

**PLYMOUTH COMMUNITY SCHOOLS
JOB DESCRIPTION
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1400 - 0010	Superintendent
1400 - 0020	Assistant Superintendent
1400 - 0030	Principal - High School
1400 - 0035	Principal - Elementary
1400 - 0036	Associate Principal - Elementary
1400 - 0040	Assistant Principal A - High School
1400 - 0045	Assistant Principal B - High School
1400 - 0046	Interim Attendance Officer / Building Manager – High School
1400 - 0050	Athletic Director - High School
1400 - 0055	Assistant Athletic Director
1400 - 0070	Director of Guidance
1400 - 0071	High School Counselor
1400 - 0072	Junior High School Counselor
1400 - 0080	Assistant Principal - Middle School
1400 - 0090	Teacher
1400 - 0091	Teacher at Behavioral Health Care
1400 - 0092	K-12 Instructional Technology
1400 - 0095	Essential Skills Instructor
1400 - 0097	Health Occupations Teacher
1400 - 0098	Teacher - Reading
1400 - 0110	Media Specialist - Elementary
1400 - 0120	Media Specialist - High School
1400 - 0130	Media Specialist - Middle School
1400 - 0140	Gifted and Talented Coordinator/Title I Program Coordinator
1400 - 0150	Gifted and Talented Resource Teacher for Grades K-5
1400 - 0151	Title I Resource Teacher
1400 - 0160	Corporation Social Worker
1400 - 0170	Director of School Nurses
1400 - 0180	School Nurse
1400 - 0210	Administrative Assistant
1400 - 0215	Business Manager / Board Treasurer
1400 - 0220	Receptionist / Assistant at the Administration Office
1400 - 0221	Technology Secretary
1400 - 0225	Accounts Payable Assistant
1400 - 0226	Purchase Order Assistant
1400 - 0227	Payroll Assistant / Deputy Treasurer
1400 - 0230	Junior High Principal's Secretary
1400 - 0235	Junior High Attendance Secretary
1400 - 0245	Elementary Principal's Secretary
1400 - 0250	High School Principal's Secretary
1400 - 0255	School Bookkeeper
1400 - 0260	High School Guidance Secretary
1400 - 0265	High School Attendance Secretary
1400 - 0270	Athletic Department Secretary
1400 - 0280	Secretary for Behavioral Health Care Education Program
1400 - 0305	Sub Teacher Calling Aide
1400 - 0309	Computer Lab Teacher's Aide

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1400 - 0310	Corporation Aide
1400 - 0311	Kindergarten Home School Coordinator / Aide
1400 - 0312	Teacher Aide for At Risk at Lincoln Junior High School
1400 - 0313	Teacher Aide for At Risk at Plymouth High School
1400 - 0315	Career Specialist Aide
1400 - 0317	Music Aide / Accompanist to Choirs
1400 - 0318	High School Auditorium Aide
1400 - 0319	Director of Technology
1400 - 0320	Computer Technical Assistant
1400 - 0324	Class I - Application Technician
1400 - 0325	Class I - Computer Technician - Novell Certified
1400 - 0326	Class II - Computer Technician
1400 - 0327	Class III - Computer Technician
1400 - 0328	Network Administrator / Engineer
1400 - 0330	Media Clerk
1400 - 0331	Title I Aide
1400 - 0340	LJH Office Aide / Bookkeeper / Hall Monitor
1400 - 0410	Director of Maintenance
1400 - 0415	Director of Transportation
1400 - 0420	Class II - Custodian Service Center
1400 - 0421	Class I - Maintenance Group Leader - Special Training
1400 - 0425	Class I - Building Head Custodian
1400 - 0430	Class II - Building Custodian - Total Duties
1400 - 0435	Class III - Building Custodian - Limited Duties
1400 - 0440	Food Service Truck Driver/Service Center Custodian
1400 - 0449	Class I - Maintenance Group Leader - Special Training
1400 - 0450	Class II - General Maintenance - Special Training
1400 - 0452	Class III - Building Maintenance / Grounds / Head Custodian
1400 - 0455	Grounds Maintenance
1400 - 0460	Class I - Mechanic
1400 - 0465	Class II - Mechanic
1400 - 0466	Bus Driver
1400 - 0467	Pre-school Bus Driver / Transportation Secretary
1400 - 0510	Director of Food Service
1400 - 0515	Banquet Supervisor
1400 - 0516	Banquet Cooks & Servers
1400 - 0520	Cafeteria Worker (Full-time)
1400 - 0530	Cafeteria Worker (Part-time)
1400 - 0531	Head Cook
1400 - 0532	Building Head Cook
1400 - 0533	Noon Hall Supervisor
1400 - 1010	Head Football Coach/Plymouth High School
1400 - 1020	Assistant Varsity Football Coach
1400 - 1030	Freshman Football Head Coach
1400 - 1040	Assistant Freshman Football Coach
1400 - 1050	Head Coach Varsity Basketball
1400 - 1060	Assistant Basketball Coach

