

ADMINISTRATION: SCHOOL PERSONNEL

Principals Administrative Staff: Elementary School Administrative Assistant

The administrative assistant shall:

1. Serve in a teaching capacity
2. Assume responsibility for the operation of the school in the absence of the principal
3. Assist the principal whenever possible
4. Consult with the principal in administrative and instructional concerns
5. Assist in handling of matters pertaining to school finance
6. Perform other duties as required.

Rule  
Approved: 6/14/73]

Superintendent of Schools