

DEFINITION OF CLASSIFIED PERSONNEL

The term classified personnel shall include the following employees whether full-time or part-time:

1. Nurse
2. Custodial and maintenance employees
3. Clerical employees
4. Teachers Aides
5. Lunchroom Employees
6. Extra help for summer maintenance

Job specifications and job descriptions shall be established by the school administration for all positions that require classified personnel. A manual containing such job specifications and job descriptions shall be developed by the school administration. The manual shall be reviewed and revised as part of the planned evaluation program within the school system. All job descriptions and job specifications shall be approved by the Board of Directors.

LEGAL REFERENCE: Code of Iowa, Section 279.8, Chapter 20

DATE OF ADOPTION: January 14, 1981

DATE OF REVIEW: January 21, 2008

DATE OF REVISION: