



# 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.”

- |   |                                    |                                      |
|---|------------------------------------|--------------------------------------|
| <input type="checkbox"/> Assistant Principal’s Office | <input type="checkbox"/> Athletics | <input type="checkbox"/> Attendance  |
| <input type="checkbox"/> Counseling Office            | <input type="checkbox"/> Library   | <input type="checkbox"/> Main Office |

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.

**It is the STUDENT’S RESPONSIBILITY to get approval from the Office/Library that they would like to be enrolled in.**

**Office/Library Aide positions are not guaranteed and availability is limited.**

\_\_\_\_\_  
Student Name (Print)                      ID #                      Office Supervisor (Print)                      Period Requested

\_\_\_\_\_  
Parent Signature                      Date                      Office Supervisor Signature