



SECTION:	General School Administration	APPROVAL DATE:
SUBSECTION:	School Building Administration	October 22, 1973
POLICY NAME:	Secretarial Help To Schools	LAST REVISED:
POLICY NUMBER:	R.GSA.E.7	January 1, 1998

1. The regular allocation of secretarial time to **elementary schools** shall be:
 - 1.0 full time equivalent in each school or the allotment which was in effect on June 30, 1993.
2. The regular allocation of secretarial time to **secondary schools** shall be:
 - 3.0 full time equivalent in each school.
3. The principal of each school prior to September of each year, with the approval of the Director, may elect to staff, on a regular basis, at a lower ratio than indicated in this formula to provide additional secretarial time at peak periods or to provide for other school needs. The additional budget will be made available 40 per cent September to December and 60 per cent January to June.
4. The Director is authorized to provide additional secretarial help on a temporary basis as he deems necessary subject to the limitations of the appropriate budget category.
5. The enrolment on September 30 of each year will be used in the above calculations. Allocation increases will become effective on October 1 and decreases on January 1.