

POLICY: 402

CLASSIFIED EMPLOYEES DEFINED

Classified employees are those persons who do not need a legally issued Iowa certificate, as specified by statute or the Department of Education that is valid for the position for which the person is employed. This does not exclude the requirement that an employee may need to get a special license, etc. in order to meet the job requirement (eg.: pool certification, boiler operator, etc.), or the option that an employee may obtain an identified certificate in order to receive additional compensation (eg.: para-educator certification).

Job descriptions, contractual agreements, and employee handbook and worker rules shall exist for classified employees to appropriately fulfill their job responsibilities.

Classified employees include:

- Teacher Associates (also referred to as Teacher Aides and Paraeducators)
- Custodial/Maintenance
- Secretary/Clerical
- Bus Drivers

Adopted: 08/26/90
Revised: 11/28/05, 07/24/07, 09/26/22
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