

Office Aide Job Description 2010-2011

Office Aides can assist the Religious Education Office in the following ways:

- Be aware of the Safe Environment Program Policies and follow them.
The information is in the Safe Environment Program Handbook.
- Sign your name on the sign-in sheet.
- Assist the office staff by:
 - Filing
 - Making copies and collating copy jobs
 - Recording absences
 - Light clerical
 - Special projects
- Be aware of visitors. Visitors must check in with the Religious Education Office and receive a Visitor's Badge.
- Accompany students to and from the bathroom while following all of the Safe Environment Program Policies.
- Parents who pick children up early from class need to check in with the Religious Education Office first. Someone from the RE office will bring the parent to the classroom to pick up the student.
- Always ask us questions. We want to hear what you have to say especially about any needs or wants.