

## **3110 Responsibilities of School Personnel**

Policy 3110

STATUS: ADOPTED

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### *RESPONSIBILITIES OF SCHOOL PERSONNEL*

Board Approved and Codified: January 20, 1986

Last Revised: June 19, 2013

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#### Description:

The Board of Education feels what is communicated by the school system and about individual schools or operations, by written communication, telephone, or in direct personal contact, is an extremely important factor in establishing and maintaining a positive image of the public school system.

Written materials that leave any school must be well written and neat. Professional educators should keep in mind that their "audience" is lay people. Make points succinctly and clearly with a minimum use of jargon.

The image conveyed by any professional educator could be the lasting perception of the school system reflected in a citizen's enduring opinion. Positive relationships both inside and outside the school community are beneficial for the school system and for each member thereof.

The attitude of school bus drivers, custodians, maintenance personnel, clerks and secretaries is important in maintaining the public confidence. It is important for the public to know that all employees in the school district are seeking positive community relations.

Secretaries are often the first face to represent the school district to new parents. A pleasing personality, professional appearance, patience, understanding, and confidence ensure improved relations with the public.