

**Human Resources Matrix Outlining Positions & Corresponding Duties at the Site Level
(Elementary Schools)
2022-23 SBB Resource**

Position Title	Attendance	Enroll-ment	Time-keeping (Time & Labor)	Produce Report Cards	Change Grades	Enter Student Immunization Information	Health	Budget	Library	Counseling	Transportation	Clerical Support	Admin (Office Mgr)
Elementary School Assistant *	X	X	X	X	X			X			X		X
Supervising Elementary School Assistant *	X	X	X	X	X			X			X		X
Health Assistant *						X	X						
Health Technician *						X	X						
Attendance Assistant	X									X		X	
Guidance Assistant	X									X		X	
Library Assistant									X			X	
Clerk Typist I	X	X	X			X			X		X	X	
School Clerical Assistant	X	X	X			X				X	X	X	
School General Secretary I *	X	X	X					X			X		X
School General Secretary II *	X	X	X					X			X		X
School General Secretary III *	X	X	X					X			X		X
School Clerk I	X	X	X	X	X				X	X	X	X	
School Clerk II	X	X	X	X	X				X	X	X	X	

Higher level positions have the capacity to assume duties of the lower level job classes within the job family. Higher level duties cannot be assigned downward. Please refer to the official SDUSD position description and/or discuss with classification staff for assistance.

*See attached list of primary job class distinctions to assist with staffing determinations based on duties to be performed.

Note:

Timekeeping--clerks can enter time and labor for hourly and salaried employees.

Auditing and reporting of time and labor is the responsibility of the higher level job classes (SGS II/III and/or ESA or SESA).

Library -- Clerk Typist I, School Clerk I and School Clerk II can check in/out books and do related clerical support. A Library Assistant does a combination of instructional support and related library clerical tasks.

If a Library Assistant position is reduced/eliminated, sites cannot use teachers and/or parent volunteers to check in/check out books and materials.

Health Office -- all clerks, secretarial and admin support staff can provide illness/accident attention and first aid in the absence of a school nurse.

*Please visit the District's website to reference official position descriptions.

<https://www.governmentjobs.com/careers/sandi/classspecs>

**Human Resources Matrix Outlining Positions & Corresponding Duties at the Site Level
(Middle Schools)
2022-23 SBB Resource**

Position Title	Attendance	Enrollment	Counseling Office	Student Info Systems	Produce Report Cards	Change Grades	ASB Accounts	Enter Immunization Info	Time-keeping (Time & Labor)	Transportation Liaison	Health Office	Budget	Clerical Support	Admin (Office Mgr)	Campus Security	Library
Accounting Clerk (Schools) *							X					X	X			
Administrative Assistant I *							X		X	X		X	X	X		
Attendance Assistant	X												X			
Campus Security Assistant															X	
Health Assistant *								X			X					
Health Technician *								X			X					
Middle Level Financial Clerk							X					X	X			
School Clerical Assistant/Clerk Typist I	X	X	X					X	X		X		X			X
School Clerk I	X	X	X					X	X	X	X		X			X
School Clerk II	X	X	X		X	X		X	X	X	X		X			X
School General Secretary III *							X		X			X	X	X		
School Library Tech I or II																X
SIS Site Tech II				X	X	X				X			X			

Higher level positions have the capacity to assume duties of the lower level job classes within the job family. Higher level duties cannot be assigned downward. Please refer to the official SDUSD position description and/or discuss with classification staff for assistance.

*See attached list of primary job class distinctions to assist with staffing determinations based on duties to be performed.

Note:

Timekeeping--clerks can enter time and labor for hourly and salaried employees.

Auditing and reporting of time and labor is the responsibility of the higher level job classes (SGS II/III and/or AA I).

Library -- Clerk Typist I, School Clerk I and School Clerk II can check in/out books and do related clerical support. A Library Assistant does a combination of instructional support and related library clerical tasks.

If a Library Assistant and/or School Library Technician I or II is reduced/eliminated, sites cannot use teachers and/or volunteers to check in/check out books and materials. This work cannot be supplanted by certificated bargaining unit staff and/or volunteers.

Health Office -- all clerks, secretarial and admin support staff can provide illness/accident attention and first aid in the absence of a school nurse.

*Please visit the District's website to reference official position descriptions.

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**Human Resources Matrix Outlining Positions & Corresponding Duties at the Site Level
(High Schools)
2022-23 SBB Resource**

Position Title	Attend- ance	Enroll- ment	Counsel- ing Office	Registrar	Student Info Systems	Produce Report Cards	Change Grades	ASB Accts	Enter Immuni- zation Info	Health Office	Time- keeping (Time & Labor)	Transpor- tation Liaison	Budget	Clerical Support	Admin (Office Mgr)	Campus Security	Library	Technology Support	Technology & Media Support
Accounting Clerk (Schools) *								X					X	X					
Administrative Assistant I *								X			X	X	X	X	X				
Attendance Assistant	X													X					
Campus Security Assistant																X			
Health Assistant *									X	X				X					
Health Technician *									X	X				X					
High School Registrar		X		X										X					
Network Systems Technician																		X	
Network Systems & Media Support Technician																		X	X
School Clerical Assistant/Clerk Typist I	X	X	X						X		X			X			X		
School Clerk I	X	X	X						X		X	X		X					
School Clerk II	X	X	X				X		X		X	X		X			X		
School General Secretary III *								X			X	X	X	X	X				
School Library Tech II																	X		
Senior High Financial Clerk *								X					X	X					
SIS Site Tech II					X	X	X							X					

For 2021-22, High Schools need to continue to fund and support technology needs for their site.

Higher level positions have the capacity to assume duties of the lower level job classes within the job family. Higher level duties cannot be assigned downward. Please refer to the official SDUSD position description and/or discuss with classification staff for assistance.

*See attached list of primary job class distinctions to assist with staffing determinations based on duties to be performed.

Note:

Timekeeping (time & labor)--clerks can enter time and labor for hourly and salaried employees.

Auditing and reporting of time and labor is the responsibility of the higher level job classes (SGS II/III and/or AA I).

Library -- Clerk Typist I, School Clerk I and School Clerk II can check in/out books and do related clerical support. A School Library Technician II is to perform specialized library clerical and technical tasks related to the acquisition, processing, circulation, cataloging, maintenance, disposition, and record keeping for library media materials

If a School Library Technician II is reduced/eliminated, sites cannot use teachers and/or volunteers to check in/check out books and materials.

Health Office -- all clerks, secretarial and admin support staff can provide illness/accident attention and first aid in the absence of a school nurse.

*Please visit the District's website to reference official position descriptions.

<https://www.governmentjobs.com/careers/sandi/classspecs>