

## Positions by Category

**Custodial/Maintenance Staff** – All Maintenance and Custodial staff, full and part time.

**Administrators/Department Managers** – Directors, Assistant Directors, Public Information Specialist, Supervisor of Special Education, Assistant Board Clerk, Principals, Assistant Principals, Manager of Purchasing/Transportation/Custodial Services, Manager of Food Services, Assistant Manager of Food Services, Maintenance Supervisor, Comptroller

**Full-Year Staff (those who work July 1<sup>st</sup> – June 30<sup>th</sup>)** – All IT Staff, Accounting Clerk, Accounts Payable Supervisor, Benefits Assistant, Buildings & Grounds Clerk, Coordinators, Central Stores Clerk I (ESC), Central Stores Clerk II, Confidential Staff, District Translator, Employee Benefits Specialist, Financial Analyst/Grant Manager, High School Guidance Secretary, High School Receptionist/Clerk, High School Secretary to Assistant Principal, Secretary to Curriculum Coordinator, Secretary to Director of Student Services, Secretary to Director of Instruction, Secretary to Manager of Food Service, Secretary to Manager of Purchasing/Transportation/Custodial Services, Secretary to Principal – High School, Secretary to Principal – Middle School, Secretary to Supervisor of Special Education, Special Education Clerk (full-time), Student Enrollment/Census Secretary, Student Services Office Clerk

**School-Year Staff** – All Teaching Staff, All Food Service Staff (Cook, Baker, Helper, Hostess, Kitchen Manager, Inventory Support Staff), All Regular and Special Education Aide/Paraprofessional Staff, Academic Learning Coach, Attendance Secretary, Bookkeeper, Central Stores Clerk I (Food Service Driver), Clerical Team Leader, COTA, Counselors, Diversity/Outreach Specialists, Early Learning Specialist/PBIS Coach, Educational Interpreter, Elementary Principal Secretary, Graduation Coach, High School Secretary to Assistant Principal/Athletic Director, Innovation Specialists, JVA Guidance Secretary, Library Media Specialist, Middle School Assistant Principal Secretary, Middle School Guidance Secretary, Nurse, Occupational Therapist, Physical Therapist, Program Support Teachers, Psychologists, PTA, School Banker, Secretary to Athletic Director (ESC), Secretary to Charter School, Secretary to School Psychologists, Social Workers, Speech/Language Pathologist, Student Services Specialist, Truancy Abatement Center Assistant, Youth Advocate, Youth Mentoring Specialist, Fatherhood Mentor, Homeless Liaison, Medicaid Billing Secretary.

After school activities/clubs (CLC, FRC, etc) would not report to work and no pay would be granted for days when school is closed.

**Substitute Employees** – All substitute employees should not report to work on any day that the district is closed. The School District of Janesville's Facebook page (<https://www.facebook.com/SDJK12>), main district (<http://www.janesville.k12.wi.us>), and school websites will also list the closing or delay information.

**If you have any questions, or do not see your job title listed, please contact the Human Resource Department as soon as possible at x5024.**