

## SCHOOL SECRETARIES

### Background/Rationale

The need for secretarial support to provide administrative services in school offices is recognized and, to meet this need, funds will be allocated in the annual operating budget. Administration will ensure that clerical services are provided and allocated within the approved Board operating budget limitations each year. Each year following the September 30<sup>th</sup>, enrolment report numbers, allocated time will be reviewed and adjusted when required.

School-based secretarial support guidelines are follows and subject to change:

### Elementary

School Enrolment under 301 FTE equals one (1) FTE staffing allocation  
School Enrolment under 401 FTE equals one and a quarter (1.25) staffing allocation  
School Enrolment under 501 FTE equals one and a half (1.5) staffing allocation  
School Enrolment under 601 FTE equals one and three quarters (1.75) staffing allocation

### Middle

School Enrolment under 601 FTE equals one (1) staffing allocation  
School Enrolment under 801 FTE equals two (2) staffing allocation

Middle schools will be allocated annually a pool of one hundred and fifty hours (150) per year to be used at the school's discretion to meet peak workload needs during the year.

### Secondary

School Enrolment under 1001 FTE equals three (3) staffing allocation  
School Enrolment under 1201 FTE equals four (4) staffing allocation  
School Enrolment under 1401 FTE equals five (5) staffing allocation  
School Enrolment under 1601 FTE equals five (5) plus half (.5) FTE for each 100 students over 1401 FTE

### District Programs

One (1) FTE staffing allocation per approved stand-alone education program

District programs with revenue generating activities will be provided with one (1) additional technically qualified staff person with skills and training in accounting.

### **Date Adopted:**

*Cross Reference: School Secretaries Policy #34*