

Responsibilities include:

- Greeting parents/taking care of their needs
- Attendance
- Field trip requests/bus requests
- Programs and awards for ceremonies
- "Print" jobs
- Organizing Parent/Teacher conferences
- Father/Daughter Dance
- "Clerical" work
- Extra hands for carpool
- Stock/manage/Shutting down workroom
- Inventory checklist when orders arrive
- Manage Used Uniform Closet
- Assist Assistant Administrator with various tasks