

Idaho Department of Education  
2012-2013 School Year

***Support Staff - Noncertified***  
**Positions and descriptions**

This subject area includes those school support personnel where teaching or administrative certificates are not required. Caution, these codes are not to be used by personnel simply lacking proper credentials. Funds may be withheld if standards exist for the service being provided and the person does not qualify for the required certification.

**97101 Business Manager/District Clerk**

Directs individuals and manages a function, program, or supporting service under the direction of a senior staff member.

**97105 Clerk - Board Of Trustees**

Activities to perform the duties of the secretary or clerk of the board of trustees.

**97110 Office Support Personnel - District**

Performs the activities of preparing, transferring, transcribing, systematizing, or preserving communications, records, and transactions.

**97112 Purchasing/Warehouse Personnel**

Performs purchasing activities of preparing, transferring, transcribing, systematizing, or preserving communications, records, and transactions.

**97115 Office Support Personnel - Building**

Performs such activities as preparing, transcribing, systematizing or preserving written communication and reports or operating mechanical equipment (e.g., computers, fax machines, calculators, and word processing equipment).

**97125 Human Resources**

Performs activities concerned with staff recruitment, selection, training, and assignment. This includes maintaining staff record, working with administrators in developing pension and insurance plans, and maintaining employer-employee harmony and efficiency through negotiations and internal public relations efforts.

**97130 Public Information**

Attempts to foster good relations between the school and the public as a whole, by planning and conducting programs to disseminate accurate information through such media as newspapers, radio and television, public forums and civic activities, and by reviewing materials for and directing preparation of publications.

**97201 Custodian Supervisor**

Supervises and monitors the housekeeping and servicing activities for the upkeep and safety of the school.

**97205 Custodial Personnel**

Performs plant housekeeping and servicing activities for the upkeep and safety of the school.

**97301 Child Nutrition - Supervisor**

Activities to direct, manage, and supervise food services operations.

**97305 Child Nutrition - Manager**

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Prepares the menu for the number of persons to be served making recommendations for foods that will constitute nutritionally adequate meals. Directs individuals and manages a function, program or supporting service under the direction of a senior staff member.

**97310 Child Nutrition – Food Preparation and Service**

Activities to prepare and serve regular and incidental meals, lunches, or snacks to students and staff members in a school or school system. These include cooking, operating kitchen equipment, preparing food, serving food, cleaning dishes, and storing dishes and kitchen equipment.

**97315 Child Nutrition - Other**

Other food services which cannot be classified above.

**97401 Building/Grounds Maintenance Supervisor**

Activities to direct, manage, and supervise the operation and maintenance of the school plant facilities.

**97405 Building/Grounds Maintenance Personnel**

Activities to keep the physical plant open, comfortable, and safe for use, and keep the grounds, buildings, and equipment in effective working condition and state of repair. These include maintaining safety in school buildings, on grounds, and in the vicinity of schools.

**97501 Instructional Assistant - Regular Education**

Assists instructor with routine activities associated with teaching (e.g., those activities requiring minor decisions regarding students, such as conducting rote exercises, operating equipment, and clerking).

**97502 Instructional Assistant - Special Education**

Assists Special Education instructors with Routine Activities Associated with Teaching.

**97503 Instructional Assistant – PK Special Education**

Assists instructor with routine activities associated with teaching PK special education students. Activities may require minor decision making regarding the student.

**97504 Instructional Assistant – PK Regular Education**

Assists instructor with routine activities associated with teaching PK regular education students. Activities may require minor decision making regarding the student.

**97506 Instructional Assistant - Title I**

Assists Title I instructors with routine activities associated with teaching.

**97507 Instructional Assistant – EEL/LEP**

Assists EEL/LEP instructors with routine activities associated with teaching.

**97508 Instructional Assistant - Technology**

Assists Technology instructors with routine activities associated with teaching.

**97509 Instructional Assistant - Migrant**

Assists Migrant instructors with routine activities associated with teaching.

