

Noncertificated Staff

Persons employed in positions not requiring teaching or administrative certification by the State Department of Education will be known as "at-will noncertificated employees" or "noncertificated staff."

The board of trustees will approve the establishment of all noncertificated staff positions. When a position is established by the board, the board will approve the general purpose and function of the job. The superintendent is authorized to establish detailed job descriptions and an evaluation process for all these positions. The superintendent should work with administration and staff in the creation or revising of job descriptions and evaluation tools.

The job descriptions outline the primary duties and responsibilities of all employees thereby communicating job expectations that will be used as a basis for performance evaluation.

The school board recognizes that good work done by secretaries, clerks, cafeteria and maintenance workers, technicians, aides, bus drivers, and other support staff members contributes greatly to the smooth and effective operations of this school district. The board seeks to attract and keep concerned and capable men and women to perform support services assignments.

The school board desires that the relationship between the certificated and noncertificated staffs be that of partners working together for better schools.

The board will strive, within budgetary limits, to provide a working environment for all support staff that will contribute to efficient job performance, and will advance pride in and offer rewards for work well done.

Legal source: Idaho Code 33-517 "Noncertificated personnel."

Adopted: September 26, 1996

Reviewed: August 30, 2006

Revised: October 18, 2006