

Kaukauna High School - Office Aide Contract and Expectations

The office aide program at Kaukauna High School is designed to offer students the experience of learning basic workplace and clerical skills as they assist in the completion of office operations as assigned by office staff. Office staff consists of administrators, pupil services staff, administrative assistants and educational assistants working in the main office. Participation as an Office Aide is a privilege available to seniors. The office aide is expected to maintain standards of professional decorum and represent the school in the following manner:

- Dress in a manner that is consistent with expectations for administrative assistants. Please see supporting statement regarding professional appearance.
- Maintain confidentiality with all information including but not limited to documents, directory information, electronic information and communications and any conversations that the office aide may be a part of or have exposure to in the course of executing duties. Please see supporting statement regarding confidentiality.
- Exhibit a cheerful and positive demeanor when working with students, staff, parents and community members.
- Complete assigned tasks efficiently and with accuracy.
- Respond positively to directions from professional office staff.
- Attend school daily and be punctual. More than three absences in a trimester (whether excused or unexcused) may result in dismissal as an office aide.
- Maintain a positive behavior record prior to and during tenure as an office aide.

The course will be worth a half credit per trimester of elective credit and will be graded on a Pass/Fail basis. If a student receives a grade of Pass, they will receive a half credit of elective credit towards graduation. If a student is removed from the position of office aide they will receive a failing grade on their transcript. Students may elect to participate as an office aide in lieu of a study hall or senior release. Students may not be an office aide for more than one period during a trimester though may participate as an office aide during multiple trimesters. There may be one office aide per period.

I _____ (print student name) understand the expectations involved in being an office aide at Kaukauna High School. I agree to conduct myself professionally in this role. I further understand that failure to comply with this contract may result in removal from this course, an F on the transcript and loss of credit.

_____	_____
(Student Signature)	(Date)
_____	_____
(Parent Signature)	(Date)
_____	_____
(Administrator Signature)	(Date)
_____	_____
(Counselor Signature)	(Date)

Professional Appearance

You are “the face of the school district” to the individuals with whom you have contact and should present an appropriate and professional image to our school community and public. You are accountable for exercising good judgment in choosing proper attire that reflects professionalism.

Office aides are expected to be neat and professional in their dress. Monday through Thursday of each week, business casual is most appropriate dress. In addition to the above guidelines in effect Monday through Thursday, office aides may be permitted to wear more relaxed attire on Fridays, including jeans. The overall look should be clean and appropriate and continue to reflect our professionalism.

Confidentiality

Section 118.125 and 118.126 of the Wisconsin Statutes outline the confidentiality of all student records including behavioral, health and academic records. The administrative office interprets these statutes to mean that unless an individual has a “right to know,” the academic, health, and behavioral records of students are not to be shared. This can be carried forward to both the written record and verbal conveyance of student health, academic, and behavior progress (or lack thereof). Open discussion of student progress, behavior, or health issues with individuals that do not have a “right to know” could be contrary to Wisconsin Statutes and could compromise professional accountability.

Office Aide Application

Name _____

Grade _____

Trimester _____

Period _____

Please list your reason(s) for applying to this position:

List and describe any skills or talents you possess that would be helpful to your success as an office aide:

Office Aide Requirements:

1. Communicate effectively with students, staff, parents and community members.
2. Complete organizational tasks as assigned.
3. Answer telephone calls and direct callers to appropriate extension.
4. Light/medium lifting.
5. Mobility allowing student to deliver items to areas of the building.
6. Maintain professional appearance and decorum.

Please attach a résumé and two letters of reference from two KHS teachers to this application form.