

*Non-certificated personnel are those individuals employed by the district who are not required to have a teaching certificate to qualify for the position. Non-certificated personnel include, but are not be limited to, the following:*

1. *Educational assistants or paraprofessionals;*
2. *Custodial and maintenance employees;*
3. *Clerical employees;*
4. *Lunch room employees;*
5. *Bus drivers; and*
6. *Summer maintenance employees.*

***QUALIFICATIONS AND JOB DESCRIPTIONS***

*Minimum qualifications and job descriptions will be established by the district administrators and approved by the board for all non-certificated positions. The qualifications and job description shall be in writing and made available to district employees and other persons seeking employment through the local unemployment office. In addition, the district may advertise non-certificated positions as necessary to attract qualified employees.*

*Job Descriptions will be updated and added to this policy by beginning of 2005-06 School Year.*



**LEGAL REFERENCE:**

Idaho Code Sections  
33-511  
33-517

**ADOPTED: August 10, 2005**

**AMENDED:**

*\*Language in text set forth in italics is optional.*