

HOURLY ROLES AT SEATTLE PUBLIC SCHOOLS

Description	SAP Title	Job Duties/Role Definitions
Minimum Wage	Other Hourly	Minimum Wage
Interviewer	Other Hourly	An interviewer participates in a structured conversation where one participant asks questions, and the other provides answers; conducts one-on-one conversations with interviewees; asks questions to which the interviewee responds, usually so information is offered by the interviewee to interviewer and that information may be used or provided to other audiences.
Legal/Research Assistant	Other Hourly	Research assistants provide support to professionals who are conducting experiments or gathering and analyzing information and data
Hourly Lifeguard	Other Hourly	A lifeguard is a rescuer who supervises the safety and rescue of swimmers, surfers, and other water sports participants
Catalog Assistant	Other Hourly	Perform work as a Library services assistant or on a similar cataloging project
ChildCare-Evenings	Other Hourly	Perform childcare duties during the evenings
KNHC Evening/Weekends	Other Hourly	Assist the KNHC radio station on the evenings and weekends
Other Hourly		
School Board Member	HOURLY - School Board Member	Hourly rate for School Board Members
Playground/Lunch Supv - Hourly	Playground/Lunch Supv - Hourly	Supervise playground activities or lunch periods
Middle College Parent Assistant	Office Helper - Hourly	Assist parents of Middle College High School students
ASB Hourly	ASB Hourly	Performing work for the Associated Student Body (ASB)
Office Helper - Hourly	Office Helper - Hourly	Work in an office environment performing filing, copying, customer service, etc.
Students		
Hourly-SSD Students	Students	Seattle School District Students
Athletic Helper-SPS Student	Athletic Helper-SPS Student	Students acting as an Athletic Helper for the Athletics Department
High School Technology Students	H.S. Technology Students	Students specializing in Technology assisting with technological needs
STW SPS Students	STW Enrollee - SPS HS Student	School to Work HS student working for SPS under the S2W program
STW Enrollee-College	STW Enrollee - College Student	School to Work College student working for SPS under the S2W program
STW Enrollee-Academy Intern	STW Enrollee - Academy Intern	School to Work Academy Intern working for SPS under the S2W program
College Student		
Entering College-Observer	College Student	College students hired by SPS are paid different rates depending on year
1st year College	College Student	
2nd year College	College Student	
3rd year College	College Student	
4th year College	College Student	
5th year College	College Student	
Athletic Department		
Hourly Coaches - Classified	Hourly Coaches - Classified	Perform a coaching role with the Athletics department
Assistant Event Manager	Assistant Event Manager	Assist the Event Manager with coordination of Athletics Events
Athletic Helper - Adults	Athletic Helper - Adults	Adult Athletic Helpers assisting the Athletics department in various capacities
Event Manager - Hourly	Event Manager - Hourly	Handle and manage Athletics Events
Computer Support Specialist S.P.S.		
Computer Support Specialist 1st year SPS	Computer Support Specialist	<i>*advance through levels with each year of service</i>
Computer Support Specialist 2nd year SPS	Computer Support Specialist	
Computer Support Specialist 3rd year SPS	Computer Support Specialist	
Computer Support Specialist 4th year SPS	Computer Support Specialist	
Computer Support Specialist 5th year SPS	Computer Support Specialist	
Tutors/Testers		
Hourly Tutors - Classified	Hourly Tutors - Classified	Regular tutor role or tutor assisting with a web-based testing platform (Testwise), enabling schools to administer and report on tests, online assessments, and surveys.

