

## **OFFICE SERVICES MANAGEMENT**

All offices in the school system shall be open during the school day from 8:00 am until 4:00 pm, Monday through Friday, except during holidays and as directed by the superintendent.

Office services will be provided for the two-fold purpose of expediting the on-going business of the school district and of making the most effective use of staff time, including the time of teachers who are engaged by the board to provide instruction and not perform routine office operations. The board instructs the superintendent to:

1. Maintains a continuing assessment of fluctuating 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 word processing, office machine utilization, and the use of contracted office services.