

## CHAPTER 6.00 - PERSONNEL

### Employment Definitions and Categories

6.10

1. Full-time Employee. Full-time employees are employed for the school term, or for the fiscal year, 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 regular full-time or regular part-time 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. Adjunct athletic coaches are not considered instructional personnel but rather are treated as a separate and distinct contract category as specified in paragraph 7.
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.

## CHAPTER 6.00 - PERSONNEL

6. Educational Support Employees. “Educational support employees: means employees whose job functions are neither administrative nor instructional, yet whose work supports the educational process.
7. Adjunct Athletic Coaches. An “adjunct athletic coach” is employed on an at-will contract basis to coach a school sports team. Adjunct athletic coaches are required to (a) undergo pre-employment background screening in accordance with School Board Rule 6.104; (b) be certified under Florida Statute 1012.55; (c) comply with the Code of Ethics for the Education Profession in Florida and the Principles of Professional Conduct for the Education Profession in Florida; and (d) are subject to the reporting requirements of School Board Rule 6.40. Adjunct athletic coaches will receive an adjunct coaching agreement that incorporates the requirements of subparagraphs (a) – (d) above, and provides that either party may terminate the agreement at any time and for any reason, without notice. Principals and their designees are authorized to execute adjunct athletic coach agreements on the School Board’s behalf.
8. Delegation of Authority. Authority is delegated to the Superintendent to adopt guidelines and procedures to implement this rule.

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

**LAWS IMPLEMENTED:** 1001.43, 1012.01, 1012.22, F.S.

**HISTORY:** Adopted: 08/18/98  
Revision Date(s): 09/12/06;  
10/08/13; 8/14/18; \_\_/\_\_/19