HOURLY ROLES AT SEATTLE PUBLIC SCHOOLS

Description	SAP Title	Job Duties/Role Definitions
Sound Partners Tutor	Sound Partners Tutor	Sound Partners is a phonics-based tutoring program that provides supplemental reading instruction to elementary students in grades K-3. The program is used by tutors who administer scripted lessons.
Team Read Tutors	Team Read Tutors	Team Read is an after school and summer reading tutoring program that partners with Seattle Public Schools to accelerate reading achievement of underperforming second and third grade students and to provide middle and high school students with opportunities to develop work, leadership and life skills through tutoring identified students in the Team Read program
Coordinator of Volunteers/Tutors/Parents	Volunteer/Tutor/Parent Coordinator	Coordinator of volunteers, tutors and/or parents
Testers (all offices)	Other Hourly	Hourly role administering tests
Hourly Tutor SPU APIG	Hourly Tutor SPU APIG	College/university students who are hired by elementary, middle, and high schools to provide 1-on-1 or small group tutoring.
Theme Reader - Hourly	Theme Reader - Hourly	Tutor assists students in the analysis of theme including citing specific, relevant text evidence to support the theme; composing a coherent response using clear, precise, and objective language; and producing clear and coherent writing using a logical structure, as well as using proper spelling and grammar.
Preschool Tutor	Preschool Tutor	Tutor preschool students, providing assistance or tutelage to one or more preschoolers on certain subject areas or skills.
Hrly Early Learning PlayLearn Facilitatr	Hrly Early Learning PlayLearn Facilitatr	Play and Learn groups are organized to reach Family, Friend, and Neighbor caregivers and the children in their care, to learn and practice the skills necessary for kindergarten readiness.
SES Tutor	SES Tutor	Tutors for supplemental education services (music, media, etc.)
Coordinator of Team Read Tutors	Coordinator of Team Read Tutors	Coordinate Team Read tutors through scheduling and meeting the needs of stakeholders
Transportation		
Hourly Crossing Guard	Hourly Crossing Guard	Adult School Crossing Guards help elementary school aged children who walk to school safely cross dangerous roads and intersections.
Hrly-Bus Asst I for HeadStart	Hrly-Bus Asst I for HeadStart	Under the general supervision of the Transportation Supervisor and in cooperation with the school bus driver, this position's responsibility is to ensure that pre-school students are transported safely to and from school
Hourly Bus Supervisor Spec Ed	Hourly Bus Supervisor Spec Ed	Implements District standards for safe and orderly conduct of transported students. This position works with SpEd students with extreme behavioral problems and involves assisting students into and out of the bus. May be called upon to move quickly in tight quarters, on a moving school bus, to intervene during incidents.
Transportation Control Center		
Hourly Control Center Support I	Hourly Control Center Support I	Provide assistance in the Transportation Control Center related to pupil transportation.
Hourly Control Center Support II	Hourly Control Center Support II	
Hourly Control Center Support III	Hourly Control Center Support III	
Specialty Areas		
Special Education Feeder	Special Education Feeder	Responsible for feeding students with special needs
Hrly Early Learning PlayLearn Facilitatr	Hrly Early Learning PlayLearn Facilitatr	Plan and guide developmentally appropriate, intentional learning experiences for each Plan & Learn group based on the provided curriculum, and model play and positive adult/child interactions that caregivers can readily and affordably implement at home.
Hourly Move Coordinator	Hourly Move Coordinator	Hourly role to assist with office or moves between schools. May work with the Relocation Planning Assistant.
Hourly Relocation Assistant	Hourly Relocation Assistant	Assist in the relocation of schools and offices displaced by construction projects, building renovations and general program placement changes.
Legal /Parent Assistant	Legal Officer/Parent Assistant	The Legal Officer is responsible for monitoring all legal and/or compliance matters within their organization. They handle both internal and external legal concerns.
Other Hourly Specialty Area	* with Class/Comp approval only	

HOURLY ROLES AT SEATTLE PUBLIC SCHOOLS

Description	SAP Title	Job Duties/Role Definitions
Certificated Hourly as of 9/1/2019		
Administrative Intern (Certificated)	Educational Leadership Internship (Cert)	<i>CH4 rates linked to Cert Extra Time Rates</i>
New Teacher Orientation (Certificated)	Hourly-Certificated	
After School Activity Program Hourly (Certificated)	Hourly-Certificated	
Jump Start Hourly-Certificated	Jump Start Hourly - Certificated	
Hourly - Summer School Teacher	<i>(6/30-8/31 unless otherwise approved)</i>	
Summer School (6/30-8/31 unless otherwise approved)		
Summer School-General Office Assistant	Hourly - Summer School	Summer School with rates linked to SAEOP and PARA roles
Summer School-Secretary I	Hourly - Summer School	
Summer School-Library Assistant	Hourly - Summer School	
Summer School-8 Hour Tutor	Hourly - Summer School	
Summer School-Youth Services Assistant	Hourly - Summer School	
Summer School-Secretary II	Hourly - Summer School	
Summer School-Regular Instructional Assistant	Hourly - Summer School	
Summer School-Correction Education Associate	Hourly - Summer School	
Summer School-Data Registration Assistant	Hourly - Summer School	
Summer School-H.S. Registration Specialist	Hourly - Summer School	
Summer School-SpEd IA/Bilingual IA	Hourly - Summer School	
Summer School-School Security Specialist	Hourly - Summer School	
Hourly - Management (Non-FTE)		
Hourly Management - Clerical	Hourly Management Clerical	These roles are non-represented and used primarily at the JSCEE
Hourly Management - Administrative 0	Hourly Management Adm 0	
Hourly Management - Administrative 1	Hourly Management Adm 1	
Hourly Management - Administrative 2	Hourly Management Adm 2	
Hourly Management - Administrative 3	Hourly Management Adm 3	
Hourly Management - Administrative 4	Hourly Management Adm 4	
Hourly Management filling an FTE position	<i>* Class/Comp approval needed</i>	
Hourly Administrators		
Hourly Assistant Principal	Hourly Assistant Principal	temporary hire
Replacement Asst Principal Certificated	Replacement Asst Principal Certificated	leave replacement
Hourly Certificated Principal	Hourly Certificated Principal	temporary hire
Replacement Principal Certificated	Replacement Principal Certificated	leave replacement
TV Studio Video Technicians		Video technicians are responsible for the installation, operation, maintenance, and repair of video and projection equipment; this may include media servers, digital video cameras, projectors, screens, and the grip kit. A video technician should have a firm understanding of electricity and lighting and some experience in troubleshooting and repairing electrical equipment.
Level I	TV Studio Video Technician	<i>*advance through levels with additional education/experience requirements</i>
Level II	TV Studio Video Technician	
Level III	TV Studio Video Technician	
Level IV	TV Studio Video Technician	
Level V	TV Studio Video Technician	
Level VI	TV Studio Video Technician	
Theater Technicians		A theatrical technician, is a person who operates technical equipment and systems in the performing arts and entertainment industry. In contrast to performers, this role is responsible for the logistic and production-related aspects of a performance including designers, operators, and supervisors.
Technician	Theater Technician	
Senior Technician	Theater Technician	