

BOARD POLICY

Placentia-Yorba Linda Unified School District

Administration

2113 - BP

ADMINISTRATIVE ASSISTANT TO SUPERINTENDENT

The Board of Education establishes the position of administrative assistant to the superintendent to serve in a staff capacity to assist the superintendent and the board with the responsibilities of their respective offices.

Specific responsibilities for this position are detailed in the appropriate policy exhibit.

Cross Reference: Board Policy 2412.1, Designated Management Positions

Policy adopted: 3/28/77
Policy reviewed: 12/10/13