

POLICY

BOARD OF EDUCATION OF ANNE ARUNDEL COUNTY

Related Entries: N/A

Responsible Office: BOARD OF EDUCATION OF ANNE ARUNDEL COUNTY

ASSISTANT(S) TO THE BOARD OF EDUCATION

A. PURPOSE

To provide guidance on the hiring of an Executive Assistant and additional support staff to enable the Board of Education of Anne Arundel County (Board) to operate in an efficient and responsive manner.

B. ISSUE

The Board conducts business on a daily basis with Anne Arundel County Public Schools (AACPS), government agencies, and the community. It is essential to have assistant(s) who maintain an office at AACPS to ensure that all correspondence and inquiries from the community are handled in a timely manner and that all members of the Board are kept informed of the day-to-day activities of the Board office.

C. POSITION

1. The Board Executive Assistant, reporting to the President of the Board, shall carry out administrative liaison assignments between the school community and the Board. Specific assignments will be made by the Board President or by the Board.
2. The services of Board Executive Assistant shall be available to all Board members.
3. The Board Executive Assistant shall serve at the pleasure of the Board.
4. With the approval of the Board, additional support staff may be hired for the Board office and will report to the Board Executive Assistant.

Policy History: Adopted on 04/19/17

Note Previous Policy History: Replaces Policy 201.04, adopted 10/16/89