

## CERTIFIED STAFF POSITIONS

All certified staff members must meet or exceed the minimum qualifications set by the Department of Public Instruction for proper certification in Wisconsin.

Certified personnel shall be responsible to the administrator that supervises them. Specifically, they shall:

1. Make job related requests to the administrator.
2. Perform such essential duties and responsibilities assigned to them by the administrator and in accordance with their position description and employee agreements.
3. Keep records and make reports as required by Board of Education policy, state statute, and the administrator.
4. Be responsible for the proper care and use of equipment assigned to them.
5. Be responsible for conduct as required of their specific position and Board of Education policy.

Legal Ref: 118.19, 121.02(1)(a)(q) WSS; PI 8.01(2)(a), (q); PI 34 WAC; Americans with Disabilities Act of 1990

Cross Ref: 521 Staff Conduct; District Position Description Manual

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