

2020-2021 Plainview High School Office Aid Contract/Application

Name: _____ Grade _____

In order to ensure a quiet and professional learning environment, all Aides are expected to adhere to the following rules and expectations.

Office Preferences:

1. _____ 2. _____ 3. _____

A. School Wide Expectations

1. Regular attendance and punctuality are mandatory for Office Aides.
2. Office Aides must have a cumulative HS GPA of 3.0 to be considered. **GPA** _____
3. Office Aides are to remain in assigned areas, unless sent with a pass on an errand. Wandering and visiting in other areas of the school is prohibited. Driving is prohibited, unless prior arrangements have been made with the Principal's office.
4. Confidentiality must be kept.
5. Office Aides must demonstrate exemplary conduct, behavior and attitude.
6. Office Aides may be reassigned to another area as needed.

A. In addition office aides require the following:

1. Arrive on time and sign in; you may only sign in for yourself.
 2. The first priority is to assist your teacher/supervisor.
 3. Be productive: complete your assigned tasks; ask what else may be done.
 4. Maintain 3.0 GPA or higher during your assignment.
 5. If there is no work then you can do homework or read.
 6. Leave when the bell rings at the end of the period, not before.
 7. Remain in your assigned work area.
 8. Keep personal items out of the way of students and staff.
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C. Grading Rubric

PASS
<ul style="list-style-type: none">• No truancy or unexcused absences.• Unerring adherence to the contract• “Outstanding” performance of duties:<ul style="list-style-type: none">○ Checks in at start of period○ Works consistently all period○ Self directed learner
FAIL AND/OR REASSIGNMENT
<ul style="list-style-type: none">• Truancy or unexcused absences• 5 or more tardies• Moderate problems with adherence to the contract• “Average” performance of duties• Moderate number of instances of discipline for violations of the Contract

D. Consequences

Failure to adhere to these expectations and meet these requirements may result in your being dropped from the position of Office Aid, reassignment of class and/or a Fail grade awarded.

E. Essay

Write a 1 page essay in your own handwriting of why you would be a good candidate for Office Aid. Attach to application.

F. I agree to the terms of this contract.

Counselor Signature _____ Date _____

Student Signature _____ Date _____

Principal Signature _____ Date _____

Please Return Completed form to Mr. Barker: rbarker@plainview.k12.ok.us by July 20, 2020. The Office will provide a copy to the Principal, Counselor, Office Secretary, and Student for the upcoming 2020-21 school year.