

## SUPPORT STAFF POSITIONS

Code **GDA** Issued **3/13**

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Purpose: To establish the basic structure for the creation of support staff positions.

The board authorizes the superintendent to establish necessary support staff positions within budgetary limits. The board may approve the broad purpose and function of the position as recommended by the superintendent. The superintendent will be responsible for the employment of a person who meets the stated purpose and function for the position.

### **Job descriptions**

The superintendent will be responsible for writing and maintaining job descriptions covering qualifications, essential duties and other details pertaining to all certified positions in the school system.

Adopted 2/2/98; Issued 3/4/13

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### Legal references:

- A. S.C. Code, 1976, as amended:
  - 1. Section 59-19-270 – Board of trustees may employ technical and clerical personnel.
- B. State Board of Education Regulations:
  - 1. R-43-209 – Non-professional personnel.