File: GBHA

Staff Definitions

**Professional Staff**

Teachers shall be in one of these classifications for purposes of the Colorado Teacher Employment, Compensation and Dismissal Act according to the terms of their employment:

1. **Teacher.** Teacher means any person who holds an initial or professional teacher’s license and who is employed to instruct, direct or supervise an instructional pro­gram. “Teacher” does not include persons holding letters of authoriza­tion or the superintendent.
2. **Teacher-in-residence**. A person who does not have a teacher’s license, but holds a teacher in residence authorization, who is hired to teach pursuant to a teacher-in-residence program implemented by the school district. A resident teacher is considered a probationary teacher when he or she begins his or her second year of continuous and uninterrupted employment in the teacher-in-residence program.
3. **Probationary teacher**. A teacher on an annual contract who has not completed three full years of continuous and uninterrupted employment in the district and who has not been re-employed for the fourth year. A year of required service for probationary teachers is defined as a full school year if the period of continuous and uninterrupted employment includes the last 120 school days of the academic year.
4. **Substitute teacher**. A teacher who performs services for a district for four hours or more during each regular school day, but works on one continuous assignment for a total of less than 90 regular school days, or for less than one semester or equivalent time as determined by the annual school year calendar of the district. Substitute teacher does not include a non-probationary or probationary teacher who is assigned as a permanent substitute teacher within a school district.
5. **Itinerant teacher**. An itinerant teacher who is employed by a district on a day to day or similar short-term basis as a replacement teacher for a non-probationary teacher, a probationary teacher or a part-time teacher who is absent or otherwise unavailable (no limit on the number of days worked). An itinerant teacher is considered a substitute teacher.
6. **Part-time teacher.** A teacher who normally works less than four hours per day.
7. **New employee.** Any person employed for the first time by the SLV BOCES and/or any person re-employed after a resignation, retirement, or termination shall be considered a new employee.

The Board shall approve all classifications upon the recommendation of the executive director.

The term “professional staff” will be used for those employees who must possess teaching or administrative certificates/license issued by state education authorities in order to hold their positions. The term “professional staff” will also apply to employees who must possess a degree and/or specific credentials as required by specific job descriptions.

**The following definitions will apply to professional staff:**

**Program Director:** An employee specifically charged with directing a project operated by the SLV BOCS who must have a M.A. or state administrative licensure.

**Assistant Director**: An employee specifically charged with assisting the Director with administrative duties, i.e. evaluations, budgeting, program responsibility, etc.

**Program Coordinator**: An employee charged with day-to-day operation/coordination of the program.

**Full-Time Personnel:** Employees whose regular assignment requires them to work regularly 35 hours or more per week or as established by the Board.

**Regular Part-Time Personnel:** Employees who work on a regular schedule for less than 35 hours per week.

**Part-Time Personnel**: Employees who work on an irregular schedule for a short period of time

**Support Staff**

The term “support staff personnel” will be used for those employees who are not required to possess a degree or specific credential in order to hold their positions.

**The following definitions will apply to support staff personnel:**

\* Full-time personnel: Employees whose regular assignment requires them to work regularly at set open office hours or more per week or as established by the board.

\* Regular part-time personnel: Employees who work on a regular schedule for less than open office hours per week.

\* Part-time personnel in: Employees who work on the irregular schedule for a short period of time.

**Paraprofessional Staff**

The term “paraprofessional staff personnel” will be used for those employees who are not required to possess a degree or specific credentials in order to hold their positions.

**The following definitions will apply to paraprofessionals staff personnel:**

\* Full-time personnel: Employees whose regular assignment requires them to work regularly 35 hours or more per week or as established by the board.

\* Regular part-time personnel: Employees who work on a regular schedule for less than 35 hours per week.

\* Part-time personnel: Employees who work on an irregular schedule for a short period of time.

Adopted: February 22, 1995

Revised: September 20, 2017

LEGAL REFS.: C.R.S. 22-9-103 (1.5) (definition of licensed personnel)

C.R.S. 22-32-109 (1)(f) (board duty to employ personnel)

C.R.S. 22-32-109.7 (specific board duties regarding personnel)

C.R.S. 22-32-110.3 (teacher in residence programs)

C.R.S. 22-60.5-201 (types of teacher licenses)

C.R.S. 22-60.5-201 (3)(b) (licensure reciprocity for out-of-state applicants)

C.R.S. 22-63-103 (definitions in Teacher Employment Act)

C.R.S. 22-63-210(2) (hiring of person in teacher-in-residence program)

C.R.S. 22-63-203 (2)(a)(II) (definition of probationary teacher)

20 U.S.C. 1119 (definition of highly qualified teacher contained in No Child Left Behind Act of 2001)

34 C.F.R. 200.55 (federal regulations regarding highly qualified teachers)