

Non-certificated (sometimes referred to as classified) personnel are those individuals employed by the district who are not required to have a teaching certificate to qualify for the position. Classified personnel include, but are not limited to, the following:

1. Educational assistants or paraprofessionals;
2. Custodial and maintenance employees;
3. Clerical employees;
4. Food/nutrition service employees;
5. Bus drivers;
6. Summer maintenance employees; and
7. Academic and college or career advisors and student mentors.

The board will annually review and determine its staffing needs for classified employees. The board authorizes the superintendent or designee to hire employees to fill open, classified positions in the district, as needed, and create new positions when an emergency arises. Classified personnel will be hired based upon their qualifications for the position.

QUALIFICATIONS AND JOB DESCRIPTIONS

Minimum qualifications and job descriptions will be established by district administrators and approved by the board for all classified positions. The qualifications and job description shall be in writing and made available to district employees and other persons seeking employment through the local unemployment office. In addition, the district may advertise classified positions as necessary to attract qualified employees.

AT-WILL STATUS

Classified personnel are at-will employees with no property rights in their employment. Classified personnel are not entitled to any expectations of future employment with the district.

At the time of initial employment, and annually thereafter, all non-certificated employees will receive a letter of appointment. The letter of appointment does not alter the employee's at-will employment status. The letter of appointment is intended to set forth relevant information, including, but not limited to, the classified employee's work schedule, rate of pay, and other benefits; notify the classified employee of the district's requirement that he/she comply with district policy; and notify the employee that the employment is at-will.

SALARY SCHEDULE

The board of trustees will establish salary schedules for classified positions in the school system. Following the adoption of any schedule, the administration will use that schedule as a guide in employing and compensating classified employees.

GROUP HEALTH INSURANCE

All classified employees who work twenty (20) hours or more per week will receive the same group health insurance benefits as provided to certificated employees.



LEGAL REFERENCE:

Idaho Code Sections

33-511 – Maintenance of Schools

33-517 – Noncertificated Personnel

33-517A – School Districts – Noncertificated Employees – Group Health Insurance

33-1212A – College and Career Advisors and Student Mentors

ADOPTED: September 23, 1998

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