

Rosemount High School Staff Resource Secretary

Teacher Resource Secretary

- Pick up US mail form Main Office
- Distribute interschool mail generated from main office
- Clean and wipe down office and machines
- Clean, maintain and troubleshoot machines (including teacher's ITC copy machine)
- Word process for teachers
- Relocate and alphabetize mail boxes as personnel changes

Copy Machines

- Copy teachers requests
- Copy daily emergencies
- Pick-up copying and return to main office (Principals FAPA, Athletics)
- Punch and bind booklets

Scantron Machines

- Clean, maintain and troubleshoot machines
- Assist teachers with operating machines
- Paper clip Scantron sheets in set of 35

Order and Control Inventory

- Assist teachers with classroom supplies
- Monitor inventory
- Distribute overhead light bulbs
- Distribute ink cartridges
- Paper
- Ink and staples for copy machines
- Laminating and poster supplies
- Parchment and cardstock paper for special projects
- Report card paper and miscellaneous forms

Responsibilities to Assistant Principals

- Word processing memos and correspondence
- Assist with Advanced Placement testing
- School pictures and ID distribution

Responsibilities to Fine/Performing Arts Program

- Word processing and photo copying for Fine/Performing Arts advisors and programs

Substitutes

- Communicate with DO on substitute items
- Manage substitute call in system
- Prepare sub folders/keys for daily absences
- E-mail absence list to administration, clerical and department chairs
- Troubleshoot with Drew Storley when in need of faculty assistance when short of subs
- Prepare absence slips for clerical employees when absent

Assist Scheduling Assistant Principal with Duties As Needed

- Assist in the Registration process throughout the year
- Prepare Homeroom folders/material for various homerooms throughout the year
- Prepare Master schedule, Supervisory schedule and Lunch schedule grid for all three trimesters. Photocopy and give to faculty and staff
- Miscellaneous memos throughout the year
- Assist Drew Storley when needed