

**PROFESSIONAL STAFF/PROFESSIONAL STAFF  
POSITIONS/INSTRUCTIONAL STAFF POSITIONS**

For purposes of the policy manual, the term “professional staff” includes all “instructional staff,” “Degreed Non instructional,” and “administrative staff.”

The establishment of professional personnel positions will be approved by the board. Although such positions may remain temporarily unfilled, only the board may abolish a position it has created.

When a position is established by the board, the board will approve the general purpose and function of the job. The superintendent is authorized to establish detailed job descriptions. The job descriptions outline the primary duties and responsibilities of all professional staff thereby communicating job expectations that will be used as a basis for performance evaluation.

Evaluation instruments for all professional staff are maintained in the superintendent’s office.

ADOPTED: March 14, 1994

REVISED: August 11, 1998

REVIEWED: August 24, 2015