

## **PERSONNEL**

**4216.4**

### **OFFICE PERSONNEL**

All schools should employ the services of office personnel to assist in the smooth operation of the school.

It is the responsibility of the Principal to screen applicants and to hire office personnel who support the mission of the school and who reflect the Christian principles which the school promotes.

Since secretarial or clerical staff have access to confidential matter, office personnel must be discreet, loyal, and professional.

The Principal should prepare a written position description of the responsibilities and procedures for office personnel. From this position description, the Principal is to conduct periodic evaluations.

It should be emphasized that the first reception that a person receives leaves a lasting impression of the school and of the educators who minister in the school. Proper telephone etiquette should be outlined for all office personnel. They should be familiar with all teacher and student regulations. For proper referral, the office personnel should be well versed in the areas of responsibility of all members of the administrative staff.

Policy

Revised: March 26, 1996

NCD/Bishop of Harrisburg