

**Greater Albany SD 8J**  
Board Policy

Code: **GAA**  
Adopted: 1/11/82  
Revised/Readopted: 3/12/01  
Orig. Code(s): BP 3220

**Personnel: Definitions**

**Licensed employees** are those holding a position that requires a license issued by the state Teacher Standards and Practices Commission (TSPC).

1. **A teacher** is an employee who holds a teacher's license or is registered to teach by TSPC.
2. **A contract teacher** means any teacher who has been regularly employed by the school district for a probationary period of not more than three successive school years and who has been re-elected for the next succeeding school year.
3. **A probationary teacher** is one who is not a contract teacher and who works at least 135 consecutive days in any school year as a teacher in the district.
4. **A temporary teacher** is any teacher employed to fill a position designated as temporary or experimental or to fill a vacancy that occurs after the opening of school because of unanticipated enrollment or the death, disability, retirement, resignation, contract non-extension or dismissal of a contract or probationary teacher. Temporary teachers will not have an expectation of employment beyond that specified in their individual temporary contract. They will have an appropriate teaching license and be paid at a prorated rate based on the step of the teachers' salary schedule for which they are qualified.
5. **A substitute teacher** is any teacher employed to take the place of a probationary or contract teacher who is temporarily absent. A substitute teacher is employed on a day-to-day basis, without contract, and does the work of the regularly assigned teacher during the latter's absence from duty.
6. **An intern teacher** is a regularly enrolled student of a college or university who teaches under the supervision of the staff of such institution and of the district in order to acquire practical experience in teaching.
7. **An administrator** is an employee who has been granted administrative authority and who spends more than one-half time in the organization, direction, supervision, control or evaluation of district employees or programs.
8. **A specialist** is an employee who has a teaching license or a letter of authorization from the Oregon Department of Education and who is employed half-time or more.

**Classified personnel** are those employees in positions for which no teaching or administrative licenses are required by law.

**Tutor** is a licensed instructor who gives additional, special or remedial instruction.

Tutors are employed by the hour to give individual instruction to students in the district. Such teachers will be paid as determined by the Board. Additional benefits, except for mileage, shall not normally be available and such employees are specifically excluded from the licensed collective bargaining unit.

**Supervisory employees** are those individuals having authority to hire, transfer, suspend, lay off, recall, promote, discharge, assign, reward or discipline other employees, or responsibly to direct them, or to adjust their grievances or effectively to recommend such action if the exercise of such authority is not of a merely routine or clerical nature but requires the use of independent judgment. No nurse, charge nurse or similar nursing position shall be deemed to be supervisory unless such position has been traditionally classified as supervisory.

**Confidential employees** are designated in accordance with Oregon law. Such employees will be excluded from any bargaining unit. Salaries and benefits for confidential employees will be established by the Board.

END OF POLICY

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Legal Reference(s):

ORS 243.650 (6), (23)  
ORS 332.505  
ORS 332.554 (3)  
ORS 342.120  
ORS 342.125

ORS 342.420  
ORS 342.610  
ORS 342.815  
ORS 342.835  
ORS 342.840

ORS 342.845  
OAR 581-005-0001  
OAR 584-020-0005

Job York v. Portland School District, No. FDA 83-7 (August 1983).