

## Summers County Board of Education Policy

**ADOPTED: June 4, 1974**

**Code:V-D-6**

**REFERENCE: Board Minutes**

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### **SECRETARIES**

All secretarial and clerical personnel in the county offices and in the offices of principals shall be appointed by the Board of Education of Summers County upon the recommendation of the Superintendent. The qualifications and level of competency expected to be exhibited in typewriting, shorthand, and the operation of business machines will be determined by the particular position the applicant is seeking.

All secretarial and clerical employees employed in the county offices shall work under the general direction of the Superintendent, and under the immediate supervision of the office head to which each individual may be assigned.

By the very nature of their positions, secretaries and clerical personnel in the county office and in school offices have access to a great deal of material and information which must be treated as confidential. It is expected that all personnel will be loyal and regard all school business as confidential, except when otherwise directed by the school, principal, office head, or the Superintendent.

The assignment of secretaries and clerical personnel to schools will depend upon the size of the school and the work load of currently assigned personnel. School clerical personnel shall be directly responsible to the principal or his official representative.

