



Denmark High School Office Aide Application



Name: _____ ID: _____ Grade: 11th or 12th (circle one)
Phone: _____ E-Mail: _____

Please list your reason(s) for wanting to be an office aide.

Do you possess any skills that would be helpful in this position? If so, list

Please list two DHS teachers as a reference (see attached recommendation forms)

1. _____
2. _____

Job Description

- Effective communication with students, parents and DHS staff
- Phone skills
- Some computer usage required
- Light/medium lifting

Expectations

- Adhere to all expectations outlined in Office Aide Contract
- Complete monthly assignments/time sheets
- Respect the privacy and confidentiality of any student information you see or hear (for example, a student's ID number, that a student is visiting with their principal or counselor, or students being checked out for a doctor's appointment, etc).

- **APPLICATIONS DUE: Feb. 24, 2023 to Mrs. Whitlock room 1205.**

If selected for an office aide position I, _____, agree to adhere to the responsibilities and expectations mentioned above.

Student signature

Date

TEACHER REFERENCE FORM

Directed Study/Office Aide



Student name: _____

Teacher name: _____ Subject: _____

The student listed above is applying for acceptance into the Office Aide Program for the 2023 - 2024 school year. Please evaluate the abilities of this applicant. Office aides work in an office setting greeting and helping visitors and assisting our secretaries, so we are looking for responsible juniors and seniors. Please complete the form and put it in my mailbox by **Friday, Feb. 24, 2023.**

Thank you,

Andrea Whitlock
Directed Study/Office Aide Coordinator

	<u>LOW</u>			<u>HIGH</u>	
Attendance	1	2	3	4	5
Attitude	1	2	3	4	5
Acceptance of Responsibility	1	2	3	4	5
Peer Relationships	1	2	3	4	5
Achievement/Aptitude	1	2	3	4	5
Participation in Class	1	2	3	4	5
Punctuality in meeting deadlines	1	2	3	4	5
Ability to follow expectations	1	2	3	4	5
Overall Assessment of student	1	2	3	4	5

Comments: _____

Would you recommend this student as a Denmark Office Aide? Yes or No

If you answered no, please explain why? _____

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