

**PERSONNEL CLASSIFICATION SYSTEM
FOR REGULAR FULL-TIME EMPLOYEES**

POLICY

It is the policy of the Board of Education of Tulsa Technology Center that regular full-time personnel shall be classified as certified personnel or non-certified personnel, and also either administrative, supervisory, instructional, instructional services or support personnel. A regular full-time employee is a staff member who has been approved by the Board of Education to fill a full-time position created by the Board of Education.

A. CERTIFIED PERSONNEL

Certified personnel are regular full-time employees who are required to hold a valid Oklahoma certificate issued or recognized by the State Board of Education and/or State Board of *CareerTech* Education and authorizing them to teach or perform the duties and responsibilities of the position for which they are employed. The certificates required shall be clearly stated on the position description.

1. Certified Administrative Personnel

A certified administrator is defined as a regular full-time employee of the District who has been given written authority by the Board of Education to organize, direct and control the work of other administrative personnel and instructional personnel, whether certified or non-certified, supervisory personnel, instructional services personnel and support personnel.

2. Certified Instructional Personnel

Certified instructional personnel are defined as regular full-time teachers and counselors who are employed to deliver instruction and provide related services for students. This includes, but is not limited to, instruction in the classroom, shop or laboratory; curriculum development; student assessment and evaluation; career counseling; career tech student organization activities; student follow-up; reports and records; job placement; professional staff development activities; budget preparation and management; and other special activities as assigned by the Superintendent and/or his/her designee(s).

A certified instructional employee whose job requires certification shall be classified as:

- a. probationary if the employee has completed less than three (3) consecutive complete years of service in Tulsa Technology Center School District under a written employment contract; or
- b. career if the employee has completed three (3) or more consecutive complete years of service in Tulsa Technology Center School District under a written employment contract (School Laws of Oklahoma, Section 96, 70-6-102.1).

B. NON-CERTIFIED PERSONNEL

Non-certified personnel are regular full-time employees who are not required to hold a valid Oklahoma certificate issued or recognized by the State Board of Education and/or the State Board of *Career*Tech Education to perform the duties and responsibilities of the position for which the individual is employed.

1. Non-Certified Administrative Personnel

A non-certified administrator is defined as a regular full-time employee of the District who has been given written authority by the Board of Education to organize, direct and control the work of other administrative personnel, supervisory personnel, instructional personnel, instructional services personnel and support personnel.

2. Non-Certified Supervisory Personnel

A non-certified supervisor is defined as a regular full-time employee of the District who has been given written authority by the Superintendent for the purpose of assisting administrative personnel in organizing, coordinating and controlling the work of instructional personnel, instructional services personnel and support personnel.

3. Non-Certified Instructional Personnel

Non-certified instructional personnel are defined as regular full-time employees who are employed to deliver instruction and provide related services for students, such as Adult Education instructors and Adult Education coordinators. Duties include, but are not limited to, instruction in the classroom, shop or laboratory; curriculum development; student assessment and evaluation; career counseling; career tech student organization activities; student follow-up; reports and records; records; job placement; professional staff development activities; budget prep-

ration and management; and other instructional services as assigned by the Superintendent and/or his/her designee(s).

4. Non-Certified Instructional Services Personnel

Non-certified instructional services personnel are defined as regular full-time employees who are employed to deliver those educational services not confined to a single classroom, shop or laboratory setting. These services include, but are not limited to, support of the delivery of instruction in the classroom; shop or laboratory; curriculum and media development; student assessment and evaluation; career counseling; career tech student organization activities; job placement; student follow-up; reports and records; recruitment and enrollment activities; financial aids; planning; public information services; business and industrial training services; business/industry development; business office services; professional staff development activities; budget preparation and management; and other special educational services as assigned by the Superintendent and/or his/her designee(s).

5. Support Personnel

Support personnel are those regular full-time employees who provide those services not performed by administrators, supervisors, teachers, and instructional services personnel. This includes, but is not limited to, services that are necessary for the efficient and satisfactory functioning of the school district. The types of job titles included under support personnel include, but are not limited to, secretary, custodian, culinarian, teacher associate in child care, assistant plant manager, maintenance person, technician, teacher aide, and any other position so designated as support personnel by the Board of Education.

A staffing plan which identifies all approved, existing, and projected personnel positions by job title and personnel classification shall be maintained by the Superintendent and/or his/her designee(s).

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PROCEDURES

The following procedures shall be followed:

- A. The Superintendent and/or his/her designee(s) shall recommend to the Board of Education the personnel classification for each position in the school district with input from the administrator(s) who develop the position description.
- B. The personnel classification shall be included on the position description for each position.
- C. A personnel classification shall be assigned to every regular full-time position.
- D. The Superintendent and/or his/her designee(s) may recommend a change in the personnel classification of any employee provided sufficient justification for the change is presented. The Board of Education shall approve all changes.