

WCHS SRP Responsibilities 2014-2015

Shirley Pantoja	Kelly Frazier	TBA	Hannah Hall	Kim Brierley	Lorraine McKinney
Data Entry Operator	Clinic Assistant	Receptionist/ lunch monitor	Principal's Secretary	ESE Guidance Secretary	Bookkeeper
6:30- 2:30	7:10- 2:40	7:30 – 3:30	7:00 – 3:00	7:00-3:00	7:00 – 3:30
Lunch 12:00 – 12:30	Lunch 10:50 – 11:20	Lunch 1:00 – 1:30	Lunch 1:00 – 1:30	Lunch 12:00 – 12:30	Lunch 10:50-11:20
Data Entry Terms Reporting Drivers Licensing Registration Input Grades Grade changes Std. Schedules Master Schedule Bright Futures Esembler FTE Data Reports Labels Input stud. vol. hrs Back up Registrar	Clinic Responsibilities Student Medications Immunization Record Maintain Emer. Cards Input of Emer. Card Assist in Stud. Svcs. Switchboard backup Lunch covered by Shirley P.	Telephone Switchboard Visitor Passes Forward/screen calls Referrals in TERMS Notification of felonies Announcements Assist w/transcripts Schedules PTC's Saturday School book Review Registration packets before giving to registrar. Schedule Registration Appt.s	Payroll Timesheets Leaves New Hire Paperwork Staff Records Admin Correspondence Prin. Projects & Calendar Benefits Workers Comp BCE Supervisor Asst. w/ Phone Coverage Staff Eval Forms/Data Base Notary Schedule Admin Conf. room Guidance Appt's Back-up Sub Coord.	Telephone Switchboard Customer Service 504 Plans Homebound/Hospital paperwork Schedule Manifestation meetings ESE Staffings Filing ESE records ESE Cum Files TIEP Meetings Coping if IEP's requested By parent.	All bookkeeping Switchboard backup School Budget Monies Collected Purchase orders Supplies Field Trips Buses Fundraiser paperwork Camps Vending Machines Copy Machines Back-up Phones Travel Packages/Deliveries Fundraiser Processing
Alexis Peterson	Jay Philipsen	Donna Sanborn	Bridget Guthrie	TBA	Alecia Santiago
BCE Student	Registrar	Student Services	Media Assistant	Technology Assistant	Lunchroom Monitor
11:30 – 3:30	7:00 - 3:00	6:30 – 2:30	7:00 – 3:00	7:10 – 2:40	10:30 – 2:30
	Lunch 11:30 -12:00	Lunch 11:30 – 12:00	Lunch 12:30 -1:00	Lunch 12:28 – 1:02	
Front desk recep. Greeting Public Assist Prin. Sec. Copying Materials Distribute mail Distribute courier Fill copy machine	New Student Reg. Student records Registration Student transcripts Student withdrawal File student records Back-up Student Svcs Back-up phones Back-up Buss Pass Special Attendance School Choice Electronic Records Filing test scores	Student check in/out Homework request OSS homework Bus Passes Lockers Sub-Coordinator Dress Code Violations Back-up phones Student attendance SRA attendance Central Cashier Lunch covered by Hannah Hall	Check in/out books Materials/Equipment check in Student/Teacher Assistance Calendar/Sched. for Media Assist w/ Copiers/Computers Supervision of Media peers Supervising ILS Lab Assist ICT Coach Assist all w/computers Technology for school Ed Garza IA/Discipline 7:10 - 2:40 Lunch 10:50-11:20 Discipline level 1 & 2 offenses Tardies ISS Lunch Back-up phone coverage Student sign In/Out Other prof. responsibilities Back-up student attendance Back-up OSS homework request Back-up SRA attendance Dress code violation back up	Check in/out books Materials/Equip. check in Student/Teacher Assist. Assist all w/computers Assist w/Copiers Supervise Media Peers Technology for school Assist w/ Media respon. Assist ICT Coach Supervising ILS lab	Back up phones Student Services Student Check in/out Attend both lunch duties

****ALL CLERICAL STAFF ARE RESPONSIBLE FOR CUSTOMER SERVICE AND/OR ASSIGNMENT OF SPECIAL PROJECTS****

****At this time, am/pm 15 minute break times have not been pre-scheduled. Please ensure there is adequate coverage when taking your break.****

**** There should be one person at the Front Desk/Student Services AT ALL TIMES****