

# School Office Managers

Telecommuting: On-site work is required through 3/18, and may be required starting 4/13 (assuming school resumes 4/27). More information will come as we get closer to school resuming. Maximize work from home; be available for phone or video chat

- Create a plan for social distancing of office staff, building staff as well as for when students, staff and community members come in during office hours
  - Physical layout adjustments, cleaning/sanitizing procedures for each employee/workstation/public “touchpoints”, etc

Scope of work will vary based on position and will generally reflect duties and expectations performed normally;

- Complete daily operational tasks as available and appropriate
- Complete required district procedures, reports
- [Skyward tasks; Qmlativ preparation](#)
- Facilitate collaboration with office team at least once a week at a team-determined time, using Google Meet, or a shared Google tool w/conference call
- Respond to emails during regular work hours; communicate with staff as a group as needed
- Attend online PD and meetings as directed by district/school leaders
- Professional reading/learning

# School Office Staff

## Telecommuting:

- Maximize work from home; be available for phone or video chat

## Work Expectations:

- Scope of work will vary based on position and will generally reflect duties and expectations performed normally;
  - [Skyward tasks; Qmlativ preparation](#)
  - Attend online PD & meetings as directed by district/school leaders
- Complete daily operational tasks as available and appropriate as determined by supervisor.
- Respond to emails during regular work hours; communicate with staff as a group as needed
- Professional reading/learning

# Department Office Staff

Telecommuting: Maximize work from home; be available for phone or video chat

When on-site --schedule to be developed with supervisor.

- Create a plan for social distancing of office staff: Physical layout adjustments, cleaning/sanitizing procedures for each employee/workstation/public “touchpoints”, etc

Work Expectations:

- Scope of work will vary based on position and will generally reflect duties and expectations performed normally;
- Respond to staff, students or families by email during regular work hours; communicate with staff as a group as needed
- Collaborate with department team at least once a week at a team-determined time, using Google Meet, or a shared Google tool w/conference call
- [Skyward tasks; Qmlativ preparation](#)
- Attend online PD and meetings as directed by district or school leaders
- Professional reading/learning

# Career Center Assistants

## Telecommuting Description

- On-site work may be required starting 4/13 (assuming school resumes 4/27). More information will come as we get closer to school resuming.
- Maximize working from home,

## Work Expectations

- Assist career center counselors to virtually support college and financial aid applications
- Promote use of [college knowledge materials](#)
- Develop, update online resources
- Plan to/update center displays, environment