

Policy No.: 412.01  
Adopted: 03-11-2003  
Reviewed: 03-30-2015

## **SUPPORT STAFF DEFINED**

Support staff are employees who are not administrators or employees in positions which require a Nebraska Department of Education teaching certificate and who are employed to fulfill the duties listed on their job description on a monthly or hourly basis. Support staff shall include, but not be limited to, teacher and classroom aides, custodial and maintenance employees, clerical employees, food service employees, bus drivers, and temporary help for summer or other maintenance. The position may be full-time or part-time. Full-time school nurses are often included at the board's discretion as certificated staff.

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

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

Cross Reference:                   406.01 Certificated Employee Defined  
  412.02 Support Staff Qualifications, Recruitment, Selection  
  413.01 Support Staff Group Insurance Benefits