

**Multnomah Education
Service District**

Code: **GA-AR**
Adopted: 8/01/11
Amended:
Reviewed:

Personnel Definitions

- Licensed Employee:** Employee holding a position that requires a license issued by the State Teacher Standards and Practices Commission (TSPC) or other Oregon Board issued licenses for Occupational Therapists, Physical Therapists, Speech and Language Pathologists and Registered Nurses.
- Teacher:** Employee who holds a teacher's license
- Contract Teacher:** Employee who has completed three consecutive years with at least 135 days of employment each of the three years as a teacher in an Oregon School District and has been rehired for a fourth year of teaching in MESD.
- Probationary Teacher:** Employee who is employed under regular contract and who works at least 135 consecutive days in any school year as a teacher in MESD and has not received contract teacher status by Board action according to the provisions of Oregon law.
- Temporary Teacher:** 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, leave of absence, resignation, contract non-extension or dismissal of a contract or probationary teacher.
- Substitute Teacher:** 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.
- Intern Teacher:** Regularly enrolled student of a college or university who teaches under the supervision of the staff of such institution and of MESD in order to acquire practical experience in teaching.
- Administrator:** Employee who has been granted administrative authority and who spends more than one-half time in the organization, direction, supervision, control or evaluation of MESD employees or programs.

Administrative Employee: Employee of MESD who possesses authority to formulate and carry out administrative and/or program decisions, or who represents administration's interest by taking or effectively recommending discretionary actions that control or implement MESD policy, and who has discretion in the performance of these administrative and/or program responsibilities beyond the routine discharge of duties. An "administrative employee" need not act in a supervisory capacity in relation to other employees.

Contracted Employee: Employee who has been hired to provide a service and who may have special training and license.

Noncontracted Personnel: Employees in positions for which no teaching or administrative licenses are required by law.

1. "Regular noncontracted 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 noncontracted 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 noncontracted employees" are those employed on an as-needed basis. The Board shall determine if these employees are eligible for benefits.
4. "Confidential noncontracted supervisory employees" are those who serve in positions that exercise administrative authority or supervisory responsibility over noncontracted employees.

Confidential Employees: Designated in accordance with Oregon law and provisions of the labor agreements between MESD and its licensed contracted and noncontracted employees. Such employees will be excluded from any bargaining unit. Salaries and benefits for confidential employees will be established by the Board.