Certificated Staff

The term "certificated staff" will be used for those employees who must possess teaching or administrative certificates issued by state education authorities in order to hold their positions. Certificated staff will also meet all mandates of the No Child Left Behind Act in determining staff as "highly qualified".

The board of trustees will approve the establishment of all certificated staff positions. When the board establishes a position, 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.

All personnel employed for certificated positions will hold or be entitled to hold appropriate certification for their position. In extenuating circumstances, a waiver for variance from the State Board of Education may be requested. Each certificated staff member will be responsible for maintaining certification needed for his/her assigned position and for meeting the job performance expectations outlined in his/her job description.

Legal source:	Idaho Code 33-1201 Idaho Code 33-1204 Idaho Code 33-513	"Certificate required." "Validity, duration, renewal and lapse of certificates." "Professional personnel."
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