



ADMINISTRATIVE PROFESSIONALS

What we do

School office workers serve as liaisons between parents, teachers and administrators. They're involved in the daily operations of the school besides making sure students are kept safe. School offices handle all paperwork related to school and perform all administrative duties.

INSIDER TIPS FOR PARENTS

- The school office helps parents set up appointments between themselves and teachers, principals, counselors, or other school staff members.
- The school office provides information related to the school or student. The school office staff can tell you about irregular schedules, minimum days, inservice days and school events.

"This is the hub of the school. It is the wheel and without this position, the school would fall flat."

Kathy Hudson, school secretary



Chris Mastras is an Assessment and Evaluation Secretary for Modesto City Schools.

David Bacon

- Call the school office if your student will be absent or if you must pick them up early. Parents should never contact the teacher to tell them that their student will be absent. Let the school office know if you will be late picking up your child.

facts about administrative professionals

- In general, each member of a school office's staff has different responsibilities. Their duties range from principals' secretaries and attendance clerks to receptionists. There are some tasks that are specific to certain people while there are other administrative tasks that they share.
- With cutbacks in funding to schools, many schools don't have nurses. When this is the case, the school office is responsible for keeping a student's medicine and giving it to the student when necessary.
- The school office is required by law to account for every student at the school since school funding is based on pupil attendance. If a student is absent from class, school secretaries must know if they are out ill or with their parents. This way, the school can account for the student's absence.
- Office staff maintain computerized data on students including grades, testing, attendance, discipline and health.

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Essential Web sites

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| Tools and information for administrative assistants | www.deskdemon.com |
| Resources for administrative professionals | www.adminassist.ca |
| International Association of Administrative Professionals | www.iaap-hq.org |
| National Association of Educational Office Professionals | www.naeop.org |

