

Personnel

- A. Licensed employees are those holding a position that requires a license issued by the Oregon Teacher Standards and Practices Commission (TSPC) or specialty professional board licensure (excluding assistant positions for which a license is required).
1. Teacher is an employee who holds a teacher's license or is registered to teach by TSPC.
 2. Contract teacher is one who has been regularly employed as a teacher in the High Desert ESD for a probationary period of not more than three successive school years and has been retained for the next succeeding school year.
 3. 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 High Desert ESD. At least 30 consecutive days of employment in the district in a successive year shall be sufficient to keep the service intact, and the teacher shall not lose credit for previous probationary years served.
 4. Temporary teacher is any teacher employed to fill a position designated as temporary or experimental to fill a vacancy that occurs after the opening of school because of unanticipated enrollment or the death, disability, retirement, resignation, contract nonextension or dismissal of a contract or probationary teacher.
 5. Substitute teacher is any teacher employed to take the place of a probationary or contract teacher who is temporarily absent, to fill in for an open position until the district is able to hire a teacher to fill the position, or to otherwise provide temporary support to the district on an as needed basis. 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 accordance with the provisions of Oregon law. Substitutes are not probationary or contract teachers.
 6. Intern teacher or student teacher is a regular enrolled candidate of an approved educator preparation provider, who teaches under the staff of the provider and of the employing district, in order to acquire practical experience in teaching. The intern teacher receives both academic credit from the provider and financial compensation from the district or education service district.
 7. Administrator is an employee who holds a valid Oregon administrative license or registration and who works in a position requiring an administrative license. An administrator includes, but is not limited to, all superintendents, assistant superintendents, principals and academic program directors in public schools or education service districts, who have direct responsibility for supervision or evaluation of licensed teachers and who are compensated for their services with public funds.
 8. A specialist is an employee who has a teaching license or a letter of authorization from the Oregon Department of Education, meets any other certification requirements required by the district and who is employed half-time or more.

- B. Classified personnel are those employees in positions for which no teaching or administrative licenses are required by law.
1. Temporary/Substitute classified employees are classified personnel employed on an as-needed basis. The Board shall determine if these employees are eligible for benefits.
- C. Supervisory employees are those individuals having authority to hire, transfer, suspend, lay off, recall, promote, discharge, assign, reward or discipline other employees, 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.
- D. Confidential employees are designated in accordance with Oregon law (ORS 243.650(6)). Such employees will be excluded from any bargaining unit. Salaries and benefits for confidential employees will be established by the Board.
- E. Administrative employee means an employee of the district 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 may or may 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 584-020-0005](#)

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