

**Lincoln Middle School
Office Staff Responsibilities
2018-19**

Robin Minca (8:00 - 4:30)	Lori Paddock (7:00-3:30)	Linda Burke (7:30-4:00)	Terri Gonzalez (7:30-4:00)	Diane Nyden (7:15-3:45)	Marlene Ramos (7:45 – 4:15)
Principal Support	Main Office & Counseling Support	Counseling & Assistant Principal Support	Attendance & Assistant Principal Support	Attendance & Assistant Principal Support	Parent & Family Support
Customer Service Field Trip Transportation Contracts Position Control Forms (PCs) Staff Payroll Staff Attendance Substitute Requests School Budget Emergency Tree Marquee Requisitions/supplies Work Orders (back up) BTSN/Open House Copy Machines Principal's Calendar Promotion Volunteers Summer Enrollment Email Groups Other duties as assigned	Customer Service Administrator & Counseling Support Copy Repairs/Supplies Teacher Supply Orders Mail & Flyer Distribution School Keys Staff Emergency Cards Substitute Check-in/out Switchboard PTSA Liaison Maintenance Work Orders Records/Transcripts ASB Monies Payments (Fieldtrips, Yearbook, etc). Other duties as assigned	Customer Service Administrator/Counseling Support Master Calendar & Permits PA Announcements State Testing Discipline Data Homework Requests Illuminate Parent Support Grades/Data Processing Discipline Input Discipline Reports TA Attendance Outside Agency Support Student handbook (Planner) Lunch Payments & Applications Fall Packet Other duties as assigned	Customer Service Student Attendance Unresolved Absences Attendance Reports A2A Attendance Letters Enrollment Illuminate Updating & Parent Support SART/SARB First Aid Support Field Trip Attendance Outside Agency Support Spanish Translation (back-up) Other duties as assigned	Customer Service Student Attendance Enrollment Emergency Cards A2A Attendance Letters Illuminate Updating & Parent Support IEP Class Coverage First Aid Support Field Trip Attendance Substitute Attendance Independent Study (Five days or more) ISPE Raptor Alerts Outside Agency Support Other duties as assigned	Customer Service Student Support Family & Community Resources Community Partnerships School Liaison to Community Support Groups Family Support Counselor Support ELAC DELAC Parent Groups Spanish Translation Other duties as assigned