

Office Aides

1st nine-week grading period

During these 9 weeks, you will be getting to know the key players at Milam. These are the people that are either school leaders or in charge of specific responsibilities at our school. It is important for you to know what they do and where to find them if asked.

You will also be observing the person you work for and identifying the skills needed for the job. You will do this so that you may become aware of the different skills you may be developing and then apply them to writing a resume. What is a resume? That will also be one of your assignments in the future.

Have a great 1st quarter!

Signed and returned syllabus. Please read it over with your guardian and return signed.	Due: 8/23
Job assignment sheet with plan B and C Please fill this out completely. Ask your supervisor where you should go if they are absent or not in their classroom/office. This will be your plan B. Go to the person who is your plan B and have them sign the form.	Due: 8/30
Who is who at Milam. Worksheet attached. Directions are printed on the worksheet. You may work with a friend.	Due: 9/20
Five skills that my supervisor possess handout. A skill is something that a person can do well. You have been in your assigned setting for a few weeks. Based on the definition of skill written on the handout complete the worksheet.	Due: 10/4
Supervisor's evaluation. Attached.	Due: 10/18

If it is late, it will cost you a grade.