

Policy No.: 406.01  
Adopted: 10-08-2002  
Reviewed: 02-19-2015

### **CERTIFICATED EMPLOYEE DEFINED**

Certificated employees, including administrators, are those employees required to hold an appropriate certificate from the Nebraska Department of Education for their position as required by the Professional Practices Commission or others with professional licenses. Certificates required for a position will be considered met if the employee meets the requirements established by the Nebraska Department of Education.

It shall be the responsibility of the superintendent to establish job specifications and job descriptions for certificated employees' positions, other than the position of the superintendent. Job descriptions may be approved by the board.

Certificated employees must present evidence of current certificate to the superintendent prior to the start of school or September 10 whichever comes first and before any payment of salary each year.

Legal Reference: Neb Statute 79-801 et. seq.

Cross Reference: Certificated Employee Qualifications, Recruitment and Selection  
Substitute Teachers  
Support Staff Defined