

**SENNETT MIDDLE SCHOOL
CLERICAL STAFF
ROLE & RESPONSIBILITIES**

Head Secretary	Nancy Battist	Ann Brown
<ul style="list-style-type: none"> • Budget, Bookkeeping, Balancing Accounts • Payroll • Purchasing • Substitutes • Benefits • Voicemail/Phones • Parking Permits • Expulsions • Administrative Assignments • Copier Maintenance • Supply Maintenance 	<ul style="list-style-type: none"> • Student Scheduling/Revisions • Comment Pools, Progress Reports, Grade Reporting • Staff Mailboxes 	<ul style="list-style-type: none"> • Monthly Newsletter • Master Calendar • Maintain Computerized Logging for Discipline • Data Reports • New Student Registration • Student Transfers • Building Permits • Suspension Letters
<p>Principal Assigned Tasks-- General:</p> <ul style="list-style-type: none"> • Schedule Staff Appointments with Principal • Maintain Staff Telephone Tree • Set-up and arrange for Refreshments for PTSO, Staff Development, House 7 Meetings <p>Daily:</p> <ul style="list-style-type: none"> • Print Sub List, Record on Board, Copy to Colleen • Fill Copier and Paper Racks at end of each day <p>Weekly:</p> <ul style="list-style-type: none"> • Send SST Agenda to SST Members • Type & Disseminate Minutes for SST, House 7, EEN, ESL Cadre Meetings • Schedule Staff Evaluation Meetings • File Colleen's Student Records <p>Monthly:</p> <ul style="list-style-type: none"> • Print Budget Reports for Colleen • Print and Disseminate Activity Accounts for Designated Staff Person 	<ul style="list-style-type: none"> • Customer Service (Meet & Greet) • Student Attendance • Type/Email Dissemination of Daily Announcements • Maintain Student Records • Answer Telephones • Running Grades/Grade Changes • Sort Mail • Report Cards 	