

All junior and senior high schools will be staffed on the comprehensive clerical allotment as follows:

The allotment is based on the following ratios of student enrollment, which differs in the junior and senior high schools:

Junior High Schools

Four clerks, including principal's secretary - standard operating base: One-half additional clerk for each 125 student enrollment.

Enrollment	Clerical Personnel
1250 – 1374	4
1375 – 1499	4 1/2
1500 – 1624	5

Senior High Schools

Eight clerks, including principal's secretary - standard operating base: One additional clerk for each 250 student enrollment over 1800.

Enrollment	Clerical Personnel
1800 – 2049	8
2050 – 2299	9
2300 – 2549	10
2550 – 2799	11

Legal References:

- Education Code Sections:
 - 45104 Positions Not Requiring Certification Qualifications
 - 45109 Fixing of Duties
 - 45241 Power of Governing Board to Employ Pay and Control Services of Non-Certificated Persons; Limitations
 - 45256 Establishment of Classified Service; Positions Excluded

Board of Trustees

July 14, 1983

Reviewed: December 8, 1986

Reviewed: March 19, 1990

Reviewed: May, 1993

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