

CLERICAL DUTIES CHEAT SHEET

22-23

Kerri Forrister	12502	Rahna Wagner	12504	Jackie Martin	12500
PRINCIPAL'S SECRETARY		ASST. PRINCIPAL SECRETARY		RECEPTIONIST	
Admin Center		Main Office		Main Office	
Hours: 7am-3:30pm		Hours: 7:30am-4:00pm		Hours: 8:00am-3:30pm	
Lunch: 12:15-12:45		Lunch: 11:30-12:00pm		Lunch: 12-12:30pm	
<i>*Principal's Calendar</i>		<i>*AP Calendars</i>		<i>* Incoming Calls -switchboard</i>	
<i>*Subs & Period Sub pay claims</i>		<i>*Athletic Clearance-Blue Cards</i>		<i>*Bulletin</i>	
<i>*Conference Forms</i>		<i>* Discipline Letters/Eferrals</i>		<i>*Mail & Deliveries</i>	
<i>*Purchase Requests</i>		<i>*Extra Duty Assignments</i>		<i>*Key Checkout-Temporary</i>	
<i>*Timecards</i>		<i>*Readerboard updates</i>		<i>*Work Permits</i>	
<i>*Key Checkout-Permanent</i>		<i>*Parent Square Messages</i>		<i>*Staff Parking Passes</i>	
<i>*Mailbox assignments</i>		<i>*Key checkout-temporary</i>		<i>*Guest Dance Passes</i>	
<i>*Copy Machines/Codes/Issues</i>		<i>*Use of Facilities Calendaring</i>		<i>*Classroom supplies</i>	
<i>*Staff Injury reporting/SIA</i>		<i>*Google calendar updates</i>		<i>*Student of the Month</i>	
Debra Del Carlo	12514	Nancy Harless	12516	Saige Ostrom	12518
REGISTRAR		COUNSELING SECRETARY		MEDIA/LIBRARY TECH	
Counseling Center		Counseling Center		Media Center	
Hours: 7:00am-3:30pm		Hours: 7:30am-4:00pm		7:30am-4:00pm	
Lunch: 11:30-12:00pm		Lunch: 12:00-12:30pm		Lunch: 12:30-1:00pm	
<i>*Aeries Updates(student info)</i>		<i>*Counselor Calendars</i>		<i>*Textbook Check in/out</i>	
<i>*Grades</i>		<i>* Enrollments/Registration</i>		<i>*Library book check in/out</i>	
<i>*Transcripts</i>		<i>*Checkouts</i>		<i>*Lab Reservations</i>	
<i>*Student Records</i>		<i>*Intra/Inter District Transfers</i>		<i>*Chromebooks (Rsvtn/Checkouts)</i>	
Elizabeth Ragan	12515	Leslie Hall	12519	Tonya Waterman	12523
ATTENDANCE CLERK		HEALTH CLERK		ASB ACCOUNT CLERK	
Attendance Office		Attendance Office		Rm 20 (Student Store)	
Hours: 7:30-4:00pm		Hours: 8:00am-3:30pm		Hours: 7:30-2:00pm	
Lunch: 1:30-2:00pm		Lunch: 12-12:30pm		Lunch: 11:15-11:45am	
<i>*Daily Attendance</i>		<i>*Health Records</i>		<i>*Student Store purchases</i>	
<i>*Student Admits & Re-admits</i>		<i>*Med dispensation</i>		<i>*Purchase Requests w/ ASB funds</i>	
<i>*Guest spkr/Aprprd visitor passes</i>		<i>*Sickbay</i>		<i>*Club Accounts</i>	
<i>*Field Trip Forms</i>		<i>*Student injuries & reports</i>		<i>*Athletic Accounts</i>	
<i>*Lockers</i>		<i>*EHS Facebook account</i>		<i>*ASB event sales</i>	
<i>*Attendance Reports</i>				<i>*Cashboxes</i>	