

Each building principal and each department administrator or supervisor is responsible for the performance of office personnel and the proper completion of required clerical duties within his or her school or department.

The school district organizational chart and appropriate job descriptions shall prescribe the lines of authority and positions of various offices throughout the school district.

Office services shall function for the two-fold purposes of expediting the ongoing business of the school district and of making the most effective use of staff time. The Board instructs the Superintendent to:

1. Maintain a continuing assessment of fluctuating office service needs at all locations throughout the school district.
2. Seek the maximum standardization and coordination of office procedures and systems.
3. Employ flexible staffing patterns to accommodate office needs in the most efficient but economical manner.
4. Conduct periodic studies and prepare periodic recommendations concerning such matters as the division of responsibilities, the processing of work, office machine utilization and the like.