

EMPLOYEES - Series 400

411 Support Employees - General

411.1 Defined

Support employees are employees who are not administrators or employees in positions which require an Iowa Department of Education teaching license and who are employed to fulfill the duties listed on their job description on a monthly or hourly basis. Support employees shall include, but not be limited to, teacher and classroom associates, custodial and maintenance employees, clerical employees, nutrition employees, bus drivers, and temporary help for summer maintenance or other maintenance. The positions may be full-time or part-time.

It shall be the responsibility of the superintendent to establish job specifications and job descriptions for support employee positions. Job descriptions may be approved by the board.

Support employees required to hold a license for their position must present evidence of their current license to the board secretary prior to the payment of wages each year.

Approval Date: December 12, 2000

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Legal Reference: Iowa Code Section 20; 279.8 (1995).

Cross Reference: 411.3 Support Employee Qualifications, Recruitment, Selection
412.3 Support Employee Benefits