

**SERVICE PERSONNEL
POSITION CODES
For the 2012-13 YEAR**

- 501 **Aide I (A)** - Personnel selected and trained for teacher-aide classifications such as monitor aide, clerical aide, classroom aide or general aide.
- 502 **Aide II (B)** - Personnel referred to in the Aide I classification who have completed a training program approved by the State Board of Education, or who hold a high school diploma or who have received a general educational development certificate. Only personnel classified in at least an Aide II class title shall be employed as an aide in any special education program.
- 503 **Aide III (C)** - Personnel referred to in the Aide I classification who hold a high school diploma or a general educational development certificate, and who have completed six semester hours of college credit at an institution of higher education or are employed as an aide in a special education program and have one year's experience as an aide in special education.
- 504 **Aide IV (D)** - Personnel referred to in the Aide I classification who hold a high school diploma or a general educational development certificate, and who have completed eighteen hours of state board-approved college credit at a regionally accredited institution of higher education, or who have completed fifteen hours of state board-approved college credit at a regionally accredited institution of higher education and have successfully completed an in-service training program determined by the state board to be the equivalent of three hours of college credit.
- 511 **Licensed Practical Nurse (F)** – A nurse licensed by the West Virginia Board of Examiners for Licensed Practical Nurses and employed to work in a public school under the supervision of a school nurse.
- 515 **Paraprofessional (F)** - Personnel certified pursuant to the provisions of WVC §18A-3-2a who are employed to perform duties in a support capacity including but not limited to facilitating in the instruction and direct and indirect supervision of students under the direction of a principal, a teacher, or another designated professional educator.
- 519 **Autism Mentor (F)** - Personnel employed to work with autistic students who meet the standards established by the State Board of Education.
- 521 **Director or Coordinator of Services (H)** - Personnel employed to direct a department or division. Effective July 1, 1996, professional personnel as defined in WVC §18A-4-8 may not be assigned to this class title unless the employee has held a service personnel title prior to being assigned to this position.
- 522 **Accountant I (D)** - Personnel employed to maintain payroll records and reports and perform one or more operations relating to a phase of the total payroll.
- 523 **Accountant II (E)** - Personnel employed to maintain accounting records and to be responsible for the accounting process associated with billing, budgets, purchasing, and related operations.
- 524 **Accountant III (F)** - Personnel who are employed in the county board of education office to manage and supervise accounts payable and/or payroll procedures.
- 525 **Auditor (G)** - Personnel employed to examine and verify accounts of individual schools and to assist schools and school personnel in maintaining complete and accurate records of their accounts.
- 526 **Buyer (F)** - Personnel employed to review and write specifications, negotiate purchase bids and recommend purchase agreements for materials and services that meet predetermined specifications at the lowest available costs.

- 527 **Braille or Sign Language Specialist (E)** - Personnel employed to provide braille and/or sign language assistance to students.
- 528 **Clerk I (B)** - Personnel employed to perform clerical tasks.
- 529 **Clerk II (C)** - Personnel employed to perform general clerical tasks, prepare reports and tabulations and operate office machines.
- 530 **Mail Clerk (D)** - Personnel employed to receive, sort, dispatch, deliver or otherwise handle letters, parcels and other mail.
- 531 **Maintenance Clerk (C)** - Personnel employed to maintain and control a stocking facility to keep adequate tools and supplies on hand for daily withdrawal for all school maintenance crafts.
- 532 **Warehouse Clerk (C)** - Personnel employed to be responsible for receiving, storing, packing, and shipping goods.
- 533 **WVEIS Data Entry and Administrative Clerk (B)** - Personnel employed to work under the direction of a school principal to assist the school counselor(s) in the performance of administrative duties, to perform data entry tasks on the West Virginia Education Information System, and to perform other administrative duties as assigned by the principal.
- 535 **Secretary I (D)** - Personnel employed to transcribe from notes or mechanical equipment, receive callers, perform clerical tasks, prepare reports and operate office machines.
- 536 **Secretary II (E)** - Personnel employed in any elementary, secondary, kindergarten, nursery, special education, vocational or any other school as a secretary. The duties may include performing general clerical tasks, transcribing from notes or stenotype or mechanical equipment or a sound-producing machine, preparing reports, receiving callers and referring them to proper persons, operating office machines, keeping records and handling routine correspondence.
- 537 **Secretary III (F)** - Personnel assigned to the county board of education office administrators in charge of various instructional, maintenance, transportation, food services, operations and health departments, federal programs or departments with particular responsibilities of purchasing and financial control or any personnel who have served in a position which meets the definition of Secretary II or Secretary III for 8 years.
- 538 **Secretary - Executive (G)** - Personnel employed as the county school superintendent's secretary or as a secretary who is assigned to a position characterized by significant administrative duties in the central board office or a MCVV.
- 541 **Switchboard Operator - Receptionist (D)** - Personnel employed to refer incoming calls, to assume contact with the public, to direct and to give instructions as necessary, to operate switchboard equipment, and to provide clerical assistance.
- 545 **Computer Operator (E)** - Qualified personnel employed to operate computers.
- 546 **Programmer (H)** - Personnel employed to design and prepare programs for computer operation.
- 547 **Key Punch Operator (B)** - Qualified personnel employed to operate keypunch machines or verifying machines.
- 549 **Draftsman (D)** - Personnel employed to plan, design and produce detailed architectural/engineering drawings.
- 551 **Graphic Artist (D)** - Personnel employed to prepare graphic illustrations.

