

# REFERENCE COPY

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Basic

## EXPLANATION: PROFESSIONAL STAFF POSITIONS

MSBA has modified this policy for clarity and strongly encourages the district to carefully review the definition of "professional staff." As student needs have changed, school district staff have diversified. New positions that did not exist even 15 years ago are now common. MSBA's personnel policies are divided between "professional staff" and "support staff," so it is important for the definitions of these terms to be clear and for the district to clearly understand where each employee position falls.

In particular, the following job categories should be analyzed to determine whether they belong in the "professional staff" or "support staff" categories in your district:

1. Nurses
2. Information technology (IT) specialists
3. Parents as Teachers educators
4. Bus, maintenance or custodial supervisors
5. Central office staff, such as accountants or bookkeepers

This policy establishes two ways in which an employee would be considered professional staff. The first is to hold a position that requires certification from the Department of Elementary and Secondary Education (DESE). The second is for the district to designate a position as professional in the job description.

*MSBA recommends that copies of this document be routed to the following areas because the content is of particular importance to them. The titles on this list may not match those used by the district. Please forward copies to the district equivalent of the title indicated.*

	Board Secretary	X	Business Office		Coaches/Sponsors
	Facility Maintenance		Food Service		Gifted
X	Human Resources	X	Principals		Library/Media Center
	Health Services		Counselor		Special Education
	Transportation		Public Info/Communications		Technology

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## PROFESSIONAL STAFF POSITIONS

The Board of Education may, upon the recommendation of the superintendent, ~~elect and appoint certificated~~ employ professional staff positions, assistant principals, principals, directors and other supervisory personnel as may be required for ~~proper classification and the~~ accreditation of the schools; and to accomplish the district's goals and objectives.

The term "professional staff" will be used to designate those employees who must either possess teaching, administrative or professional certificates issued by state educational authorities or degrees from accredited institutions of higher learning in order to maintain their status with the district positions that legally require a certificate issued by the Department of Elementary and Secondary Education (DESE) or that have been designated by the district as "professional" positions in the relevant job descriptions. Positions not designated as "professional" will be considered "support staff" positions for the purposes of Board policies.

The Board instructs the superintendent to will maintain a comprehensive and up-to-date current set of job descriptions for all positions in the school system district. Job descriptions are to be kept in a separate manual dedicated to that purpose and shall be available in the office of the superintendent during regular business hours.

The superintendent or designee shall have general responsibility for coordinating the employment of all professional staff and maintaining adequate personnel records. The superintendent or designee will assign all professional staff one or more immediate supervisors who will provide training, direction and performance evaluations.

\* \* \* \* \*

**Note:** *The reader is encouraged to check the index located at the beginning of this section for other pertinent policies and to review administrative procedures and/or forms for related information.*

Adopted: FIELD(AdoptDate)

Revised:

FIELD(DistrictLocationLine)