

Secretary/ Ed tech Position Classification Template

A. Full-Time Educational Support Classifications (*)

I. Administrative Assignments

Secretary	8.0 hr/Day	40/week
Library (HS)	8.0 hr/Day	40/week

II. Special Programs

Kindergarten	7.5 hr/Day	37.5/week
Autism (P-M)	7.5 hr/Day	37.5/week
Literacy (Lunt)	7.5 hr/Day	37.5/week
Study hall monitors (HS)	7.5 hr/Day	37.5/week
Resource Room (K-4)	7.5 hr/Day	37.5/week

III. Classroom/Spec. Ed.

Reg. Classroom	6.5 or 7.0 hr/Day	32.5/35 week
Resource Room (5-12)	6.5 or 7.0 hr/Day	32.5/35 week
1:1 Assignments	6.5 or 7.0 hr/Day	32.5/35 week

(Hours assigned by administration based on student need)

* Full-time position work day includes a 30-minute paid break (30-minute lunch or two 15-minute breaks)

B. Part-Time Educational Support Positions

I. Half-time = 3.5 hrs/day
(No paid break time)

II. Two-Thirds = 4.5 hrs/day
(Includes one 15 minute paid break)

Above template to be used as a guide for existing staff and new hires. Exceptions to the template (both temporary and permanent) may be approved by administration when supported by student need.