

NONCERTIFIED PERSONNEL

The board considers its support personnel, who serve as assistants, secretaries, custodians, and maintenance staff and in other non-certified positions, vital to the smooth functioning of the school system.

All support positions in the school system shall be established initially by the board.

In each case, the board will approve the broad purpose and function of the position as recommended by the superintendent, and delegate to him/her the task of writing, or causing to be written, a job description covering qualifications, duties, and other details pertaining to the position.

Although positions may remain temporarily unfilled, or the number of persons holding the same type of position be reduced in event of declining enrollment, only the board may abolish a position that it has created.

Part-time contract nonprofessional employees are those employees who are employed on a part-time basis under contract for a specified salary for the school year.

The board directs the superintendent to maintain a coordinated set of job descriptions for all support positions in the school system.

Date: Reviewed: January 7, 2013
Adopted: March 13, 2013