

SCHOOL COMMITTEE STAFF ASSISTANTS

Administrative Secretary

The Arlington School Committee shall employ an administrative secretary to assist the Committee and its elected secretary in the tasks of record-keeping, correspondence, and the posting and recording of meetings. The administrative secretary shall report directly to the Committee, with the chair monitoring and managing the workload.

During periods when the administrative secretary is not available, the superintendent will arrange for a substitute.

The administrative secretary will be annually evaluated by the superintendent in conjunction with the Committee chair, with input solicited from other members of the Committee

Revised: November 9, 2004