

SUBSTITUTES FOR SECRETARIES, CLERKS

DATES (Adopted/Revised)	GUIDE WORDS
Adopted January, 1974 Revised August, 1984 Revised June, 2006	Classified Substitutes

SUBSTITUTE SECRETARIES OR CLERKS

In the event school secretaries or clerks are absent due to illness or for any other reason, the principal may secure a substitute to perform the duties upon administrative approval.