

Staff Positions

A comprehensive coordinated set of job descriptions will be maintained which sets forth clear-cut responsibilities for all positions that will promote harmony and efficiency in school operations. Employees may be asked to perform duties in addition to those stated in the job description.

Certified Positions

All certified positions in the school district shall be established initially by the Board. Certified personnel shall be those individuals certified or licensed and employed as teachers, administrators, coordinators and other specialists, and coaches by the Professional Teaching Standards Board. Only the Board may abolish a certified position that it has created. The Board shall normally act on the continued employment of administrators and other leadership classifications in March and specialists and teachers in April. The Board will approve the employment or dismissal of all certified or licensed staff.

“Superintendent” is that professional individual who is employed by the Board to act as its executive officer in carrying out the mission of the district.

“Business Services Manager” is that specifically qualified individual who is employed by the Board to administer and lead the financial affairs of the school district reporting directly to the superintendent and when required to the Board of Trustees.

“Administrators” are professionally or special licensed personnel with an administrative endorsement who are employed at a school or district level as a principal to administer the total education program to which they are assigned.

“Special Services Director” is that specifically qualified individual with an administrative endorsement and a special services certificate who is employed by the district to administer the special services program operating in the school district reporting directly to the superintendent.

“Specialists” are professionally or special licensed or certified or specifically trained personnel, including coordinators, nurses, diagnosticians, occupational therapists, counselors, speech/language pathologists, psychologists and technicians and any other non-teacher specialist who are employed at a school or district level to enhance the district’s educational program.

“Teachers” are professionally certified personnel who are employed as classroom teachers, who are assigned to a school in a professional capacity to promote instruction to students.

Classified Positions

“Support Staff” are classified personnel such as bus drivers, food service personnel, maintenance personnel, secretaries, office personnel, custodians, bus maintenance personnel, and educational assistant for classrooms and libraries, which support the educational process. The Board will approve the employment or dismissal of all classified staff. The Board depending on the needs of the district may reduce, eliminate, or modify the positions at any time. When a vacancy occurs, through resignation or factors that force the immediate suspension or dismissal of classified personnel, the Superintendent will be allowed to determine if the vacancy left open until the Board shall meet will pose any undue hardship or burden on the District. If the Superintendent determines a hardship or a delay in filling the position will pose harm to the educational process, the Superintendent may make temporary hire decisions until such time as when the Board can meet to affirm the hire or the dismissal.

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