

**THE PROTESTANT SEPARATE SCHOOL BOARD
OF THE TOWN OF PENETANGUISHENE**

POLICY MANUAL

POLICY TITLE:	SECTION/CODE:
School Administrative Assistant	Personnel A – 9

APPROVAL DATE:	SUPERSEDES:	NUMBER OF PAGES:	REVIEW DATE:
June 13, 2016	November 12, 2012	Page 1 of 1	May 2, 2016

POLICY STATEMENT

It shall be the policy of The Protestant Separate School Board of the Town of Penetanguishene to provide a School Administrative Assistant in the manner as outlined in the Administrative Regulations.

ADMINISTRATIVE REGULATIONS

1. The School Administrative Assistant shall be provided as follows:
 - 1.1 According to the terms and conditions of the current Collective Agreement between the Elementary Teachers' Federation of Ontario Non-Teaching Employees and The Protestant Separate School Board of the Town of Penetanguishene.
 - 1.2 The School Administrative Assistant reports to the Principal.