

ST. MARYS CITY SCHOOL DISTRICT

JOB DESCRIPTION INDEX

100 BOARD APPOINTED OR ELECTED

- 101 Board of Education Member
- 102 Superintendent
- 103 Treasurer

200 ADMINISTRATIVE

- 201 Assistant Treasurer
- 202 Business Manager
- 203 Curriculum and Instruction Director
- 204 Principal
- 205 Principal - Assistant
- 206 Special Education Director
- 207 Technology Coordinator

300 CERTIFICATED

- 301 Department Head
- 302 Gifted Services Coordinator
- 303 Guidance Counselor – Elementary
- 304 Guidance Counselor – High
- 305 Guidance Counselor – Junior High
- 306 Library/Media Specialist
- 307 School Nurse and Nurse Assistant
- 308 School Psychologist
- 309 Speech Pathologist
- 310 Teacher

New Addition:

- 311 Dean of Students – 9/27/11

400 ATHLETICS & SUPPLEMENTALS

ATHLETIC PROGRAM

- 401 Athletic Director
- 402 Coach – Head
- 403 Coach – Assistant
- 404 Event Manager
- 405 Weight Room Supervisor

EXTRA/CO-CURRICULAR

- 406 Academic Competition Team Advisor
- 407 Advanced Placement Coordinator
- 408 Athletic Department Secretary
- 409 Band Director & Assistant Band Director
- 410 Career Education Coordinator
- 411 Choir Director (Including Show Choir)
- 412 Choreographer
- 413 Class Advisor
- 414 Concert Director (Elementary or Middle School)
- 415 Department Head
- 416 Electronic Communications MTV
- 417 Industrial Arts Maintenance

- 418 Jazz or Pep Band Advisor
- 419 Majorette Advisor
- 420 Musical or Play Director & Assistant Director
- 421 Musical Orchestra Director
- 422 Musical Vocal Director
- 423 National Honor Society Advisor
- 424 Play Technical Director
- 425 Prom Advisor
- 426 Set Construction
- 427 Stage Manager
- 428 Student Activity or Club Advisor
- 429 Summer Band Duties – Director & Assistant Director
- 430 Technology Support Team
- 431 Tutor
- 432 Yearbook Advisor & Assistant Advisor
- 433 Assistant Athletic Director

500 PROGRAM SUPPORT

- 501 ABLE Coordinator
- 502 Academy Program Director
- 503 Educational Aide
- 504 Library Technician
- 505 Student/Personal Care Attendant
- 506 Computer Network Manager
- 507 Computer Technician
- 508 Interpreter

600 MAINTENANCE & CUSTODIAL

- 601 Buildings and Grounds Supervisor
- 602 Cleaner
- 603 Custodian
- 604 Maintenance Worker/Groundskeeper
- 605 Seasonal Worker

700 TRANSPORTATION

- 701 Transportation Supervisor & Mechanic
- 702 Bus Aide/Monitor
- 703 Bus Driver
- 704 On Board Instructor

800 FOOD SERVICE

- 801 Food Services Supervisor
- 802 Cook/Cashier
- 803 Cook – Head

REVISED: March 20, 2012