

CARROLL COUNTY SCHOOLS

SCHOOL SECRETARY STAFFING FORMULA (includes bookkeeper, clerks, receptionists, etc.)

1. This formula is based on the school's second month enrollment report.

<u>Student Population</u>	<u>Staffing Allocation Per Enrollment</u>		
450 or more	1 Accts. Payable	1 Secretary	1 Receptionist
250 – 449	1 Accts. Payable	1 Secretary	
0 – 249	1 Accts. Payable		

Accounts Payable	240 days per year	8 hours per day
Secretary	205 days per year	7.5 hours per day
Receptionist	185 days per year	7 hours per day