

## **SUPPORT STAFF POSITIONS**

The Board of Education recognizes the importance of having well-qualified personnel to support 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.

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 superintendent will maintain a comprehensive and current set of job descriptions for all support staff positions in the district. Job descriptions shall be available in the office of the assistant superintendent of human resources during regular business hours.

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.

Adopted: October 22, 2013

Revised:

Cross Reference: GCA Professional Staff Positions