

## CHAPTER 6.00 - PERSONNEL

### Employment Definitions and Categories

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1. Full Time Employee. Full time employees are employed for the school term, for the fiscal year, or for a multi-year contract to render the minimum number of hours each day as established by the School Board for that job or position. The number of hours per day for full time employment for employees subject to a collective bargaining agreement shall be set by the agreement. The number of hours for full time employment for all other employees is five (5) hours per day and at least 25 hours per week.
2. Part Time Employee. Part-time employees are employed to render less than the minimum number of hours each day as required for full time employment as defined above.
3. Temporary Employee. Temporary employees are employed for a limited time to fill a vacancy for which a permanent employee is not available or to perform some work of a temporary nature. Such employment will cease at the close of the school term, the end of the school fiscal year, or when the temporary work has been completed. A temporary employee may be a part-time or full time employee.
4. Instructional Personnel. "Instructional personnel" means any staff member whose function includes the provision of direct instructional services to students. Instructional personnel also includes personnel whose functions provide direct support in the learning process of students, such as (i) classroom teachers; (ii) staff members who provide student services, including guidance counselors, social workers, career specialists, and school psychologists; (iii) librarians and media specialists; (iv) other instructional staff including primary specialists, learning resource specialists, instructional trainers and certified adjunct educators; and (v) education paraprofessionals.
5. Administrative Personnel. "Administrative personnel" includes personnel who perform management activities such as developing broad policies for the school district and executing those policies through the direction of personnel at all levels within the District. Administrative personnel are generally high-level, responsible personnel who have been assigned the responsibilities of systemwide or schoolwide functions, such as district school superintendents, assistant superintendents, deputy superintendents, school principals, assistant principals, career center directors, and others who perform management activities.
6. Educational Support Employees. "Educational support employees: means employees whose job functions are neither administrative nor instructional, yet whose work supports the educational process.

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**STATUTORY AUTHORITY:** 1001.41, 1012.22, 1012.23, F.S.

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