

JAMS Office Staff Responsibilities 2019-2020

Brenda Carrillo

(8:00-4:30)

Principal Support/ Main Office

Customer Service
First aid support

ASB deposits
BTSN/Open House
Contracts
Copy machines-supplies/repair
Field Trip Transportation
District and Postal Mail
PM custodial
Position Control Forms
Prepaid meals
Principal's calendar
Promotion
PTSA support-board/financial
Requisit./invoices/supplies
School budget
Site council
Staff attendance
Staff Emergency Cards
Staff payroll
Substitute requests
Summer Enrollment
Volunteers
Work orders (backups)
Other duties as assigned

Jenelle Beekman

(9:00-1:00)

Attendance Support/ Main
Office Support

Customer Service
First aid support
Switchboard

Address Reconciliation
Enrollment
Independent study
Online attendance form
Prepaid meals (back-up)
SART/SARB
Student attendance
Volunteers (back-up)
Other duties as assigned

Kathy McGrath

(7:30-4:00)

Attendance/ Attendance Office
Support

Customer Service
First aid support
Switchboard

A2A inputting
Address Reconciliation
Attendance Reports
Enrollment
Field trip attendance
Flyer distribution
Illuminate Parent Support
Illuminate updating
Independent study
Online attendance form
School Keys
SART/SARB support
Student attendance
Substitute Attendance
TA Attendance
RAPTOR
Unresolved absences
Other duties as assigned

Stephanie Harding

(8:00-4:30)

Assistant Principal Support/
Attendance Office Support

Customer Service
First aid support
Switchboard

AP calendars
Cell phones-confiscated/found
Classroom coverage
Daily bulletin
Discipline
ELD Reclassification Support
Email distribution lists
Emergency procedures
Facility permits
Illuminate Parent Support
ISPE
Master calendar
Monthly calendars
Promotion Support
PTSA Liaison
RAPTOR
Student demographic reports
Substitutes check in/out
Tardy/Detention/Demerits
Testing support
Website updates
Other duties as assigned

Desiree Reed

(7:30-3:30)

Counseling Support/ Assistant
Principal Support

Customer Service
First aid support
Switchboard

504s
Admin recognitions (awards)
Clubs
Community service hours
Counselor mailings
ELD Reclassification Support
Enrollment verifications
Filing testing scores
Illuminate Parent Support
Marquee
RAPTOR
Records/transcripts
Spanish Translation
Student demographic reports
Substitutes check in/out
Testing (Sep-June)
Work orders
Other duties as assigned