



## **NAME OF YOUR SCHOOL OFFICE STAFF JOB DUTIES & RESPONSIBILITIES**

- Counter
- Student Enrollment
- Telephone
- Intercom
- Keep up all student records (requesting, creating, sending and receiving cums, registration cards, health cards, suspensions, transfers, verification of enrollment, etc.)
- SIS input
- ISIS attendance input
- Classification and Statistical Reports
- Supplies (distribution and inventory)
- Provide basic first aid and dispense medication to students
- Typing and filing of weekly bulletin
- Comply with Chanda Smith requirements (Welligent, IEPs, Records, etc)
- Run Reports for Coordination and Cafeteria Mgr. as needed
- Copying and filling of the parent and staff bulletins
- Translation as needed (if bilingual OT)
- Make sure supplies closet is always stocked up with necessary supplies
- To make sure that counter is always presentable and stocked with all necessary forms.
- Call for maintenance service for the copiers
- Closing of Main Office every day (make sure that keys are locked in the safe and copy machines are turned off).
- Time Reporter back up
- IFS GUI back up
- Substitute request (back up)
- Maintain office presentable

**Work Hours 8:00 – 4:30**

**Break: 10:00 – 10:10 a.m.**

**Lunch: 12:00 – 12:30**

**Break: 3:00 – 3:10 p.m.**

Reminder: Any business you conduct in this school is confidential and should not be discussed at all with anyone outside the school staff. Areas which are important to our office are good attendance, good customer service and TEAM work. I know the office gets overwhelming at times, but remember to remain calm and professional and I will always be available to speak to you of any situation that might concern you.

