

**TITLE:     **Definition of Instructional and Administrative Staff Positions****

**POLICY:**

The following definitions shall apply to instructional and administrative staff positions.

- (1) “Instructional Staff.” Instructional Staff shall be composed of those school-based personnel, other than Administrative Staff, who are assigned direct responsibility for the provision of direct instructional services to students and shall specifically include classroom teachers, librarians/media specialists, counselors, resource teachers, and non-certificated specialists employed pursuant to Rule 6A-1.0502, State Board of Education Rules.
- (2) “Professional Instructional Staff.” Professional Instructional Staff shall be composed of those school-based personnel who are responsible for the evaluation of students and shall specifically include school psychologists.
- (3) “Administrative Staff.” Administrative Staff shall be composed of all personnel responsible for the planning, administration, and supervision of the total instructional program and for all supporting services such as maintenance, transportation, school food service, personnel, procurement, federal programs, payroll, and all other responsibilities as directed by the Superintendent. Administrative Staff specifically includes the following.
  - (a) “Program Specialists.” Program Specialists are non-school based personnel responsible for working with teachers and other members of the instructional staff in the improvement of instruction in specifically assigned areas of instruction. Each Program Specialist shall hold a valid Florida Educators Certificate.
  - (b) “School Administrators.” School Administrators are assigned direct and primary responsibility for administration and supervision of schools. This includes both building principals who are designated as administrative heads of a school and assistant principals who are assigned limited administrative and supervisory duties within a school. Each principal and assistant principal must hold a valid Florida Educators Certificate.
  - (c) “District-Based Administrators.” District-Based Administrators shall include the following:
    - (i) “District-Based Instructional Administrators.” Included in this classification are persons with district-level administrative or policy-making duties who have broad authority for management policies and general school district operations related to the instructional program. Such personnel often report directly to the Superintendent and supervise other administrative

employees. This classification includes assistant, associate, or deputy superintendents and directors of major instructional areas (such as curriculum), federal programs (such as Title I), and specialized instructional program areas (such as exceptional student education and career education), and similar areas.

- (ii) “District-Based Noninstructional Administrators.” District-Based Noninstructional Administrators are persons with district-level administrative or policy-making duties who have broad authority for management policies and general school district operations related to the non-instructional program. Such personnel often report directly to the Superintendent and supervise other administrative employees. This classification includes assistant, associate, or deputy superintendents and directors of major non-instructional areas such as personnel, construction, facilities, transportation, data processing, and finance.

**SPECIFIC AUTHORITY:**

Sections 1001.54; 1012.01; 1012.28; and 1012.53, Florida Statutes

Rule 6A-1.0502, Florida Administrative Code

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