

EAST HIGH COUNSELING CENTER

OFFICE AIDES

RESPONSIBILITIES

1. Your supervisor is: Dori McClelland, Brenda Castruita, Carolyn Smith and the Counselors.
2. CONFIDENTIALITY IS A MUST. Because it is the Counseling Center, you may see or hear things that are confidential. Remember "whatever happens in the Counseling Center, stays in the Counseling Center".
3. It is important to be professional at all times: no roughhousing, loud conversations. Personal grooming should be done in the bathrooms.
4. When you first come into the Counseling Center, sign-in. It is important to sign-in, this is your attendance. You are allowed 4 absences/term. This is a pass/fail class.
5. Check the box to see if you have any call slips to deliver.
6. Deliver the call slips quickly and return promptly to the Counseling Center. When delivering to a classroom, always be polite to the teacher, and hand them the call slip. If the door is closed and locked, knock and see if someone will answer. The receptionist will call students that are in Seminary. Aides do not go over to the Seminary building.
7. If a student is not in class, bring the call slip back to the receptionist and mark on the call slip if the student is "absent", "taking a test", "no one in classroom", etc.
8. If you do not have any more call slips to deliver, this is a good time to do homework, read a book, listen to music (with headphones - keep the music down), play games on your phone (put all sounds on silent) or even talk quietly to the other aides. If you want to do homework and need a desk or computer, you may ask permission from the receptionists and also Kim Powell in the Career Center, to use their facilities.
9. Tour Guide - When a new student comes to East, it is the responsibility of the counseling aide to show the new student around the school i.e. all classes, lunch room, bookstore, etc. You are East's ambassador for new students. Be kind and welcoming. SMILE!!

SIDE NOTES

1. Please ask permission to eat any food or snacks. Water bottles with a lid are permitted.
2. Sit behind the Receptionist's desk.
3. The receptionist's computer is off limits.
4. On occasion, you may be asked to answer the phone. Always be professional and courteous. Answer the phone by saying: "Counseling Center, student speaking, may I help you?" Make sure to write down the person's name and phone number. Always repeat their phone number to make sure you heard it correctly.
5. You may not leave class early.
6. The receptionist's desk is off limits with the exception of getting out the hall passes. Do not look through the desks.
7. No friends allowed.
8. You may not go across the street during class time i.e. Seminary, 7-11, Java Joes, etc.

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DISCLOSURE

Signing below indicates that you have read, understand and agree to the Counseling Center rules.

Student's printed name_____

Student's signature_____

Date_____

Class Period_____