

The following terms shall have the following meanings as used in these Series 400 policies:

**Administrators**

The term “administrators” shall include professional licensed employees employed under contracts issued pursuant to Iowa Code Section 279.23 and shall include the Superintendent of Schools, the Associate Superintendent of Instruction and Learning, the Executive Director of Student Services, the Executive Director of Enrichment and Special Programs, principals, and associate principals. The term shall also include the Executive Director of Human Resources and the Chief Financial Officer, positions not covered by the stipulations of Iowa Code Section 279.23.

**Directors, Associate Directors, Supervisors, Managers and Coordinators**

Unless the context otherwise requires, such as by reference to an employee’s “immediate supervisor,” the term “supervisors” shall include supervisory employees who are not licensed employees, including the Supervisor of Financial Services, the Supervisor and Manager of Food Services, the Director of Buildings and Grounds, Manager of Custodial Services, the Director of Transportation, and the Director of Information Technology Services. Directors, Associate Directors, and Coordinators provide leadership for a function or area, which may include the work direction of other employees, typically under the direction and guidance of a higher level supervisor or administrator. Such positions include, but not limited to the Director of Communications and Community Relations, Associate Director of Student Services, Associate Director of Curriculum and Instruction, Associate Director of Instructional Technology, Coordinator of TAP (Transition Alliance Program), and Coordinator of Preschool.

**Licensed Employees**

The term “licensed employees” shall include all professional employees who hold certificates, licenses or statements of professional recognition from the Iowa Department of Education and the Iowa Board of Educational Examiners or a license from the Board of Nursing, whether full-time or part-time, when such certificates, licenses or statements are required for the position the employee is holding, including administrators, teachers, nurses, school counselors, teacher librarians, and coaches.

It is solely the responsibility of the employee to file and maintain a valid license with the Human Resource Department. No licensed employee will be employed or permitted to serve without a current and valid license.

**Classified Employees**

Classified employees are employees who are not administrators, supervisors, or licensed employees. Classified employees are employed to fulfill their duties on a monthly or hourly basis. The term “classified employees” shall include the following employees, whether full-time or part-time:

- a) transportation employees
- b) clerical employees
- c) custodial and maintenance employees
- d) paraeducators
- e) food service employees
- f) child care employees
- g) information technology employees
- h) School Administration Manager (SAM)

**Full-Time Employees**

The term “full-time employees” shall include all employees who are contracted to work a minimum of 40 hours per week, except in cases where the term is otherwise defined by law.

**Part-Time Employees**

The term “part-time employees” shall include all employees who are contracted to work fewer than 40 hours per week, except in cases where the term is otherwise defined by law.

**Temporary Employees**

The term “temporary employees” shall include all employees who have been employed for a period of time of four consecutive months or less. In addition, all substitute teachers, school counselors, teacher librarians, and nurses not on continuing contracts shall be deemed temporary employees.

**12-Month Employees**

The term “12-month employees” shall include all employees who are employed for 252 or more days per year, i.e. July 1 through June 30.

<b>Date of Adoption:</b>	September 8, 2008
<b>Date of Revision:</b>	June 10, 2013 August 8, 2016 September 11, 2017 August 8, 2022