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| Monte Vista High School *Office Staff Responsibility Chart  2021* | | | |
| [**Jodi McFarland**](mailto:jkrolikowski@pleasantonusd.net) Office Manager 11 month employee | **Julie Simpson** Financial Analyst  12 month employee | **Sunny Yu**  Bookkeeping Tech  9.5 month employee | **Sarah Sirota**  Registrar  12 month employee |
| **Responsibilities** Communications  Webmaster Key Inventory/Distribution  Staff Attendance/ESS  Substitutes  Registration Graduation Coordinate office workflow President & Class Parent Mtg | **Responsibilities** Budget Management  Financial to Principal Internal Control Procedures Deposits for District/ASB Revolving Cash Account PR- Site and External Fund Annual Audit Prep  Purchase Orders Payment Vouchers Accts Payable/Receivable | **Responsibilities** ASB Budgets  Assist AD  Deposits  Train students for ASB | **Responsibilities** Enroll new students Register students for MVHS  Transfers to/fr MVHS Maintain Cum Files Transcripts- alumni Verify education Entertainment Work Permits Non District Course-Monitor Diplomas |
| **Jennifer Schikora** Counselor Secretary  Assist AP Corritone  10 month employee | **Chris Watson** Counselor Secretary   Assist AP Jemo  10 month employee | **Melissa Alcorn** Counselor Tech Assist Counselors10 month employee | **Nina Gellerman** Attendance Secretary  Assist AP Jemo  10 month employee |
| **Responsibilities** AP Testing  Marquis Messages Naviance Transcripts 504 Meetings & Testing  Manages Office Aides  Senior Inspiration Awards | **Responsibilities** Adjunct Duties  Field Trips  Volunteers- Be a Mentor CAASPP Testing  Visitors | **Responsibilities** Student Grade Records Master Schedule Scheduling Changes School Loop Independent PE  GPA for Honor Roll | **Responsibilities** H-O Attendance  SARB  Independent Study Contracts ID Card Replacements Sick Room Log In/Out |
| **Jennifer Kindle** Attendance Secretary  Assist AP Corritone 10 month employee | **Eva Bruckner** Attendance Secretary  Assist AP Pagano  10 month employee | **Sarah Wells** College & Career Coord 10 month employee | **Jackie Phillips** Textbook Clerk: 11 month |
| **Responsibilities** P-Z Attendance SARB  Independent Study  Sick Room Log In/Out  Facility Calendar  Staff Parking Binder | **Responsibilities** A-G Attendance SARB  Independent Study  Sick Room Log In/Out | **Responsibilities** College/Career Pathway  Assist with student apps Plans college rep visits District wide college night Site scholarship programs Testing materials/workshop Job Board | **Responsibilities** Student textbook tracking Notify parents of lost/damaged Code new textbooks  Track text needs for ordering  Track faculty/class sets |