

Policy Code: 7010 Classification of Personnel Positions

The board recognizes the importance of school personnel in ensuring the success of the district's students. School district personnel include numerous people in a variety of positions who individually and collectively contribute to the betterment of public education in this district.

For purposes of the 7000 Personnel Policies, the following definitions will apply, unless otherwise stated in a more specific policy.

A. PROFESSIONAL PERSONNEL

Professional personnel are all employees who require licensure, certification or an advanced degree as a qualification for their employment. Professional personnel include school administrators, teachers and other central office administrators.

1. Non-School Administrator

A non-school administrator is the superintendent or an assistant superintendent or a coordinator or director whose major function does not include the direct or indirect supervision of the instructional program.

2. School Administrator

A school administrator is a principal, assistant principal, coordinator, or director whose major function includes the direct or indirect supervision of teaching or any other part of the instructional program.

3. Teacher

A teacher is an individual who holds at least a current, not provisional or expired, Class A certificate or a regular, not provisional or expired, vocational certificate issued by the Department of Public Instruction; whose major responsibility is to teach or directly supervise teaching or who is classified by the State Board of Education or is paid as a teacher; and who is employed to fill a full-time permanent position.

4. Probationary Teacher

A probationary teacher is a certificated person, other than a superintendent, associate or assistant superintendent, who has not obtained career-teacher status and whose major responsibility is to teach or to supervise teaching.

5. Career Teacher

A career teacher is an employee who has obtained career status with the Chapel Hill-Carrboro City Board of Education as a teacher as provided in [G.S. 115C-325\(c\)](#) and policy 7410 (Career Status).

6. Career School Administrator

A career school administrator is a school administrator who obtained career status in an administrative position prior to June 30, 1997, as previously provided in [G.S. 115C-325\(d\)\(2\)](#).

7. Career Employee

Career employees are employees who have obtained career status as a teacher with the Chapel Hill-Carrboro City School Board as provided in [G.S. 115C-325\(c\)](#)

a. an employee who has obtained career status as a school administrator with the Board prior to June 30, 1997 as previously provided in [G.S. 115C-325\(d\)\(2\)](#)

b. a probationary teacher during the term of the contract as provided in [G.S. 115C-325\(m\)](#)

c. and a school administrator during the term of a school administrator contract as provided in [G.S. 115C-287.1\(c\)](#).

8. Other Professional Personnel

Other professional personnel includes substance abuse counselors, nurses, and therapists whose employment requires a college or an advanced degree, as determined by the superintendent or his or her designee.

B. CLASSIFIED PERSONNEL

Classified personnel are those employees who do not require certification qualifications.

C. OTHER PERSONNEL CLASSIFICATIONS

Because of the varied needs involved in the operation of a school district, employees may be further classified as outlined below.

1. Regular Full-Time Employee

- a. Regular Full-Time School Year Employees are employed for the length of the school year.
- b. Regular Full-Time 12 Month Employees are employed in a position that requires 12 month employment.

2. Temporary Employees

Temporary employees are hired for a specified length of time, usually less than six full pay periods, to do a particular short-term job. A temporary employee does not earn benefits and does not participate in the retirement system.

3. Interim Employees

Interim employees are hired to fill an interim position or appointed on an interim basis to fill a permanent position, as provided in policy 7435 (Interim Employment Positions).

4. Substitutes

Substitutes are employed for a specified period of time to fill in for a regular employee who has to be absent from his/her job. Substitutes are employed pursuant to policy 7430 (Substitute Employees).

Legal References: [G.S. 115C-36](#), [-47](#), [-325](#).

Cross References: Job Descriptions (policy 7400), Career Status (policy 7410), Substitute Employees (policy 7430), Interim Employment Positions (policy 7435)

Adopted:

Chapel Hill-Carrboro Schools