

G-6600 © GDA SUPPORT STAFF POSITIONS

Definition of Classified, Licensed-Classified, and Licensed Staff

1) Classified Staff

- a) Classified Staff are employed to assist educators in achieving the educational objectives of the school system. They are employed as office assistants, warehouse employees, custodians, food service workers, transportation employees and some maintenance technicians.
- b) Classified positions require a minimum of a high school diploma or its equivalency.

2) Licensed-Classified

- a) Educational Assistants, Special Education Assistants and Tutors are instructional support staff, and are required to have a Level III license by the New Mexico Public Education Department.
 - i) Instructional support staff hired on or after January 8, 2002 must hold a Level III license prior to assuming duties in a Title I funded program.
 - ii) Instructional support staff hired prior to January 8, 2002, must hold a Level III license by January 8, 2006.
- b) Electricians and plumbers will be appropriately licensed in their respective skilled craft by the New Mexico State Building Trades.

Before establishment of any new or reclassified position, the Superintendent will present a job description and/or classification specification for the position that specifies the qualifications and the performance responsibilities. The Superintendent will maintain a comprehensive and up-to-date set of job descriptions of all positions in the school system.

Reclassification of Existing Positions

- 1) A position should be considered for reclassification if the essential functions (duties) of the position no longer match the requirements of its current classification.
- 2) The Superintendent must be informed of significant and permanent changes in job duties and responsibilities of a position. The prescribed method for doing this is by documenting the job changes on a Job Analysis Questionnaire by the supervisor with the employee's input and submitting the Job Analysis questionnaire to the Personnel Office.

- 3) Reclassification cannot be used to recognize individual achievement or an increase in work volume.
- 4) The Superintendent may assign, reassign, assign classification status, and transfer personnel to secure the highest efficiency for educational programs (Board Policy Manual).
- 5) The employee whose position has been reclassified may continue to serve in that position, provided the employee meets the minimum qualification requirements of the reclassified position.

Adopted: July 10, 2006

LEGAL REF.: 22-5-14 NMSA (1978)