



M.A. MILAM K-8 CENTER

Office Aide 2023-2024

Instructor
Ms. Capote

Email
vcapote@dadeschools.net

Office Location & Hours
Monday-Friday 8:25pm-3:00pm

Introduction

Hello and welcome to the 2023-2024 school year! My name is Ms. Capote. I am the middle school counselor and the instructor who oversees the Office Aide course at M.A. Milam K-8 center. I am looking forward to a fun and productive school year.

Course Description

The Office Aide course is designed to offer students the experience of learning important life skills, office skills and good work ethic as they assist in the completion of various office/classroom operations as assigned.

Expectations and Goals

The Office Aide course is a privilege. Office aides are expected to comply with all the guidelines and expectations outlined in MDCPS Student Code of Conduct (<http://ehandbooks.dadeschools.net/policies/90/>). In addition, Student Office Aides are expected to adhere to all school rules and policies, understand and comply with confidentiality protocols and in no way abuse the privileges of the office aide position. Grading for office aides will be based upon attendance, punctuality, attitude, effort, and completion of certain assignments throughout the semester. The students will also be evaluated by their supervisor (assigned staff) and will receive a grade based on the evaluation/feedback.

The expectations are that Office Aides will:

- Wear the proper school uniform
- Serve as a role model to others

- Take initiative to assist in the running of an orderly office
- Follow instructions (stay in the office you are assigned, etc.)
- Be polite, respectful, and well-mannered
- Maintain confidentiality
- Make sure to sign in using the sign in sheet for attendance
- Check communication board daily for important information (posted by sign in sheet)
- Complete assignments/activities given by the supervising teacher
- Adhere to all school rules and policies

Materials:

Pocket folder, paper, pencils, or pens.

Grading Policy:

You will be graded as follows:

Participation grade (are you turning in your assignments, are you being punctual, showing initiative, following directions, assisting and completing your tasks, etc.).

Observation grade (this grade comes from my or other staff observations of you working in your assigned area and will focus on your observable behavior. For example, playing cards or chewing gum while at the counter of the main office is not allowed).

Assignments given each 9 weeks. If you turn it in late, it will lower your grade.

Folder Check: Please keep all handouts and grades papers in the folder. You will need this for the end of year assignments. Always have it with you. I will check it randomly.

Supervisor Evaluation- This will take place 1-2 times per 9-week quarter. One will be written, the other I will confer with your supervisor. Please note, your supervisor may reach out to me at any time there is a concern, and this may affect your grade. Please be on your best behavior.

Please review and sign.

Student Name: _____ **Period of Office Aide:** _____

I have read and discussed this with my child.

Parent Name _____ **Parent Phone:** _____

Parent Signature: _____