**Title**: **4071 Office Personnel**

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|  | **4071 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 Catholic 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 written procedures for office personnel. From the office personnel’s job description and these procedures, the principal is to conduct a periodic written evaluation on a minimum of a yearly basis.  It should be emphasized that the first reception that a person receives, whether in person or on the phone, leaves a lasting impression of the schools and of the educators who minister in the school. Proper telephone etiquette should be outline 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. |