

Westlake High School

Secretarial/Student Advocate Responsibilities/Duties

Natalie Clark

Administrative Secretary

- Meetings—Minutes (PTSA, SCC)
- Main Office Coordinator
- Teacher Accident Forms
- Mailers
- Web Page
- Principals phone messages & Calendar
- Bus Requests
- Directory Update
- Long Distance Codes
- Parent Caller
- Payroll/Time Cards/Addendas
- Schedules Personal Leave Requests
- Staff Meetings—Monday's
- Substitute Teachers

Jeanna Brill

Financial Specialist

- Accounts Payable
- Bus Reports (Accounts)
- Faculty Fund
- Maintenance Work Orders
- Staff Meetings—Mondays
- Work with T&A Secretary

Anna Butler

Accounts Receivable

- Receipt Money
- Student Finance Accounts
- Oversees Accounts Receivable

Shari Gleed

Campus Aide

- Assembly Notices
- Public Relations/Customer Service
- Student Health Forms
- Student Accident Forms
- New Student Bus Schedules
- First Aid
- Phone System—Messages & Greetings
- Office supplies (main, teacher, medical)
- Assemblies—Notices to Teachers
- Weekly Bulletin

Front Office Receptionist

- Bulletin Boards/Showcase Updates
- Front Office Assistant
- Public Relations/Customer Service
- Twitter updates & Text
- Testing

Julie Bird

Front Office Receptionist

- Activity Cards
- Front Office Assistant
- Keys to Success Program(work w/ John)
- Public Relations/Customer Service
- School Pictures
- Vending—Work with Sharon

Abriel Gruber

Attendance Secretary

- Attend. entry—parent/school exc, sub's
- Answer Phones
- Check In's & Out's
- T5/T10 Attend. Reports (work w/Cindy)
- Lockers
- Inventory—Enter and Keep
- Staff Meetings

Tracy Clark

Receptionist/Computer Lab

- Manage Computer Lab
- Attendance Office Assistant
- Assignments as needed
- Check In's & Out's
- Answer Phone
- Locker Entry

Cindy Greer

Registrar

- Census Accounting
- Class changes
- Grade Changes
- Staff Meeting—Monday's
- Student Academic Record
- Student Transfers/Transcripts
- Enrolling/Withdrawal Students
- T5/T10 Attendance Report (work w/abe)
- New Student Registration Appointment (work w/ Ximena)

Ximena Johnson

Counseling Front Receptionist

- Public Relations/Customer Service
- Coordinate Counseling Office Calendar
- Honor Roll
- SEOP Appointments
- CUM Folders
- Request for Records

Bruce Pitcher

Student Advocate Extra-Curricular

- Track & Assist Students
- Gather Homework
- Clearing Hallways
- AT-Risk Monday Meeting
- Lunchroom Supervision
- Parking
- Assistant Principal Helper (Stacy)

Ope Saaga

Student Advocate A-G

- Track & Assist Students A-G
- Gather Homework A-G
- Clearing Hallways
- AT-Risk Monday Meeting
- Lunchroom Supervision
- Parking
- Assistant Principal Helper (Stacy)

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Tim Slider

Student Advocate H-O

- Track & Assist Students H-O
- Gather Homework H-O
- Clearing Hallways
- AT-Risk Monday Meeting
- Lunchroom Supervision
- Parking
- Assistant Principal Helper (Kristin)

Tracey Wilkinson

Student Advocate P-Z

- Track & Assist Students P-Z
- Gather Homework P-Z
- Clearing Hallways
- AT-Risk Monday Meeting
- Lunchroom Supervision
- Parking
- Assistant Principal Helper (John)

Michelle Brydson

Copy Center

- Copies
- Distribute Packages
- Inventory Packages (work with Finance)
- US Mail—Sort/Teacher boxes
- District Mail--Sort
- Lost & Found
- Faculty Room—Keep clean & tidy

Barbara Barry

Computer Lab

- Manage Computer Lab
- Internet Forms

Dawn Hansen

Counseling Office Receptionist

- Work under direction of Cindy