
*Rescinds Policy Number: GC**Issued: 02/28/1979*

Employees who are not required to hold a state certificate are grouped as classified personnel because they are not certified by the State Department of Education. The term “classified” as used in the index , titles, and policies of this manual has no connotation or sense other than that employees so categorized are not certified by the State Department of Education. They may be skilled, highly trained, and members of other professions. Noncertified personnel of the district include secretaries, clerks, bookkeepers, cafeteria workers, public health nurses, custodians, bus drivers, paraprofessionals et cetera.

Classified staff are directly supervised by the site administrator in charge of the building in which he/she has been assigned, and they are responsible for the duties as outlined by the site administrator. They are also under the supervision of the immediate supervisor of the program to which they have been assigned, e.g. principal, teacher, instructional supervisor, maintenance director, or child nutrition director.