

# Job Description for Secretaries

One secretary is needed each Sunday in the PREP Center (lower level of the East Building).

The secretaries arrive at 8:50 and should stay until 10:10.

Please be mindful of any needs that catechists or children may have before classes begin.

- ❖ Check to see if there are any handouts that need to be brought to classes and bring them to the rooms when you collect the attendance sheets.
- ❖ Someone needs to check the phone for any messages. Directions for retrieving messages are under the phone.
- ❖ Twenty minutes into the session collect the attendance sheets.
- ❖ Don't forget the class in the providence room on the second floor of the parish office
- ❖ You do not need to collect attendance from the 7<sup>th</sup> Grade class in Francis West. The catechist brings it over and it is recorded after class.
- ❖ Either Dani or Elizabeth will Record the attendance via the iPad
- ❖ Place the hand in copies in the pocket of the binder. **Please put them back according to grades rather than by room number.** Grades 1 – 8. Secure them with large binder clip.

(There may be times when there are “tasks” that you can do for the next session.)

The binder has:

- ❖ maps of the building and class lists with catechists & number of students in each class (including list of children with allergies)
- ❖ family lists – list of all families & room #s for children

If you see kids roaming the calls while you are collecting attendance – please direct them back to their rooms.

Any problems or questions please call Elizabeth Harris 773-251-5811

Thank you for your help!