

The following terms shall have the following meanings as used in these Series 400 policies:

**Administrators.** The term "administrators" shall include the superintendent, principals, and other certified school supervisors. Many personnel policies relating to administrators are included in the board's Series 300 policies.

**Licensed Employees.** The term "licensed employees" shall include all professional employees who hold licenses or statements of professional recognition from the Iowa Department of Education and the Iowa Board of Educational Examiners or a license from the Board of Nursing or from another professional licensing body when such licenses or statements are required for the position the employee is holding, including administrators, teachers, nurses, counselors, media specialists, and coaches.

**Supervisors.** The term "supervisors" shall include employees who supervise support staff employees and are not required to hold professional licenses for their positions, including but not limited to the Director of Auxiliary Services, the Director of Food Services, and if non-licensed, the Athletic Director.

**Support Staff Employees.** The term "support staff or "support staff employees" shall include the following employees, whether full-time or part-time:

1. Administrative support and clerical employees;
2. Custodial and maintenance employees;
3. Educational associates;
4. Food service employees; and
5. Transportation employees.

Date of Adoption: 1967

Dates of Revision: 5/03; 9/22/08; 4/22/13

Reviewed: 9/28/15; 5/24/21