

## **CHAPTER 6.00 - SCHOOL ADMINISTRATION**

### **6.01\* - The Instructional Staff**

#### **POLICY**

##### **(1) Instructional Personnel**

Instructional personnel shall be as follows:

- (a) Any staff member who is assigned duties which require a valid Florida teaching certificate and who provides instructional services to students. Instructional personnel shall be used synonymously with the word "teacher;" (1000.01 (9), F.S.)
- (b) Any certified staff member, other than a supervisor, coordinator, or principal who is assigned duties which require a valid Florida teaching certificate and whose duties consist of instructional support activities to students and teachers; or
- (c) Any noncertified person who is employed pursuant to the provisions of Section 6A-1.0502 of State Board of Education regulations to render instructional services in the area of his/her specialty.

##### **(2) Administrative Personnel (1000.01 (10), F.S.)**

###### **(a) Principal**

Staff members who perform managerial, supervisory, operations, and policy making functions. Administrative responsibilities may be either instructional or noninstructional in nature. A principal is a member of the administrative staff who is assigned duties as the head of a school center as defined in Florida Statutes. He/she is required to hold a valid Florida teaching certificate covering the duties of his/her assignment.

###### **(b) Assistant Principals**

Staff members assisting the administrative head of the school. Must hold a valid Florida teaching certificate covering his/her assignment.

###### **(c) Instructional Supervisor**

An instructional supervisor is a member of the administrative staff who is assigned duties which require a valid teaching certificate. Instructional supervisors are responsible for working directly with teachers and other personnel to improve the instructional program.

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### **(3) Administrative Staff**

The term "administrative staff" shall apply to principals, assistant principals, supervisors of the instructional program, and district level certificated and non-certificated managerial personnel (assistant superintendent, directors, or coordinators) responsible for providing support services to the instructional program.

### **(4) Educational Staff Professional**

Secretaries, clerks, assistants, maintenance, custodial, transportation, school food service personnel, teacher aides, and any other employee not required to hold a teaching certificate and whose duties are non-administrative/non-instructional in nature. Any school related employee employed for the first time in Levy County shall be required to serve a probationary period of two calendar years. A probationary employee shall be subject to termination at any time during the probationary period.

### **(5) Confidential Employees**

Employees hired to assist or aid managerial employees as defined by Ch. 447, F. S.

### **(6) Job Descriptions**

Job descriptions for all district positions shall be available in the Personnel Office which describes the specific qualifications and requirements for each job classification. Each job description contains the essential job tasks/activities and physical requirements of a job which must be performed in order for the employee to be successful.

#### **STATUTORY AUTHORITY:**

1001.41 (2), 1001.42 (17), F.S.

#### **LAWS IMPLEMENTED:**

1000.01 (9) (10) (39) (40), 1012.54, 1012.55, 1012.56, 1012.39, F.S.

#### **HISTORY:**

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