PROFESSIONAL STAFF

Purpose: To establish the basic structure for policies dealing with professional staff members.

The following definitions will apply to professional staff positions:

- **Instructional staff**: School-based personnel who are assigned direct responsibility for the supervision, instruction, and evaluation of students and will include teachers, resource teachers, librarians, counselors, and non-certified specialists.

- **Non-instructional staff**: School-based personnel who are responsible for the non-instructional evaluation of students and will include nurses and psychologists.

- **Administrative staff**: All personnel responsible for the planning, administration, and supervision of the total instructional program and for all supporting services such as maintenance, transportation, school food service, personnel, purchasing, federal programs, payroll, and all other responsibilities as directed by the superintendent. The administrative staff includes the following:

  - **Principals**: Personnel assigned direct and primary responsibility for the administration and supervision of schools. This includes both principals and directors who are designated as administrative heads of a school and as well as assistant principals who are assigned limited administrative and supervisory duties within a school.

  - **School administrative staff**: School-based personnel assigned responsibility as administrative and supervisory heads of activities such as curriculum and instruction, maintenance, transportation, food services, and others requiring a professional level of training.

  - **Program specialists**: Non-school-based personnel responsible for working with teachers and other members of the instructional staff in the improvement of instruction in specifically assigned areas of instruction.

  - **District administrative staff**: Personnel assigned responsibility as administrative and supervisory heads of activities such as curriculum and instruction, maintenance, transportation, school food service, personnel, purchasing, federal programs, payroll, and others requiring a professional level of training.

All personnel policies and regulations in this GC subsection pertain to personnel who are required to hold a teacher's certificate issued by the State of South Carolina and non-certified administrative staff.

- This group may include instructional as well as administrative staff.

Additional personnel policies and regulations relating only to support/classified employees are in the GD subsection.

Adopted 8/13/02; Revised