- 555 **Inventory Supervisor (D)** - Personnel who are employed to supervise or maintain operations in the receipt, storage, inventory and issuance of materials and supplies.
- 557 **Printing Operator (B)** - Personnel employed to operate duplication equipment, and as required, to cut, collate, staple, bind, and shelve materials.
- 559 **Printing Supervisor (D)** - Personnel employed to supervise the operation of a print shop.
- 560 **Accounts Payable Supervisor (G)** - Personnel employed who have primary responsibility for the accounts payable function, which may include the supervision of other personnel, and who have either completed twelve college hours of accounting from an accredited institution of higher education or have at least eight years of experience performing progressively difficult accounting tasks.
- 561 **Payroll Supervisor (G)** - Personnel employed who have primary responsibility for the payroll function, which may include the supervision of other personnel, and who have either completed twelve college hours of accounting from an accredited institution of higher education or have at least eight years of experience performing progressively difficult accounting tasks.
- 570 **Supervisor of Maintenance (H)** - Skilled personnel not defined as professional personnel or professional educators as in WVC '18A-1-1. Responsibilities include directing the upkeep of buildings and shops, issuing instructions to subordinates relating to cleaning, repairs and maintenance.
- 574 **Audiovisual Technician (C)** - Personnel employed to perform minor maintenance on audiovisual equipment, films, supplies and the filling of requests for equipment.
- 576 **Cabinet Maker (G)** - Personnel employed to construct cabinets, tables, bookcases, and other furniture.
- 578 **Carpenter I (E)** - Personnel classified as a carpenter's helper.
- 579 **Carpenter II (F)** - Personnel classified as a journeyman carpenter.
- 581 **Chief Mechanic (G)** - Personnel employed to be responsible for directing activities which insure that student transportation or other board owned vehicles are properly and safely maintained.
- 583 **Crew Leader (F)** - Personnel employed to organize the work for a crew of maintenance employees to carry out assigned projects.
- 587 **Electrician I (F)** - Personnel employed as an apprentice electrician helper or who holds an electrician helper license issued by the state fire marshal.
- 588 **Electrician II (G)** - Personnel employed as an electrical journeyman or holds a journeyman electrician license issued by the state fire marshal.
- 591 **Electronic Technician I (F)** - Personnel employed at the apprentice level to repair and maintain electronic equipment.
- 592 **Electronic Technician II (G)** - Personnel employed at the journeyman level to repair and maintain electronic equipment.
- 595 **Foreman (G)** - Skilled persons employed for supervision of personnel who work in the areas of repair and maintenance of school property and equipment.
- 597 **General Maintenance (C)** - Personnel employed as helpers to skilled maintenance employees and to

