### 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 Enrolllee - SPS HS Student  | School to Work HS student working for SPS under the S2W program
- STW Enrolllee-College  | STW Enrolllee - College Student  | School to Work College student working for SPS under the S2W program
- STW Enrolllee-Academy Intern  | STW Enrolllee - 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  |
- 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.
<table>
<thead>
<tr>
<th>Description</th>
<th>SAP Title</th>
<th>Job Duties/Role Definitions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sound Partners Tutor</td>
<td>Sound Partners Tutor</td>
<td>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.</td>
</tr>
<tr>
<td>Team Read Tutors</td>
<td>Team Read Tutors</td>
<td>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.</td>
</tr>
<tr>
<td>Coordinator of Volunteers/Tutors/Parents</td>
<td>Volunteer/Tutor/Parent Coordinator</td>
<td>Coordinator of volunteers, tutors and/or parents</td>
</tr>
<tr>
<td>Testers (all offices)</td>
<td>Other Hourly</td>
<td>Hourly role administering tests</td>
</tr>
<tr>
<td>Hourly Tutor SPU APIG</td>
<td>Hourly Tutor SPU APIG</td>
<td>College/university students who are hired by elementary, middle, and high schools to provide 1-on-1 or small group tutoring.</td>
</tr>
<tr>
<td>Theme Reader - Hourly</td>
<td>Theme Reader - Hourly</td>
<td>Tutor preschool students, providing assistance or tutelage to one or more preschoolers on certain subject areas or skills.</td>
</tr>
<tr>
<td>Preschool Tutor</td>
<td>Preschool Tutor</td>
<td>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.</td>
</tr>
<tr>
<td>Hrly Early Learning PlayLearn Facilitatr</td>
<td>Hrly Early Learning PlayLearn Facilitatr</td>
<td>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.</td>
</tr>
<tr>
<td>SES Tutor</td>
<td>SES Tutor</td>
<td>Coordinating Team Read tutors through scheduling and meeting the needs of stakeholders</td>
</tr>
<tr>
<td>Coordinator of Team Read Tutors</td>
<td>Coordinator of Team Read Tutors</td>
<td>Hourly role administering tests</td>
</tr>
<tr>
<td>Transportation</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hourly Crossing Guard</td>
<td>Hourly Crossing Guard</td>
<td>Adult School Crossing Guards help elementary school aged children who walk to school safely cross dangerous roads and intersections.</td>
</tr>
<tr>
<td>Hrly-Bus Asst I for HeadStart</td>
<td>Hrly-Bus Asst I for HeadStart</td>
<td>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</td>
</tr>
<tr>
<td>Hrly Bus Supervisor Spec Ed</td>
<td>Hrly Bus Supervisor Spec Ed</td>
<td>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.</td>
</tr>
<tr>
<td>Transportation Control Center</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hourly Control Center Support I</td>
<td>Hourly Control Center Support I</td>
<td>Provide assistance in the Transportation Control Center related to pupil transportation.</td>
</tr>
<tr>
<td>Hourly Control Center Support II</td>
<td>Hourly Control Center Support II</td>
<td></td>
</tr>
<tr>
<td>Hourly Control Center Support III</td>
<td>Hourly Control Center Support III</td>
<td></td>
</tr>
<tr>
<td>Specialty Areas</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Special Education Feeder</td>
<td>Special Education Feeder</td>
<td>Responsible for feeding students with special needs</td>
</tr>
<tr>
<td>Hrly Early Learning PlayLearn Facilitatr</td>
<td>Hrly Early Learning PlayLearn Facilitatr</td>
<td>Plan and guide developmentally appropriate, intentional learning experiences for each Plan &amp; Learn group based on the provided curriculum, and model play and positive adult/child interactions that caregivers can readily and affordably implement at home.</td>
</tr>
<tr>
<td>Hrly Move Coordinator</td>
<td>Hrly Move Coordinator</td>
<td>Hourly role to assist with office or moves between schools. May work with the Relocation Planning Assistant.</td>
</tr>
<tr>
<td>Hrly Relocation Assistant</td>
<td>Hrly Relocation Assistant</td>
<td>Assist in the relocation of schools and offices displaced by construction projects, building renovations and general program placement changes.</td>
</tr>
<tr>
<td>Legal /Parent Assistant</td>
<td>Legal Officer/Parent Assistant</td>
<td>The Legal Officer is responsible for monitoring all legal and/or compliance matters within their organization. They handle both internal and external legal concerns.</td>
</tr>
<tr>
<td>Other Hourly Specialty Area</td>
<td>* with Class/Comp approval only</td>
<td></td>
</tr>
</tbody>
</table>
### Description | SAP Title | Job Duties/Role Definitions
--- | --- | ---
#### Certificated Hourly as of 9/1/2019
- Administrative Intern (Certificated)  | Educational Leadership Internship (Cert)  | CH4 rates linked to Cert Extra Time Rates
- 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  | (6/30-8/31 unless otherwise approved)  

#### Summer (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  | * Class/Comp approval needed  

#### 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
- Level I  | TV Studio Video Technician  | *advance through levels with additional education/experience requirements  
- 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
- Technician  | Theater Technician  
- Senior Technician  | Theater Technician  

---

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.

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.