

Staff Personnel

Definitions

The following terms shall have the following meanings as used in these Series 400 policies:

Administrator. The term "administrator" shall include professional employees employed under contracts issued pursuant to Iowa Code Section 279.23, and shall include, but need not be limited to, the superintendent of schools and principals.

Certificated Employee. The term "certificated employee" shall include all professional employees who hold certificates of a statement of professional recognition from the Iowa Department of Education, whether full-time or part-time, when such certificates or statements are required for the position the employee is holding, including administrators, teachers, counselors and librarians.

Full-time Employee. The term "full-time employee" shall include all employees who regularly work a minimum of thirty-seven and one-half (37 1/2) hours per week and are employed for 12 months.

Noncertificated Employee. The term "noncertificated employee" shall include the following employees, whether full-time or part-time:

- a. Custodial and maintenance employees.
- b. Clerical employees.
- c. Educational associates and aides.
- d. Food service employees.
- e. Transportation employees.

Part-time Employee. The term "part-time employee" shall include all employees who regularly work less than thirty-seven and one-half (37 1/2) hours per week.

Supervisor. The term "supervisor" shall include the Activity Director, the Head Bus Driver, the Head Cook, and the Head Custodian.

Temporary Employee. The term "temporary employee" shall include all employees who have been employed for a period of time of four consecutive months or less. In addition, all substitute teachers, counselors, librarians and nurses not on continuing contracts shall be deemed temporary employees.

Volunteer. The term volunteer applies to individuals who give their time to work directly with students under the direction of the teacher they are to assist.

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LEGAL REFS.: 20.4, Chapter 260, 279.13, 279.23, Code of Iowa