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Basic

## EXPLANATION: SUPPORT STAFF POSITIONS

This policy was previously considered supplemental, but MSBA now recommends that all districts adopt this policy.

MSBA has modified this policy for clarity and strongly encourages the district to carefully review the definition of "support staff." As student needs have changed, school district staff have diversified. New positions that did not exist even 15 years ago are now common. MSBA's personnel policies are divided between "professional staff" and "support staff," so it is important for the definitions of these terms to be clear and for the district to clearly understand where each employee position falls.

In particular, the following job categories should be analyzed to determine whether they belong in the "professional staff" or "support staff" categories in your district:

1. Nurses
2. Information technology (IT) specialists
3. Parents as Teachers educators
4. Bus, maintenance or custodial supervisors
5. Central office staff, such as accountants or bookkeepers

MSBA has also merged language from another supplemental policy, GDM, into this policy. Districts that have not adopted GDM should now rescind it and replace it with GDA.

*MSBA recommends that copies of this document be routed to the following areas because the content is of particular importance to them. The titles on this list may not match those used by the district. Please forward copies to the district equivalent of the title indicated.*

	Board Secretary	X	Business Office		Coaches/Sponsors
	Facility Maintenance		Food Service		Gifted
X	Human Resources	X	Principals		Library/Media Center
	Health Services		Counselor		Special Education
	Transportation		Public Info/Communications		Technology

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## SUPPORT STAFF POSITIONS

The Board of Education recognizes the importance of having well-qualified personnel into support staff positions to assure an efficient and effective educational program the district's educational mission and directs the superintendent or designee to recommend the employment of persons necessary to efficiently operate the district's programs. All support staff positions in the school system will be established by the Board, and recommendations for employment will be presented to the Board for approval by the superintendent. Though not directly involved in the instructional process, they support staff provide an efficient structure within which maximum educational experiences can be provided and make a significant contribution to the total educational program.

The support staff consists of those Camdenton School District employees not requiring certification by the Missouri State Department of Education. The term "support staff" will be used to designate all positions in the district that are not otherwise designated as "professional" positions in accordance with Board policy.

The functions of the support staff include, but are not limited to, the transportation, nutrition and health of children and youth; the construction and maintenance of school district buildings; and the financial support and accounting necessary for a quality school program. The functions of the support staff must be coordinated with the functions of the instructional staff in order to achieve the objectives of the Camdenton School District.

The superintendent or designee is required to will maintain an evaluation process, comprehensive and current job descriptions, and a compensation plan for support staff positions in the school system district. Job descriptions are kept in a manual, dedicated to that purpose, and are available during regular business hours in the office of the assistant superintendent.

The superintendent or designee shall have general responsibility for coordinating the employment of all support staff and maintaining adequate personnel records. The superintendent or designee will assign all support staff one or more immediate supervisors who will provide training, direction and performance evaluations.

All support staff applicants must submit a Request for Child Abuse or Neglect/Criminal Records Screening form prior to employment. Offers of employment are contingent on satisfactory results of this screening. All employment is considered temporary until the results are received from the appropriate agencies.

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*Note: The reader is encouraged to check the index located at the beginning of this section for other pertinent policies and to review administrative procedures and/or forms for related information.*

Adopted: 08/08/1994

Revised: 03/09/1998;

Camdenton R-III School District, Camdenton, Missouri

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