650	<u>Supervisor of Transportation (H)</u> - Qualified personnel employed to direct school transportation activities, properly and safely, and to supervise the maintenance and repair of vehicles, buses, and other mechanical and mobile equipment used by the county school system.
644	<u>Welder (F)</u> - Personnel employed to provide acetylene or electric welding services for a school system
641	<u>Roofing/Sheet Metal Mechanic (F)</u> - Personnel employed to install, repair, fabricate and maintain roofs, gutters, flashing and duct work for heating and ventilation.
639	<u>Plumber II (G)</u> - Personnel employed as a journeyman plumber.
638	<u>Plumber I (E)</u> - Personnel employed as an apprentice plumber and helper.
635	<u>Painter (E)</u> - Personnel employed to perform duties of painting, finishing, and decorating of wood, metal and concrete surfaces of buildings, other structures, equipment, machinery and furnishings of a county school system.
633	<u>Office Equipment Repairman II (G)</u> - Personnel responsible for servicing and repairing all office machines and equipment. Such personnel shall be responsible for parts being purchased necessary for the proper operation of a program of continuous maintenance and repair.
631	<u>Office Equipment Repairman I (F)</u> - Personnel employed as an office equipment repairman apprentice or helper.
625	<u>Mechanic (F)</u> - Personnel employed who can independently perform skilled duties in the maintenance and repair of automobiles, school buses and other mechanical and mobile equipment to use in a county school system.
623	<u>Mechanic Assistant (E)</u> - Personnel employed as a mechanic apprentice and helper.
619	<u>Mason (G)</u> - Personnel employed to perform tasks connected with brick and block laying and carpentry tasks related to such laying.
617	<u>Machinist (F)</u> - Personnel employed to perform machinist tasks which include the ability to operate a lathe, planer, shaper, threading machine and wheel press. Such personnel should also have ability to work from blueprints and drawings.
613	<u>Lubrication Man (C)</u> - Personnel employed to lubricate and service gasoline or diesel-powered equipment of a county school system.
609	<u>Locksmith (G)</u> - Personnel employed to repair and maintain locks and safes.
606	<u>Heating & Air Conditioning Mechanic II (G)</u> - Personnel employed at the journeyman level to install, repair, and maintain heating and air conditioning plants and related electrical equipment.
605	<u>Heating & Air Conditioning Mechanic I (E)</u> - Personnel employed at the apprentice level to install, repair, and maintain heating and air conditioning plants and related electrical equipment.
601	<u>Handyman (B)</u> - Personnel employed to perform routine manual tasks in any operation of the county school system.
599	<u>Glazier (D)</u> - Personnel employed to replace glass or other materials in windows and doors and to do minor carpentry tasks.

- 652 **School Bus Supervisor (E)** - Qualified personnel employed to assist in selecting school bus operators and routing and scheduling of school buses, operate a bus when needed, relay instructions to bus operators, plan emergency routing of buses and promoting good relationships with parents, pupils, bus operators and other employees.
- 655 **Bus Operator (D)** - Personnel employed to operate school buses and other school transportation vehicles as provided by the State Board of Education.
- 657 **Heavy Equipment Operator (E)** - Personnel employed to operate heavy equipment.
- 659 **Truck Driver (D)** - Personnel employed to operate light or heavy duty gasoline and diesel-powered vehicles.
- 670 **Food Services Supervisor (G)** - Qualified personnel not defined as professional personnel or professional educators as in §18A-1-1, employed to manage and supervise a county school system's food service program. The duties would include preparing in-service training programs for cooks and food service employees, instructing personnel in the areas of quantity cooking with economy and efficiency, and keeping aggregate records and reports.
- 672 **Cafeteria Manager (D)** - Personnel employed to direct the operation of a food services program in a school, including assigning duties to employees, approving requisitions for supplies and repairs, keeping inventories, inspecting areas to maintain high standards of sanitation, preparing financial reports and keeping records pertinent to food services of a school.
- 675 **Cook I (A)** - Personnel employed as a cook's helper.
- 676 **Cook II (B)** - Personnel employed to interpret menus, to prepare and serve meals in a food service program of a school and shall include personnel who have been employed as a Cook I for a period of four years, if such personnel have not been elevated to this classification within that period of time.
- 677 **Cook III (C)** - Personnel employed to prepare and serve meals, make reports, prepare requisitions for supplies, order equipment and repairs for a food service program of a school system.
- 681 **Custodian I (A)** - Personnel employed to keep buildings clean and free of refuse.
- 682 **Custodian II (B)** - Personnel employed as a watchman or groundsman.
- 683 **Custodian III (C)** - Personnel employed to keep buildings clean and free of refuse, to operate the heating or cooling systems and to make minor repairs.
- 684 **Custodian IV (D)** - Personnel employed as head custodians. In addition to providing services as defined in Custodian III, their duties may include supervising other custodian personnel.
- 686 **Groundsman (B)** - Personnel employed to perform duties that relate to the appearance, repair and general care of school grounds in a county school system. Additional assignments may include the operation of a small heating plant and routine cleaning duties in buildings.
- 688 **Watchman (B)** - Personnel employed to protect school property against damage or theft. Additional assignments may include operation of a small heating plant and routine cleaning duties.
- 690 **Sanitation Plant Operator (G)** - Personnel employed to operate and maintain a water or sewage treatment plant to insure the safety of the plant's effluent for human consumption or environmental protection.