

## PROFESSIONAL STAFF POSITIONS

The Board of Education may, upon the recommendation of the superintendent, elect and appoint certificated professional staff positions, assistant principals, principals, directors, and other supervisory personnel as may be required for proper classification and accreditation of the schools, and to accomplish the district's goals and objectives. Each employee of the Board of Education shall be assigned or reassigned to a specific position or positions at the direction of the superintendent.

Before any new district-wide position is established, the superintendent will present for the Board's approval a job description for the position. The job description shall specify the responsibilities of the position and the required qualifications of the person who will serve in the position. The Board shall also be informed when any district-wide position is eliminated.

The term "professional staff" will be used to designate those employees who must either possess teaching, administrative or professional certificates issued by state educational authorities or degrees from accredited institutions of higher learning for professional licensure in order to maintain their status with the district.

The Board instructs the superintendent to maintain a comprehensive and up-to-date set of job descriptions of all positions in the school system. Job descriptions are to be kept in a separate manual dedicated to that purpose and shall be available in the office of the superintendent during regular business hours.

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***Note: The reader is encouraged to check the index located at the beginning of this section for other pertinent policies and to review administrative procedures and/or forms for related information.***

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Columbia School District No. 93, Columbia, Missouri

