

## Behind The Scenes At The Front Office

By Isaac Leavitt

There are many people who have questions about what goes on in the office while they are in class. Many have questions like what are your main responsibilities, what is your favorite responsibility, do you like the school atmosphere, what is the most unusual thing you have encountered, what time do you have to be to work and what time do you get to leave, how many people work in the front office, what are the other types of jobs in the front office, what type of education do you need to work in the front office? As a person with those same questions, I have decided to answer those questions and shed a little light on the staff in the front office.



At Salem Junior High, there are six people who work in the front office. These people include the Principal, Vice-Principal, Dean of Students, Finance Secretary, Attendance Secretary and At-Risk Specialist. Most of the employees at the front office work from 7:00 a.m. to 4:00 p.m. with the occasional later time. Education can range from a High School Diploma for the secretaries and a

Master Degree for Administrators. They say that every day is an adventure but some days include the most unusual instances. Some of the instances that have occurred at the school have been when the school had a visit from a skunk and when a student pushed a shopping cart all the way from Stokes filled with soda so he could sell it from his locker (he didn't get away with it).

The first person I will be talking about is Mrs. Kimball, Salem Junior High Principal. The Principal's main responsibilities are focusing on student learning, school safety, employee hiring, event scheduling, school budgeting and public relations. The Dean of Students responsibilities are dealing with behavior issues among students, mentoring and supporting the teachers and monitoring the halls and the cafeteria. The Finance Secretary's responsibilities are to pay the bills, order anything the school may need, do a daily deposit at the bank for the school and the lunchroom, keep a database of all the items that are valued at over \$250.00 for a District inventory and finally to receipt money paid to the school. The At-Risk Specialists responsibilities are answering phones, helping students who come to the office, run the tracking program and working with students who need extra help. The Attendance Secretary's responsibilities are to maintain accurate attendance records, answer the phones and coordinate the front office. During each period of the day, student aides assist the front office with a variety of tasks.

The front office is a busy place. With everyone helping each other, the school runs smoothly. One thing you will always notice as you walk by the front office is everyone smiling. The reason they are smiling is because they enjoy their job and especially working with the students. They all have said that their favorite responsibility is to interact with the students. We should be grateful for their contribution to run the school because the staff at the front office do a lot more than what we give them credit.