

COLDWATER EXEMPTED VILLAGE SCHOOL DISTRICT

JOB DESCRIPTION INDEX

100 ADMINISTRATIVE	410 Drama Director – Assistant
101 Board of Education Member	411 Local Professional Development Committee
102 Chief Fiscal Officer/Treasurer	412 Mentor – Lead Teacher/Teacher
103 Dean of Students/Athletic Director	413 Music – Assistant Marching Band Director
104 Federal Programs Coordinator <i>Addendum</i>	414 Music – Choir Director <i>Addendum</i>
105 Principal	415 Music – Instrumental Music Director <i>Addendum</i>
106 Superintendent	416 Music – Show Choir Director <i>Addendum</i>
107 Supervisor of Student Services (Includes: Special Education)	417 Newspaper Advisor – Student
108 Technology Coordinator	418 Scholastic Bowl Advisor
	419 Science Fair Advisor
	420 Student Council Advisor
	421 Yearbook Advisor
200 ADMINISTRATIVE SUPPORT	
FINANCIAL/ACCOUNTING	
201 Assistant Treasurer/EMIS Coordinator	500 PROGRAM SUPPORT
202 Fiscal Assistant	501 Aide (Library/Office/Playground/Study Hall Monitor)
SECRETARIAL/CLERICAL	502 School Nurse/Safety Director
203 Secretary – Building	503 Technology Assistant
204 Secretary – Student Services	504 Volunteer
205 Secretary – Superintendent’s	505 Resource Specialist/Aide
300 CERTIFICATED	600 MAINTENANCE/CUSTODIAL
301 Guidance Counselor	601 Custodian
302 Library/Media Specialist	602 Maintenance
303 Speech/Language Pathologist	603 Maintenance /Custodian
304 Teacher	604 Maintenance/Custodial Services Director
305 Teacher – Career/Technical Education (VocAg, Mechanical, Horticulture, Family/Career, Consumer Science)	605 Temporary or Seasonal Worker
306 Teacher – Gifted	
307 Teacher – Intervention Specialist/Special Education	700 TRANSPORTATION
308 Teacher – Substitute	701 Bus Driver
310 Social Worker	702 Trainer/On-Board Instructor <i>Addendum</i>
	703 Transportation Supervisor <i>Addendum</i>
400 SUPPLEMENTALS	800 FOOD SERVICE
ATHLETIC PROGRAMS	801 Cook – Head
- - Athletic Director SEE: File 103	802 Cook/Cashier
401 Athletic Director – Assistant	803 Food Service Director
402 Cheerleading Advisor	
403 Coach – Assistant	
404 Coach – Head	
405 Ticket Manager	
CO/EXTRA-CURRICULAR	
406 Class Advisor (Includes: DC trip)	
407 Club Advisor (or Student Activity)	
408 Department Chair/Grade Level Coordinator	
409 Drama Director	