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| Monte Vista High School*Office Staff Responsibility Chart  2021* |
| **Jodi McFarland**Office Manager11 month employee  | **Julie Simpson** Financial Analyst 12 month employee | **Sunny Yu** Bookkeeping Tech 9.5 month employee | **Sarah Sirota** Registrar 12 month employee |
| **Responsibilities**CommunicationsWebmasterKey Inventory/DistributionStaff Attendance/ESSSubstitutes RegistrationGraduationCoordinate office workflowPresident & Class Parent Mtg  | **Responsibilities**Budget ManagementFinancial to PrincipalInternal Control ProceduresDeposits for District/ASBRevolving Cash AccountPR- Site and External FundAnnual Audit Prep Purchase OrdersPayment VouchersAccts Payable/Receivable   | **Responsibilities**ASB Budgets Assist AD Deposits Train students for ASB  | **Responsibilities**Enroll new studentsRegister students for MVHSTransfers to/fr MVHSMaintain Cum FilesTranscripts- alumniVerify educationEntertainment Work PermitsNon District Course-MonitorDiplomas  |
| **Jennifer Schikora** Counselor Secretary Assist AP Corritone 10 month employee  | **Chris Watson** Counselor Secretary  Assist AP Jemo 10 month employee | **Melissa Alcorn**Counselor TechAssist Counselors10 month employee  | **Nina Gellerman**Attendance Secretary Assist AP Jemo 10 month employee |
| **Responsibilities**AP Testing Marquis MessagesNavianceTranscripts504 Meetings & Testing Manages Office Aides Senior Inspiration Awards | **Responsibilities**Adjunct Duties Field Trips Volunteers- Be a MentorCAASPP Testing Visitors  | **Responsibilities**Student Grade RecordsMaster ScheduleScheduling ChangesSchool LoopIndependent PE GPA for Honor Roll  | **Responsibilities**H-O AttendanceSARB Independent Study ContractsID Card ReplacementsSick Room Log In/Out |
| **Jennifer Kindle**Attendance Secretary Assist AP Corritone10 month employee | **Eva Bruckner** Attendance Secretary Assist AP Pagano 10 month employee | **Sarah Wells** College & Career Coord10 month employee | **Jackie Phillips** Textbook Clerk: 11 month  |
| **Responsibilities**P-Z AttendanceSARB Independent Study Sick Room Log In/Out Facility Calendar Staff Parking Binder | **Responsibilities**A-G AttendanceSARB Independent Study Sick Room Log In/Out | **Responsibilities**College/Career Pathway Assist with student appsPlans college rep visitsDistrict wide college nightSite scholarship programsTesting materials/workshopJob Board | **Responsibilities**Student textbook trackingNotify parents of lost/damagedCode new textbooksTrack text needs for orderingTrack faculty/class sets  |