

Non-Instructional OperationsOffice Services

Office service will be provided for two-fold purposes of expediting the ongoing business of the school district and of making the most effective use of teachers who are engaged by the Board of Education with their primary function being to provide instruction.

The Board instructs the Superintendent to:

1. maintain a continuing assessment of office services needs at all school locations and business offices.
2. seek the maximum standardization and coordination of office procedures and systems.
3. employ flexible staffing patterns to accommodate office needs in the most efficient but economical manner.
4. conduct periodic studies and prepare periodic recommendations concerning such matters as work processing, office machine utilization, the use of contracted office services, etc.

Policy
adopted: 5/6/92

BROOKFIELD PUBLIC SCHOOLS
Brookfield, Connecticut