

# Amity School District 4J

Code: **GAA**  
Adopted: 2/8/89  
Revised/Readopted: 6/24/92, 1/10/96,  
12/10/97, 2/10/16

## Personnel: Definitions

“Licensed employees” are those holding a position that requires a license issued by the state Teacher Standards and Practices Commission (TSPC).

1. “A teacher” is an employee who holds a teacher’s license or is registered to teach by TSPC.
2. “A contract teacher” is any teacher who has been regularly employed by a school district for a probationary period of not more than three successive school years and who has been retained for the next succeeding school year.
3. “A 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 district. 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. “A temporary teacher” is any teacher employed to fill a position designated as temporary or experimental or to fill a vacancy that occurs after the opening of school because of unanticipated enrollment or the death, disability, retirement, resignation, contract non-extension or dismissal of a contract or probationary teacher.
5. “A substitute teacher” is any teacher employed to take the place of a probationary or contract teacher who is temporarily absent. 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 by the Board in accordance with the provisions of Oregon law.
6. “An intern teacher” is a regularly enrolled student of a college or university who teaches under the supervision of the staff of such institution and of the district, in order to acquire practical experience in teaching.
7. “An 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 and who is employed half-time or more.

“Classified personnel” are those employees in positions for which no teaching or administrative licenses are required by law.

1. “Regular classified employees” are those employed in positions established by the Board requiring 20 or more hours per week for at least a full school year.
2. “Part-time regular classified employees” are those employed in positions established by the Board requiring less than 20 hours per week for at least a full school year.
3. “Temporary/Substitute classified employees” are those employed on an as-needed basis. The Superintendent shall determine if these employees are eligible for benefits.
4. “Classified supervisory employees” are those who serve in positions that exercise administrative authority or supervisory responsibility over classified employees and as defined in ORS 243.650 (23).

“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.

“Confidential employees” are designated in accordance with Oregon law and provisions of the labor agreements between the district and its licensed and classified employees. Such employees will be excluded from any bargaining unit. Salaries and benefits for confidential employees will be established by the Board.

END OF POLICY

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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 581-005-0001](#)

[OAR 584-020-0005](#)

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