

## **PROFESSIONAL STAFF POSITIONS**

The term “professional personnel” will be used for those employees who, in order to hold their positions, must possess professional certification from the State Department of Education. These positions include, but are not limited to, teaching positions, guidance and health staff positions, student services staff positions, administrative and other managerial positions.

The Superintendent, with the approval of the Board, will establish positions within the District, as required, will set forth the general purpose and function of positions, to include an evaluation process.

The Superintendent will also establish job descriptions for all supervisory positions. The descriptions will outline the primary duties and responsibilities and communicate job expectations to be used as a basis for performance evaluation.

Certified personnel employed by the District will be responsible for maintaining certifications needed for their assigned positions and for meeting job performance expectations outlined in their job descriptions.

**Adopted: May 12, 1981**  
**Revised: 12/1/98**  
**Reviewed: October 21, 2014**