
GENERAL PERSONNEL

ADMINISTRATIVE PROCEDURE - Executive Secretarial Employees

Executive Secretarial Employment

Applicants must meet the job description requirements.

Any secretarial substitute, applicant or presently employed personnel may be considered for full-time employment if they meet the job requirements.

Before being regularly employed, the applicant must successfully pass a physical examination as prescribed by the Board of Education. The District shall be responsible for the expense of the examination.

Executive Secretaries, Accounting Specialist, Payroll Specialist, and Human Resources Specialists will be placed on the appropriate column on the Administrative Salary Schedule.

A new Executive Secretary, Accounting Specialist, Payroll Specialist, and Human Resources Specialists, or retiree, will be placed on step 1 (one) appropriate column on the Administrative Salary Schedule.

The Executive Director of Human Resources will initiate action for employment through the Office of the Superintendent.

Adopted: 02/10/2015

Revised: 10/11/2016, 05/11/2021