

Scott High School

Office Assistant Guidelines and Expectations

Thank you for your interest in becoming an office assistant at Scott High School! As an office assistant, you will be expected to act as a role model for other students within both the classroom and the school building as a whole. **As a role model, it is important that student aides are self disciplined, responsible, organized, respectful, patient, and punctual.** If these descriptors apply to you, then you are exactly the person we are looking for!

As an office assistant at Scott, you may be asked to do the following:

- Filing (books, papers, materials)
- Making copies
- Completing teacher-assigned projects (bulletin boards, etc.)
- Word processing
- Running errands
- Answer school phone in a professional, courteous manner (administrative aides)
- Send faxes, distribute mail, write tardy slips (administrative aides)
- Any other assignment and/or activity deemed appropriate by supervising teacher

As an office assistant at Scott, you will be expected to do the following:

- Serve as a role model to others
- Take initiative to assist in the completion of daily duties
- Follow instructions (stay in your assigned classroom, etc.)
- Be polite and well mannered at all times
- Complete a weekly self-monitoring log sheet of all assignments/activities completed and turn it in to supervising teacher
- Complete a reflective final exam

Again, thank you for your interest in being an office assistant at Scott High School. We look forward to working with you!

Note: Students may not be an office assistant for more than one class period per trimester. Students may not be an office assistant and a Peer Tutor in the same trimester.

Scott High School

Office Assistant Application



This application must be completed and turned in to the main office. Only seniors are eligible to apply for Teacher Assistant positions.

Student Name _____

You must have an administrator, guidance counselor, or secretary check and sign that you have met the requirements in the box below:

Are you College Ready? ☐ Yes ☐ No _____	_____
	(Qualifying Signature)
Are you on track to be Career Ready? ☐ Yes ☐ No _____	_____
	(Qualifying Signature)
*In order to be considered for an office assistant you must be College Ready or on Track to be Career Ready	
_____ GPA of 2.7 or better _____	_____
	(Qualifying Signature)
_____ No more than 2 unexcused absences _____	_____
	(Qualifying Signature)
_____ Less than 3 minor disciplinary referrals (No more than three total, no level three infractions.) _____	_____
	(Qualifying Signature)

You must have two teacher recommendations.

Teacher's Signature	
Teacher's Signature	

<i>To be completed by teacher whom you would like to assist (there is no guarantee of placement)</i>	
Which period, trimester, and class are you requesting this student to assist you?	
Initial each below as an acknowledgment of the statements. _____ I have experience with this student and have faith in them to be a role model and positive influence at Scott High School _____ I agree to take responsibility for this student's actions and behavior while in your assistance?	_____ Teacher's Signature

I have read the class expectations and guidelines sheet for being an office assistant at Scott High School.

(signature)

(date)