**97520 Related Services Assistant - Special Education**

Assists certified/registered therapists with the implementation of instruction and monitoring of student progress.

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**97521 Interpreter - Hearing Impaired**

Provides services that allow individuals who cannot comprehend or communicate using the spoken word to understand and express themselves (e.g., sign language interpreter).

**97522 Personal Care Assistant**

Assists students in performing personal care activities, including dressing and toileting.

**97530 Library Assistant**

The Library Assistant assists in the maintenance and operation of a library by aiding in the selection, ordering, cataloging, processing, and circulation of all media. Also assists in the maintenance and operation of a media center by serving as a specialist in the organization and use of all teaching and learning resources, including hardware, content material and services.

**97601 Pupil Transportation Supervisor**

Directs, manages, supervises student transportation services.

**97602 Pupil Transportation Dispatcher/Secretary**

Assigns vehicles and drivers to perform specific services and to record such information concerning vehicle movement as a school or system may require.

**97603 Pupil Transportation - School Bus Mechanic**

Inspects, repairs, and maintains functional parts of mechanical equipment and machinery.

**97604 Pupil Transportation-School Bus Assistant**

Assists in the cleaning, washing, fueling and moving of pupil transportation vehicles.

**97605 Pupil Transportation - School Bus Drivers**

Drives a bus used in the service of transporting students of a school or system. Drives a vehicle such as a truck or automobile used in the service of a school or system.

**97606 Pupil Transportation - School Bus Monitors**

Helps keep order on buses or other school or system facilities. This includes bus aides for special education routes, traffic guards for loading buses, and crossing guards for monitoring pedestrian traffic.

**97607 Pupil Transportation-School Bus Driver Trainer**

Responsible for training new and veteran school bus drivers using Idaho's school bus driver training curriculum.

**97701 Safe Environment – Security Personnel**

**97702 Safe Environment – Crossing Guard Personnel**

**97703 Safe Environment – Playground/Noon Duty/Hall Personnel**

**97704 Safe Environment – Before/After School Programs Personnel**

**97705 Safe Environment – Community Education**

**97706 Safe Environment – Attendance Officers**

Assures the protection and safety of property and its occupants and/or monitors attendance. May assist certificated prevention specialist. Non-certified positions that may be included in this classification are school resource officers, attendance officers, playground supervisors, crossing guards.

**97710 Athletic/Physical Education/Coaching Assistant**

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Assists in the athletic training and physical education program. This code may be used only for individuals working in a noncertified capacity. Funds may be withheld for misassignment if standards exist for the service being provided and the person does not qualify for the required certification.

**97711 Health Care Assistant**

Assists pupil services health care professionals. This code may be used only for individuals working in a noncertified capacity. Funds may be withheld for misassignment if standards exist for the service being provided and the person does not qualify for the required certification.

**97715 Special Project Personnel (Restricted)**

This code may be used only for professional assignments that have no specific certification standards. This category is not to be used for persons who simply lack certification. Funds may be withheld for misassignments if standards exist for the service being provided and the person does not qualify for the required certification. Someone hired by the district to oversee asbestos removal would be assigned to this code.

**97716 Grant Writer – Special Project Personnel**

**97725 Other Non-Certified, Specify (Restricted)**

This code may be used only for assignments that have no specific certification standards. This category is not to be used for persons who simply lack certification. Funds may be withheld for misassignments if standards exist for the service being provided and the person does not qualify for the required certification (e.g., district employed security guard or a paid volunteer coordinator). Always submit explanation.

**97727 IT (Technology)/Data Analysis Services**

Activities to prepare data for storage, retrieval and reproduction as information for reporting purposes. This might include supervisor of data processing, systems analysts, programmers, operations and data entry.

**97730 Computer Technology Technician**

Performs technical support for computer hardware and software. This ISEE assignment code may be used only for individuals working in a noncertified capacity. Funds may be withheld for misassignment if standards exist for the service being provided and the person does not qualify for the required certification.