

**Human Resources Matrix Outlining Positions & Corresponding Duties at the Site Level
(Elementary Schools)
2017-18 SBB Resource**

| Position Title | Attendance | Enrollment | Time-keeping (Time & Labor) | Produce Report Cards | Change Grades | Enter Immunization Information | Health | Budget | Library | Counseling | Transportation | Clerical Support | Admin (Office Mgr) |
|--------------------------------|------------|------------|--------------------------------|----------------------|---------------|--------------------------------|--------|--------|---------|------------|----------------|------------------|--------------------|
| 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.

Note: Please visit the District's website to review the official position descriptions

<https://www.sandiegounified.org/position-descriptions>

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.

**Human Resources Matrix Outlining Positions & Corresponding Duties at the Site Level
(Middle Schools)
2017-18 SBB Resource**

| Position Title | Attend- ance | Enroll- ment | Counsel- ing Office | Student Info Systems | Produce Report Cards | Change Grades | ASB Accounts | Enter Immuni- zation Info | Time- keeping <small>(Time & Labor)</small> | Transpor- tation Liaison | Health Office | Budget | Clerical Support | Admin Office Mgt | 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 | | | |

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

**Human Resources Matrix Outlining Positions & Corresponding Duties at the Site Level
(High Schools)
2017-18 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 Mgt | 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 | | | | | |

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