

LIST OF ESSENTIAL EMPLOYEES BY CATEGORY	ROLE OF EMPLOYEE	DUTIES/WORK STREAM	How Many Essential Employees Per Category
Administration	Acting Superintendent (1)	Since Executuve Order 107: Working remotely to oversee and coordinate the daily and essential operations of the district - Reports upon board's request and when needed on site.	21
	Bus Admin (1)	Since Executuve Order 107: Working remotely on Bd Meeting Agenda/PO/PR. Reports upon board or acting Superintendent's request.	
	Director of Special Ed and Student Support Services (1)	Since Executuve Order 107: Working remotely to ensure delivery of special education and student support services.	
	Principals (6)	Since Executuve Order 107: Working remotely to oversee the daily instruction and supervision of teachers and students. Reports as needed to assist with copying instructional materials to mail to students.	
	Vice Principals (7)	Since Executuve Order 107: Working remotely to oversee the daily instruction and supervision of teachers and students. Reports as needed to assist with copying instructional materials to mail to students.	
	District Supervisors (5)	Since Executuve Order 107: Working remotely to oversee the daily instruction and supervision of teachers and students. Reports as needed to assist with copying instructional materials to mail to students.	
Maintenance	Building Maint	Since Executuve Order 107: Modified Schedule Boiler checks/Bldg Access	7 Total 1 District Supervisor 6 Maintence Workers
Custodial	Building Up Keep	Since Executuve Order 107: Modified Schedule Bldg Access/ Deliveries, available for food distribution set up and clean up/ Deep Cleaning when deemed necessary	12 Custodians
Technology	Ensure Technologuy Access	Since Executuve Order 107: Working Remotely to ensure teachers and students have access. Available upon request for Board Meetings	5

Food Service Personnel	Ensure Food Distribution	Since Executive Order 107: Working Remotely Available 2 Xs a week for food distribution	1 District Supervisor, 6 Machios Staff (food service provider - not employed by district)
Office Personnel	Ensure Payroll, Purchase Order, Board Agendas, Administrative Support	Since Executive Order 107: Working Remotely to ensure payroll, purchase orders, board agendas, administrative directives and support are provided. Available 2X a week for mailing instructional packets for families in need. No more than 1-2 per department when reporting to work for essential functions (mailing instructional packets, .	6
Security Guards	Secure schools buildings	Since Executive Order 107: Reports as requested by the Acting Superintendent and Building Principal or when needed.	20
School Clerks	Assist families with retrieving and accessing materials	Since Exectuive Order 107: Volunteers to report as requested by buidling principals. Ensures families have instructional materials and assist with mailings	7