

## CLASSIFIED STAFF DEFINED

Classified 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. Classified 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.

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

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

Cross Reference:       406.01 Certificated Employee Defined  
                              412.02 Classified Staff Qualifications, Recruitment, Selection

Approved: 8/8/2005   Reviewed: 10/7/2013(C)   Revised \_\_\_\_\_