

# REFERENCE COPY

FILE: GDA  
Basic

## EXPLANATION: SUPPORT STAFF POSITIONS

This policy was previously considered supplemental, and not all districts will have this policy in their manuals. MSBA now recommends that all districts adopt this policy.

MSBA has modified this policy for clarity and strongly encourages the district to carefully review the definition of "support 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

MSBA has also merged language from another supplemental policy, GDM, into this policy. Districts that have not adopted GDM should now rescind it and replace it with GDA.

<i>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.</i>					
	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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## SUPPORT STAFF POSITIONS

The Board of Education recognizes the importance of having well-qualified personnel ~~into~~ support staff positions to assure an efficient and effective educational program ~~the district's educational mission and directs the superintendent or designee to recommend the employment of persons necessary to efficiently operate the district's programs.~~ All support staff positions in the school system will be established by the Board, and recommendations for employment will be presented to the Board for approval by the superintendent.

The term "support staff" will be used to designate all positions in the district that are not otherwise designated as "professional" positions in accordance with Board policy.

The superintendent is ~~required to provide for the maintenance of up-to-date~~ will maintain a comprehensive and current set of job descriptions covering ~~for~~ all non-certificated support staff 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 support staff and maintaining adequate personnel records. The superintendent or designee will assign all support 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)