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1400 - 1061	Assistant Coach / Program Coordinator
1400 - 1070	Junior Varsity Basketball Coach
1400 - 1080	Freshman Basketball Coach
1400 - 1085	Assistant Freshman Boys Basketball Coach
1400 - 1090	Varsity Baseball Head Coach
1400 - 1100	Junior Varsity Baseball Coach
1400 - 1110	Varsity Baseball - Assistant Coach
1400 - 1120	Boys Varsity - Swimming Head Coach
1400 - 1130	Boys Varsity Swimming - Assistant Coach
1400 - 1140	Varsity Wrestling Coach
1400 - 1150	Assistant Wrestling Coach
1400 - 1160	Boys Varsity Track Head Coach
1400 - 1170	Boys Track Assistant Coach
1400 - 1180	Boys Track Freshman Coach
1400 - 1190	Varsity Cross Country Head Coach
1400 - 1195	Assistant Varsity Cross Country Coach
1400 - 1200	Boys Golf
1400 - 1210	Boys Junior Varsity & Varsity Tennis Coach
1400 - 1215	Assistant Boys Tennis Coach
1400 - 1220	Athletic Trainer
1400 - 1230	Boys Soccer Head Coach
1400 - 1240	Boys Soccer Assistant Coach
1400 - 1520	Varsity Volleyball Coach
1400 - 1530	Junior Varsity Volleyball Coach
1400 - 1540	Freshman Volleyball Coach
1400 - 1550	Girls Swimming and Diving Head Coach
1400 - 1560	Girls Swimming and Diving Assistant Coach
1400 - 1570	Girls Varsity Basketball Head Coach
1400 - 1580	Girls Basketball Junior Varsity Coach
1400 - 1590	Girls Basketball Freshman Coach
1400 - 1600	Girls Junior Varsity & Varsity Tennis Coach
1400 - 1605	Assistant Girls Tennis Coach
1400 - 1610	Girls Varsity Track Head Coach
1400 - 1620	Girls Track Assistant Coach
1400 - 1630	Gymnastic Head Coach
1400 - 1640	Gymnastic Assistant Coach
1400 - 1645	H.S. Girls Soccer Coach
1400 - 1650	Varsity Softball Head Coach
1400 - 1660	Varsity Softball Assistant Coach
1400 - 1800	Pool Director
1400 - 1808	Head Academic Coach - Academic Superbowl
1400 - 1809	Academic Coach - Academic Superbowl
1400 - 1810	Academic Spell Bowl Coach
1400 - 1820	Intramural Coach
1400 - 1830	Cheerleader Sponsor
1400 - 1850	Varsity Speech Coach
1400 - 1860	Assistant Varsity Speech Coach

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1400 - 1870	Novice Speech Coach
1400 - 1880	Director of Dramatics
1400 - 1890	Assistant Director of Dramatics
1400 - 1910	Newspaper Advisor
1400 - 1920	<u>Mayflower</u> Advisor
1400 - 1930	Junior Class Sponsors
1400 - 2020	Junior High 8th Grade Football Coach
1400 - 2030	Junior High 7th Grade Football Coach
1400 - 2040	Junior High Cross Country Coach
1400 - 2050	Junior High 8th Grade Boys Basketball Coach
1400 - 2060	Junior High 7th Grade Boys Basketball Coach
1400 - 2070	Junior High 6th Grade Boys Basketball Coach
1400 - 2080	Junior High Wrestling Coach
1400 - 2100	Junior High 8th Grade Boys Track Coach
1400 - 2110	Junior High 7th Grade Boys Track Coach
1400 - 2120	Junior High 8th Grade Girls Track Coach
1400 - 2130	Junior High 7th Grade Girls Track Coach
1400 - 2140	Junior High 8th Grade Volleyball Coach
1400 - 2150	Junior High 7th Grade Volleyball Coach
1400 - 2155	Junior High 6th Grade Girls Volleyball Coach
1400 - 2160	Junior High 8th Grade Girls Basketball Coach
1400 - 2170	Junior High 7th Grade Girls Basketball Coach
1400 - 2180	Junior High 6th Grade Girls Basketball Coach
1400 - 2190	Yearbook Sponsor
1400 - 2200	Junior High Cheerleader Coach
1400 - 2201	Junior High Assistant Cheerleader Coach
1400 - 2210	Junior High Spelling Bee Coordinator
1400 - 2230	13-15 Age Group Summer Baseball Junior High and High School Coach
1400 - 3010	Elementary Fifth Grade Sports
1400 - 4010	Vocal Music Director
1400 - 4020	Assistant Band Director
1400 - 4040	Instrumental Music Director
1400 - 4050	Summer Instrumental Music Director
1400 - 4060	Summer School Assistant Band Director
1400 - 4080	Department Head (PHS & LJH)
1400 - 4090	Horizontal Chair
1400 - 5000	Adult Basic Educational Coordinator
1400 - 5005	Program Coordinator for OSS/AHS/GED
1400 - 5020	Adult Basic Education Aide
1400 - 5050	Teacher - Alternative High School/GED
1400 - 5051	Teacher – GED (Boys & Girls Club)
1400 - 5055	Comp. Training Instructor / Comp. Lab Supervisor @ Service Center
1400 - 5060	Computer / Classroom Aide for AHS & GED Program
1400 - 5061	GED Classified Clerical
1400 - 5067	GED Child Care Provider
1400 - 5068	Translator
1400 - 5069	ESL Instructor (English for Adults Speaking other Languages)

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1400 - 5070	ABE Child Care Provider
1400 - 5071	Migrant Record Keeper / Home School Coordinator