Hickman County Board of Education

	Descriptor Term: **Classification and Qualifications**	Descriptor Code: **5.102**	Issued Date: **05/01/23**
		Rescinds: **5.102**	Issued: **10/03/22**

ADMINISTRATIVE AND SUPERVISORY PERSONNEL

All administrative and supervisory positions in the school system are established initially by the Board, by state law, or State Board Rule, Regulations, and Minimum Standards.

To be considered for certificated administrative or supervisory positions, the applicant must show the following qualifications:

1. Professional teaching certification; and

2. Administrative or supervisory certification and experience in accordance with state law and State Board Rules and Regulations in the appropriate area based on the minimum of a master's degree.

Non-certified administrative and supervisory personnel shall possess sufficient training and experience to perform the services required and such additional qualifications as the Board and director shall determine.

PROFESSIONAL PERSONNEL

The professional staff members are the personnel whose employment status *requires* certification in accordance with the rules and regulations of the State Board of Education.

It is the responsibility of the employee to secure a certificate and to maintain its validity and for registering it with the Board. Teaching contracts are automatically invalid if a certificate is allowed to lapse.

SUPPORT PERSONNEL

The non-certificated staff members are personnel whose regular employment does not require certification in accordance with rules and regulations of the State Department of Education. Non-certificated personnel include the following employees: bookkeepers, secretaries, clerks, maintenance employees, custodial employees, cafeteria employees, teacher assistants and bus personnel.

FULL TIME EMPLOYMENT

Full time employment is defined as working a minimum of thirty hours per week for a minimum of thirty-six weeks. Benefits are not available to part time employees except as recommended by the director and approved by the Board.