

## SUPPORT STAFF POSITIONS

The Board of Education recognizes the importance of having well-qualified personnel to support the district's educational mission and directs the administrator or designee to recommend the employment of persons necessary to efficiently operate the district's programs.

The term "support staff" will be used to designate all positions in the district that are not otherwise designated as "professional" positions in accordance with Board policy.

The administrator will maintain a comprehensive and current set of job descriptions for all positions in the district. Job descriptions shall be available in the office of the administrator during regular business hours.

The administrator or designee shall have general responsibility for coordinating the employment of all support staff and maintaining adequate personnel records. The administrator or designee will assign all support staff one or more immediate supervisors who will provide training, direction and performance evaluations.

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***Note: The reader is encouraged to check the index located at the beginning of this section for other pertinent policies and to review administrative procedures and/or forms for related information.***

Adopted: July 9, 2013

Revised:

Livingston Co. R-III School District, Chula, Missouri