

## 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 an Oregon teacher’s license or is registered to teach by TSPC.
2. A “counselor” is an employee who holds an Oregon counselor’s license from TSPC.
3. A “contract teacher/counselor” means any teacher/counselor who has been regularly employed by a school district for a probationary period of three successive school years and who has been retained for the next succeeding school year.
4. A “probationary teacher/counselor” is one who is not a contract teacher/counselor and who is employed for at least 135 consecutive days in any school year as a teacher in the district. At least 30 consecutive days of employment in the district in a successive year shall be sufficient to keep the service intact, and the teacher shall not lose credit for previous probationary years served.
5. A “temporary teacher” is any teacher employed to fill a position less than 0.5 FTE or 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 nonextension, or dismissal of a contract or probationary teacher.
6. 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. Substitutes will not be eligible for fringe benefits and will be paid at a rate established annually by the Board in accordance with the provisions of Oregon law.
7. An “intern teacher” is a regularly enrolled candidate of an approved educator preparation provider who teaches under the supervision of the staff of the provider and of the employing district in order to acquire practical experience in teaching.
8. An “administrator” is an employee who holds a valid Oregon administrative license or registration and who works in a position requiring an administrative license. An administrator includes, but is not limited, to all superintendents, assistant superintendents, principals, and academic program directors in public schools or those who have direct responsibility for supervision or evaluation of licensed teachers and are compensated for their services with public funds.
9. 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.

“Supervisory employees” are those individuals having authority to hire, transfer, suspend, lay off, recall, promote, discharge, assign, reward, or discipline other employees; or responsibility 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 (ORS 243.650(6)). Such employees will be excluded from any bargaining unit. Salaries and benefits for confidential employees will be established by the Board.

“Coaching personnel” are those employed to work with schools’ athletic teams.

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 584-020-0005](#)

Job York v. Portland Sch. Dist., No. FDA 83-7 (August 1983).

**Cross Reference(s):**

GC - Licensed Staff Positions