

Personnel Definitions

Licensed Employees

“Licensed employees” are those holding positions that require a license issued by the state Teacher Standards and Practices Commission. TSPC issues licenses to teachers and administrators who possess the minimum competencies, knowledge and skills to teach and administer in the public schools of the state.

1. “A teacher” is a licensed employee in the public schools or employed by an education service district who has direct responsibility for instruction or coordination of educational programs and who is compensated for his/her services from public funds. The teacher’s license shall carry the appropriate endorsement(s) for the teaching assignments.
2. “A contract teacher” is any teacher who has been regularly employed by the Gervais School District for a probationary period of three successive school years, and who has been retained for the next succeeding school year.
3. “A probationary teacher” is one who is employed under regular contract and who works at least 135 consecutive days in any school year as a teacher in the Gervais School District and who is not a contract teacher. Although a probationary period is typically three years of at least 135 days of employment, the Board may enter into agreements that provide for a shorter probationary period of not less than one year for teachers who have satisfied the three-year probationary period in another Oregon school 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 or dismissal of a permanent or probationary teacher. A temporary teacher is employed under contract for more than 30 working days in any one assignment. Temporary teachers are not subject to annual contract renewal.
5. “A substitute teacher” is any teacher employed to take the place of a probationary or permanent 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.
6. “An intern teacher” is a regularly enrolled student of an approved teacher education institution who teaches under the supervision of the staff of such institution and of the employing school district in order to acquire practical experience in teaching. The intern teacher receives both academic credit

- from such institution and financial compensation from the district.
7. “An administrator” is a licensed 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. Administrators must carry the appropriate license. Administrators include superintendents, assistant superintendents, principals, assistant principals, district supervisor and coordinators, and district directors who are compensated for their services from public funds.
 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 as a probationary or contract status teacher.

Supervisory Employees

1. “Supervisory employees” are those individuals having authority to hire, transfer, suspend, lay off, recall, promote, discharge, assign, reward or discipline other employees. Supervisors have the responsibility to direct other employees, 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.

Classified Employees

“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. These employees work a regularly scheduled shift at least nine (9) months or for the 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 classified employees” are those employed to provide additional services or to replace a regular classified employee on an infrequent and irregular basis. These employees are hired for a specific assignment not to exceed seventy-five (75) working days. The Board shall determine if these employees are eligible for benefits.
4. “Substitute classified employees” are those who take the place of a regular employee for a period of no more than 60 days. These employees are not considered to be members of the bargaining unit and are not eligible for the benefits of a regular employee. These employees temporarily replace a regular classified employee on excused absence, such as sick leave, vacation, or other approved leave.
5. “Educational assistants” are classified school employees who do not require licenses to teach, who are employed by a school district, and whose assignments consist of and are limited to assisting a licensed teacher in accordance with rules established by the State Board of Education. In accordance with OAR 581-037-0015, the educational assistant shall assist a teacher only in a supportive

capacity. The role of the educational assistant is adaptable to many support tasks, and nothing limits the assistant to the performance of classroom duties. Educational assistant tasks may include: instructional support, clerical support, and student control. Any assistant assigned to instruction-related activities shall work under the direction of the teacher assigned to that instructional station.

6. “Classified supervisory employees” are those who serve in positions that exercise administrative authority or supervisory responsibility over classified employees, as indicated in the job description of such positions.

Confidential Employees

“Confidential employees” are designated in accordance with Oregon law and provisions of the collective bargaining agreements between the district and its licensed and classified employees. Such employees will be excluded from any bargaining unit. Salaries and benefits for confidential employees are established by the Board.

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 581-037-0005](#) to -0035
[OAR 584-020-0005](#)

Job York v. Portland School District, No. FDA 83-7 (August 1983).