# **Administrator** (Mentee) – Checklist for Secretary

**Administrators of mentee, please go over the following checklist with your new secretary:**

* Tour – Take the secretary on a tour of the school
* Mission Statement – Share the school’s mission statement and what it means
* Weekly Planning Meetings – Date/time/place of admin team planning meetings
  + Which meetings include the secretary?
* School Expectations – Overview of all expectations
  + Students, teachers, staff, administrators, parents, district, etc.
  + School expectations of secretary
* Job Responsibilities – Overview of specific job responsibilities of new secretary as well as describing the processes of the school that are expected of others on the administrative team
  + Who does the secretary go to with questions?
  + Who is in charge when you are away?
  + Budgets/spending/deposits
  + Class schedules/student placement
  + Mail/interoffice mail
  + What is your policy for meeting with parents/teachers/staff?
* Emergency Procedures, Fire Drills, Lockdowns, and True Emergencies – Go over protocols
  + Who calls 911, who calls the parents, who directs emergency crews, where do teachers/student/staff line up, how does everyone know what to do, what is the secretary’s responsibility?
  + Call Granite P.D. 801-481-7122 when conducting a drill or in a real emergency
* 2-Way Radio – Teach secretary how to use the walkie-talkies
  + What can/cannot be said over the air
* Intercom system – When can the intercom be used during instruction time
  + How and when do you do an all call vs paging into classrooms
* Bells – How do you manually ring bells and turn them on/off for holidays/breaks
  + To reset or change bell schedules, contact Security Systems ext. 7133
* Phones – Basic overview of how to use the phones and provide a school-wide extension list
  + Who do I call when the phones aren’t working?
  + Brian Goldsberry 4262 / Brett Seastrand 4261
    - Find out which technician services your school and add BOTH of their numbers to your personal cell phone in case school phones go down completely and you need help.
* Faculty Meeting – Introduce the new secretary in the first faculty meeting
  + Share ways teachers can help the new secretary
* Visitors/Volunteers – What systems are in place?
  + Where do they sign in, who is allowed, how are they identified, what access/instructions should you give to them?
  + When does administration need to be involved?
* Check-In Procedures – What is the process for parents checking in late students
  + Late slips
* Check-Out Procedures – What is the process for checking students out of school
  + Who can/cannot check a student out and how to tell in Discovery. Is I.D. necessary?
  + Can a student be sent out to a car without a parent coming inside?
* Students Not Picked Up – What is the process for students who are not picked up by parents
  + Who stays with them?
* School Climate – Share your views and expectations for school climate
  + Describe how the school keeps up employee morale
  + What is the secretary’s role in school climate
* Beginning/Ending of the Day Procedures – What is completed first/last?
  + Doors to unlock/lock
  + Substitutes
* Secretary Lunch Break – How long is break and who provides phone/office coverage (see Board Policies, Article IX.A.3.f.)
* School Lists – Staff, grade level, departments, committees, etc.
* Community Lists – PTA, School Community Council, etc.
  + What day/time do they meet?
* After-School Programs
  + Which ones are offered
  + Contact info
* Medical Training – Does secretary need to be trained to dispense medications to students?
  + Contact Nursing Services 385-646-4502
* Power Outages – What do we do for student lunches, how long until we send kids home early, how do we do class change without bells/intercom?
* Professional Development – What opportunities are offered via departments/GAEOP within the District
  + GAEOP handbook states, “Contract secretaries will be allowed a minimum of 16 hours in order to attend professional development. All professional development must be approved by the immediate supervisor.”
* School Injuries – Who fills out the form for students, staff, and/or patrons?
* Other/miscellaneous – Are there specific needs for your school to review?

**Notes:**