

Willamette Education Service District

Code: **GAA**
Adopted: 7/8/03
Readopted: 7/12/05; 6/22/10
Orig. Code(s): None

Personnel Definitions

Licensed personnel are those holding a position that require a license issued by the state Teacher Standards and Practices Commission or an Oregon State Board.

1. A **“teacher”** is an employee who holds a teacher’s license or is registered to teach by TSPC and is employed in an instructional capacity.
2. A **“contract teacher”** means any teacher who has been regularly employed by a district or ESD for a probationary period of not more than three successive school years and who has been- retained 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 ESD.
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.
6. An **“intern teacher”** is a regularly enrolled student of college or university who teaches under the supervision of the staff of such institution and of the ESD 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 ESD employees or programs.
8. A **“specialist”** is an employee who has a teaching license, a specialty license, or a letter or 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, administrative, or speciality licenses are required by law.

1. **“Regular classified personnel”** 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 personnel”** are those employed in positions established by the Board requiring less than 20.00 hours per week for at least a full school year.
3. **“Temporary/Substitute classified personnel”** are those employed on an as-needed basis. The Board shall determine if these employees are eligible for benefits.
4. **“Classified supervisory personnel”** are those who serve in positions that exercise administrative authority or supervisory responsibility over classified employees and as defined in ORS 243.650 (23).
5. **“Irregular licensed and classified personnel”** are those working on a project or contract which has limitations as to time employed, or a salary developed and paid in a manner inconsistent with regular licensed and classified employees.
6. **“Supervisory personnel”** are those individuals having authority to hire, transfer, suspend, lay off, recall, promote, discharge, assign, reward, or discipline other personnel; 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.
7. **“Confidential personnel”** are designated in accordance with Oregon Law. Such personnel will be excluded from any bargaining unit. Salaries and benefits for confidential personnel will be established by the Board.
8. **“Administrative personnel”** means an employee of the ESD 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 district 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.

END OF POLICY

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).