

## **Support Staff Positions**

Weld County School District RE-10J

All support staff positions in the school system shall be established initially by the Board.

Support staff employees, unless otherwise designated by contract or Board policy, shall serve at the pleasure of the Board and shall have only those employment rights expressly established by Board policy. Support staff members shall be employed for such time as the district is in need of or desirous of the services of such employees.

In each case, the Board shall approve a statement of job requirements as presented by the superintendent. This shall be in the form of a job description setting forth the qualifications for the job, a detailed list of performance responsibilities and any required physical capabilities.

Only the Board may abolish a position that it has created.

Weld County School District RE-10J, Briggsdale employs the following support positions:

<b>Bookkeeper/Accountant</b>	<b>1 (240 days) Per Year Position</b>
<b>District/School Secretary</b>	<b>1 (200 days) Per Year Position</b>
<b>Full time Classified</b>	<b>1 (200 days) Per Year Position</b>
<b>Maintenance</b>	<b>1 (200 days) Per Year Position</b>
<b>Custodian</b>	<b>1 (200 days) Per Year Position</b>
<b>Custodial Multiple</b>	<b>(179 days) Per Year) Positions</b>
<b>Head Cook</b>	<b>1 (155 days) Per Year Position + 5 days Prof. Dev.</b>
<b>Assistant Cook</b>	<b>1 (155 days) Per Year Position</b>
<b>Bus/Van Drivers</b>	<b>(4) Four (153 days) Per Year Positions</b>
<b>Substitute Bus/Van Drivers</b>	<b>As need basis</b>
<b>Aids</b>	<b>As need basis (153 days per year)</b>

LEGAL REFS.: C.R.S. 22-32-109 (1)(f)  
C.R.S. 22-32-110 (1)(h), (ee)

CROSS REF.: GDQD, Discipline, Suspension and Dismissal of Support Staff

*NOTE 1: Job descriptions for support staff positions are filed in a job description manual available in the personnel office.*

*NOTE 2: Job descriptions of noncertificated personnel who report directly to the superintendent might be coded as GDA -R-Support Staff Job Descriptions and filed in the manual. You can use the same job description format for classified positions as for certificated positions.*

Adopted: February 23, 1985  
Revised: October 24, 2000  
Revised: July 24, 2007

Revised: March 22, 2011