI ASSOCIATE II  
 OT/PT ASSISTANT  
 PARTNERSHIP COORDINATOR  
 SECONDARY OFFICE ASSISTANT  
 SKILL CENTER ASSISTANT  
 SPECIAL EDUCATION ASSISTANT  
 UNIVERSAL SOCIAL EMOTIONAL ASSISTANT

# Job Description and Labor Market Review Cycles by Position

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

ACADEMIC SERVICES SECRETARY  
ACCOUNTING AND PAYROLL CLERK  
ADMINISTRATION BUILDING SECRETARY  
ADMINISTRATIVE ASSISTANT TO THE SUPERINTENDENT  
ATHLETIC ASSISTANT  
BUILDING AND GROUNDS SECRETARY  
BUILDING ENGINEER  
CENTRALIZED ENROLLMENT SECRETARY  
CHARTER SCHOOL SECRETARY – SECONDARY  
CUSTODIAN  
DATA SERVICES SUPPORT  
EARLY LEARNING SECRETARY  
EXECUTIVE ASSISTANT  
FINANCIAL SECRETARY – FOOD AND NUTRITION  
FINANCIAL SECRETARY – HIGH SCHOOL  
FINANCIAL SECRETARY/REGISTRAR – MIDDLE SCHOOL  
FOOD AND NUTRITION SUPPORT SPECIALIST  
HAULER  
HEADSTART SECRETARY  
HUMAN RESOURCES GENERALIST

HUMAN RESOURCES SECRETARY  
INFORMATION MEDIA AND TECHNOLOGY CLERK  
INFORMATION TECHNOLOGY FIELD TECHNICIAN  
INFORMATION TECHNOLOGY FINANCIAL SECRETARY  
INFORMATION TECHNOLOGY SECRETARY  
INFORMATION TECHNOLOGY SYSTEMS TECHNICIAN  
INFORMATION TECHNOLOGY TECHNICIAN – LEAD  
INSTRUCTIONAL MEDIA SECRETARY  
LEAD CUSTODIAN  
MAINTENANCE I  
MAINTENANCE II  
PAYROLL CLERK  
PAYROLL SPECIALIST  
REGISTRAR – HIGH SCHOOL  
SECONDARY SCHOOL SECRETARY  
SPECIAL EDUCATION SECRETARY  
STUDENT SERVICES BILLING AND RECORDS SPECIALIST  
STUDENT SERVICES SECRETARY  
TEACHING AND LEARNING ADMINISTRATIVE SPECIALIST

## **Year 3 - Certified**

ACADEMIC INTERVENTIONIST  
ADAPTIVE PHYSICAL EDUCATION  
AGRICULTURE  
ALTERNATIVE EDUCATION  
ART  
ASL  
ATOD COORDINATOR  
AUDIOLOGIST  
BAND  
BEHAVIORAL INTERVENTIONIST  
BUSINESS EDUCATION  
CHARTER SCHOOL TEACHER  
COMPETENCY COMPONENT  
CREDIT RECOVERY PROGRAM TEACHER  
DEAF/HARD OF HEARING  
DUAL IMMERSION TEACHER  
EARLY CHILDHOOD SPECIAL EDUCATION  
EARLY LEARNING TEACHER  
ELEMENTARY LITERACY/SEL COACH  
ENGLISH

ENGLISH LANGUAGE LEARNERS  
ENGLISH LEARNERS COORDINATOR  
FAMILY/COMMUNITY PARTNERSHIP COORDINATOR  
FAMILY/CONSUMER EDUCATION  
FIFTH GRADE  
FIRST GRADE  
FOURTH GRADE  
FRENCH  
GERMAN  
HEADSTART EARLY LEARNING TEACHER  
HEADSTART PROGRAM COORDINATOR  
HEALTH  
INSTRUCTIONAL COACH  
INSTRUCTIONAL COACH - LITERACY  
INSTRUCTIONAL COACH - MATH  
INSTRUCTIONAL COACH - SECONDARY  
INSTRUCTIONAL COACH – SEL  
INSTRUCTIONAL COACH – TALENTED AND GIFTED  
INSTRUCTIONAL/SEL COACH - ELEMENTARY  
JAPANESE

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

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

|                                                     |                                        |
|-----------------------------------------------------|----------------------------------------|
| ACCOUNTING MANAGER                                  | HUMAN RESOURCES MANAGER                |
| BUILDING SERVICES MANAGER                           | HUMAN RESOURCES STAFFING SPECIALIST    |
| COMMUNICATIONS MANAGER                              | INFORMATION ANALYST                    |
| DATA SERVICES SPECIALIST                            | MEDIA & TECHNOLOGY INTEGRATION MANAGER |
| FOOD & NUTRITION MANAGER – 207 DAYS                 | PAYROLL MANAGER                        |
| FOOD & NUTRITION MANAGER – 237 DAYS                 | PURCHASING MANAGER                     |
| GENERAL MANAGER – FACILITIES                        | SAFETY COORDINATOR                     |
| GENERAL MANAGER - OPERATIONS                        | SCHOOL & COMMUNITY LIAISON             |
| HOMELESS COORDINATOR                                | SENIOR ACCOUNTANT                      |
| HUMAN RESOURCES INFORMATION SYSTEMS DATA SPECIALIST | SPECIAL EDUCATION COORDINATOR          |

## Job Description and Labor Market Review Cycles by Position

SPECIAL EDUCATION FAMILY ENGAGEMENT  
COORDINATOR  
TECHNOLOGY COORDINATOR  
TECHNOLOGY COORDINATOR – SPECIALIZED

TECHNOLOGY LEAD SYSTEMS ENGINEER  
TECHNOLOGY SERVICE SUPERVISOR  
TECHNOLOGY SYSTEMS ENGINEER

### **Year 5 - Administration**

ADMINISTRATOR ON SPECIAL ASSIGNMENT  
ASSISTANT DIRECTOR OF SPECIAL EDUCATION  
ASSISTANT PRINCIPAL – ELEMENTARY – 10 MONTHS  
ASSISTANT PRINCIPAL- MIDDLE SCHOOL, 209 DAYS  
ASSISTANT PRINCIPAL- SECONDARY, 12 MONTHS  
ASSISTANT PRINCIPAL/ATHLETIC DIRECTOR – HIGH SCHOOL  
ASSISTANT PRINCIPAL/ATHLETIC DIRECTOR - MIDDLE SCHOOL  
DIRECTOR OF EARLY LEARNING & ELEMENTARY PROGRAMMING  
DIRECTOR OF EQUITY, DIVERSITY & INCLUSION  
DIRECTOR OF FOOD & NUTRITION  
DIRECTOR OF SECONDARY PROGRAMMING AND POST SECONDARY READINESS  
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