



Santiago High School

OFFICE/LIBRARY AIDE STUDENT CONTRACT

The job of an Office/Library Aide is designed for students interested in a leadership role. Students learn effective organizational skills, time management techniques, effective resource utilization, and the importance of punctuality and a positive attitude. Office/Library Aide is a “course period without educational content.”

- Athletics Attendance Assistant Principal’s Office
 Counseling Office Main Office Library Registrar

To enroll as an Office/Library Aide, each student must read the contents of the Office/Library Aide Student Contract, agree to the terms and conditions of the contract, and turn in a signed copy to their respective high school counselor.

Your signature below indicates you have read the contents of this document and that you agree to the terms and conditions listed below:

Office/Library Aide duties and responsibilities may include, but are not limited to, general management tasks such as collating, stapling, alphabetizing, and filing of papers, distributing hall passes or other errands needed.

I will wear an Office/Library Aide lanyard when leaving to fulfill tasks assigned away from the office.

I will establish an excellent attendance record as an Office/Library Aide by arriving to class promptly and regularly.

I will organize my time and expend an appropriate level of effort to successfully fulfill the duties and responsibilities associated with being an Office/Library Aide.

I understand that attendance, behavior and grades will be checked in order for me to be an Office/Library Aide.

I understand my grade will be based on my attendance in class and having a positive attitude.

Class selection is not guaranteed.

_____ Student Name (Print)	_____ ID #	_____ Office Supervisor (Print)	_____ Period Requested
_____ Parent Signature	_____ Date	_____ Office Supervisor Signature	