

## Personnel: Definitions

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

1. A teacher is an employee who holds a teacher's license.
2. A contract teacher means any teacher who has been regularly employed by a 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.
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.

Substitute teachers who are hired to fill an assignment on a temporary basis (sick leave, maternity leave, completion of a school term, etc.) will be paid on a substitute basis for the first ten days after which such teacher will be paid according to the minimum salary set by the state of Oregon.

A contract will not be offered to a substitute teacher when another person is under contract for the same assignment.

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.

1. Regular classified employees are those employed in positions established by the Board requiring 20 or more hours per week for at least a full school year.
2. Part-time regular classified employees are those employed in positions established by the Board requiring less than 20 hours per week for at least a full school year.
3. Temporary/Substitute classified employees are those employed on an as-needed basis. The Board shall determine if these employees are eligible for benefits.
4. Classified supervisory employees are those who serve in positions that exercise administrative authority or supervisory responsibility over classified employees and as defined in ORS 243.650 (23).

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.

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).