

<b>BOARD POLICIES</b>	<b>METRO TECHNOLOGY CENTERS</b> <b>POSITION CLASSIFICATIONS -</b> <b>FULL-TIME EMPLOYEES</b> <b>(BP-7009)</b>	<b>The on-line version of the</b> <b>policy is official. Therefore,</b> <b>all printed versions</b> <b>are unofficial copies.</b>
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**1.0 POLICY:**

The Board of Education shall approve job duties for all position classifications based on the recommendation of the superintendent. The superintendent will develop and keep on file an up-to-date position description for every position title in the District. The position description will outline the essential job functions of the position. Specific assignment criteria may be used to supplement the position description but must be presented to the employee in writing.

Depending upon the type of duties assigned, positions will be categorized in one of eight full-time classifications.

- A. Teachers
- B. Instructors
- C. Classified
- D. Confidential
- E. Technical Support
- F. Professional
- G. Certified Administrator
- H. Non-Certified Administrator

**2.0 LEGAL REFERENCE:** 70 O.S. §§ 5-117.A.14, 6-101 et seq.

**3.0 CROSS REFERENCE:** N/A

**4.0 REVISION HISTORY:**

<u>Date:</u>	<u>Revision</u>	<u>Description of Revision:</u>
October 8, 1984	A	Adopted
December 11, 1999	B	Revised
December 14, 1992	C	Revised
April 17, 1995	D	Revised
September 22, 2003	E	Reformatted
December 15, 2003	F	Legal references reviewed and revised as necessary
November 22, 2004	G	Revised

**5.0 PCF FRAMEWORK #:** 6.1 Create and manage human resources (HR) planning, policy, and strategies

**\*\*\* End of Policy \*\*\***