

Job Descriptions

A review of all job descriptions in the Wenatchee School District began in August of 2000. The goal is to have job descriptions ADA compliant as well as being accurate descriptions of what the employee actually does for each position.

As job descriptions are updated they are sent to the administrative supervisors for review. The supervisor and employees in those positions review the descriptions and return to Human Resources with any changes, corrections or additions.

Job descriptions are also reviewed on an as needed basis. Reviewing job descriptions is an ongoing process for the Human Resources Department

A copy of any of the job descriptions listed below can be obtained by contacting the Human Resources Office at 509.663.8161.

Central Office

- Superintendent
- Deputy Superintendent
- Executive Secretary
- Director of Student Services
- Administrative Secretary Student Services
- Central Office Secretary/Receptionist
- Central Office Receptionist
- Pony Route Driver

WSD Human Resources Office

- Assistant Superintendent Human Resources
- Human Resources Director
- Administrative Assistant
- Human Resources Specialist
- Substitute Coordinator
- Substitute Coordinator/Students Records Clerk
- Mentor Coach for New Teachers

WSD Learning and Teaching Office

- Assistant Superintendent of Learning and Teaching
- Administrative Secretary
- Instructional Coach: Math, Literacy, Technology or ELL
- District Science Resource Center Specialist
- Director of Career and Technical Education
- Secretary of Career and Technical Education

WSD Learning & Teaching Office (cont.)

- Assessment Coordinator
- Elementary Enrichment Teaching Specialist
- Middle School Enrichment Teaching Specialist
- High School Enrichment Teaching Specialist

WSD Business Office

- Chief Financial Officer
- Business Operations Accountant
- Budget/Payroll Accountant
- Information Processing Specialist
- Assistant Accountant Accounts Payable/Purchasing
- Assistant Accountant Accounts Payable/Vendors
- Assistant Accountant Accounts Receivable/Travel
- Payroll/Benefits Specialist
- Printer
- Finance Assistant
- Business Manager

WSD Operations

- Assistant Superintendent of Operations
- Administrative Secretary
- ISO Coordinator/Management Representative

High School

- Principal
- Assistant Principal
- High School Associated Student Body Treasurer
- High School Campus Supervisor
- High School Head Secretary
- High School Case Manager
- High School Marketing Store Para Educator
- Para Educator
- High School Attendance Secretary
- High School Counseling Secretary
- High School Secretary/Receptionist
- High School Receptionist
- High School Student Records/Scheduling Secretary
- High School Registrar
- High School Math Teacher
- Secondary Teacher
- Auditorium/Facilities Manager

High School (cont.)

- District Coordinator of Safety and Security
- Academic Intervention Specialist
- WHS Campus Security

Middle Schools

- Middle School Head Secretary
- Middle School Assistant Secretary
- Literacy Coach

Elementary Schools

- Principal
- Elementary Head Secretary
- Elementary Assistant Secretary
- Elementary Teacher
- Instructional Coach: K-2 Literacy
- Instructional Coach: 3-5 Literacy
- Instructional Coach: K-4 Math

Athletics

- Athletic Director
- Athletic Director Secretary
- District Sports Coordinator Middle School
- High School Head Coach
- High School Assistant Coach
- High School Athletic Trainer
- Middle School Athletic Coordinator
- Middle School Head Coach
- Middle School Assistant Coach

Day Care

- Child Care Coordinator
- Para Educator Child Care

Maintenance and Operations

- Maintenance and Operations Supervisor
- Maintenance and Operations Trades Supervisor
- Maintenance and Operations Secretary
- M&O Receptionist
- Maintenance and Operations Warehouse

Maintenance and Operations (cont.)

- Seasonal Maintenance Worker Warehouse
- Trades I Grounds Worker
- Temporary Maintenance Worker: Grounds
- Tradesman I Maintenance/Locksmith
- Trades I Painter
- Trades II Assistant
- Tradesman II Environmental/Equipment Technician
- Tradesman II Carpenter
- Tradesman II Electrician
- Tradesman II HVAC
- Tradesman II Plumber/Boiler
- Laundry/Delivery Person

Operational Technology

- Operational Technology Coordinator
- Instructional Web Liaison
- Internet Support Specialist
- Media/Technology Specialist
- Electronics Technician
- Digital AV/Electronics Technician
- Computer Technician
- Technical Support Specialist (Level II/DS)
- LAN Support Technician
- Instructional Technology Coordinator
- Network Support Manager
- Technical Resource Assistant
- Technical Resource Teacher
- Technical Para Educator

Nurses

- School Nurse
- Special Education Certified Nursing Assistant
- Special Education Licensed Practical Nurse
- Special Education Registered Nurse
- Special Education Healthcare Associate

Valley Academy of Learning

- Teacher Coordinator
- Teacher
- Secretary

Special Education

- Special Education Director
- Special Education Assistant Director
- Special Education Teacher
- Special Education Psychologist
- Speech Language Pathologist
- Speech Language Pathologist Assistant
- Special Education Deaf Interpreter
- Special Education Para Educator

Special Programs

- Director of Special Programs
- Migrant/Bilingual Coordinator/ELL Literacy Educator
- Migrant/Bilingual Program Coordinator
- Title 1/LAP District Coordinator
- Title 1/LAP Secretary
- Migrant/Bilingual Secretary
- Migrant/Bilingual Reporting Specialist
- Migrant Home Visitor
- Reading Coordinator
- Special Programs Secretary
- Family Advocate/Community Specialist
- Family Advocate
- Literacy Coach
- English Language Learners (ELL) Instructional Coach
- Director of Migrant/Bilingual Programs
- State and Federal Projects Director
- Special Programs Clerk
- Case Manager

Food Services

- Food Services Director
- High School Kitchen Manager
- Central Kitchen Manager
- Middle School Kitchen Manager
- Assistant Kitchen Manager Central Kitchen
- Secondary and Satellite Baker
- Secondary Production
- Satellite Production
- Lead Elementary Server Breakfast and Lunch
- Assistant Elementary Server
- Catering Coordinator
- Delivery Truck Operator

Custodians

- ❑ M&O Custodial Services Supervisor
- ❑ M&O Custodial Services Coordinator
- ❑ Head Custodian
- ❑ Custodian
- ❑ Events Custodian

Transportation

- ❑ Transportation Supervisor
- ❑ Transportation Records/Dispatcher
- ❑ Transportation Dispatcher/Secretary
- ❑ Transportation Secretary
- ❑ Bus Driver
- ❑ Transportation Driver Trainer
- ❑ Mechanic
- ❑ Transportation Shop Assistant