

# Policy

**BOARD OF EDUCATION  
HORTONVILLE AREA SCHOOL DISTRICT**

PROFESSIONAL STAFF  
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## CREATING A POSITION

The Board recognizes the need to establish positions which, when filled by competent, qualified professional staff members, will assist the District in achieving the education goals set by the Board. The District employs only persons authorized to work in the United States.

The District Administrator shall verify all new full-time and part-time employees' identity and authorization to work in the United States according to Federal law.

The Board reserves the right to:

- A. create new positions;
- B. specify the number of persons to be employed with each job category;
- C. set the initial salary for a new position not currently covered by an established salary structure, range, or schedule

The Board shall, upon the advice of the District Administrator, consider the advisability of creating a new position or of increasing the number of professional staff members in an existing position.

Immigration Reform and Control Act of 1986  
8 U.S.C. 1255a

**NEOLA 2019**

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## TYPES OF EMPLOYEES

All hiring procedures are to be conducted through the Administrator of the building. No staff member has authority to hire an employee without going through the hiring process.

1. District Staff: *(Background Check)*
  - Board of Education Members
2. Professional Staff: *(Background Check, Physical, TB, Mandatory Reporting, Handbook)*
  - Administrators
  - Directors
  - Teachers
3. Support Staff: *(Background Check, Physical, TB, Mandatory Reporting, Handbook)*
  - Administrative Assistant
  - Secretaries
  - IT Personnel
  - Paraprofessionals
  - Aides
  - Bus Drivers
  - Kitchen staff
  - Maintenance
  - Security
  - Supervisors (Lunchroom, Study Hall, etc.)
4. Other Staff: *(Background Check, Physical, TB, Mandatory Reporting)*
  - Coaches
  - Subs – Teacher / Support Staff / Bus Drivers
  - Summer School Staff – Teachers / Aides
5. Temporary Staff: *(Background Checks)*
  - Summer Outside Workers
  - Summer IT Workers
  - Auditorium Helpers
  - Announcers at Games
  - Chain Gang
  - Scorers
  - Timers
  - Ticket Takers
  - Chaperons
  - Forensic / Debate Judges
  - Musical / Play Volunteers (paid out of Activity Accounts)
  - School Store Workers