

405.1 RESPONSIBILITIES AND DUTIES

The Board shall, through the administration of bargaining agreements and within available resources, maintain an educational environment that meets federal, state and program requirements and is conducive to learning by employment of personnel who are adequately skilled and trained to meet the needs of the district.

Classified employees are employees who are not administrators or employees in positions which require an Iowa Department of Education teaching license and who are employed to fulfill the duties listed on their job description on a monthly or hourly basis. Classified employees will 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 is the responsibility of the superintendent to establish job specifications and job descriptions for classified employee positions. Job descriptions may be approved by the board.

Classified employees required to hold a license for their position must present evidence of their current license to the board secretary prior to payment of wages each year.

LEG REF: Iowa Code §§ 20; 279.8.