

Media/Office Assistant Application

Due Tuesday, January 31!!



Name: _____

Current Grade at SHMS: 6 7

You must have an overall "B" (3.0) or better grade point average to be selected as an assistant.

Grade Point Average: _____

Number of Absences this year: _____

You must have all E's and S's in conduct in the current school year to be selected as an assistant.

I have received all E's and S's in conduct during this school year. _____ (Initial here if true)

You must not have any discipline referrals in the current school year to be selected as an assistant.

I do not have any discipline referrals during this school year. _____ (Initial here if true)

To be successful as a Media/Office Assistant, you must be hard-working, organized, have good behavior and superior communication skills. Your main job entails helping the office you are assigned by completing the tasks assigned to you by the person in charge. You are expected to be a model Safety Harbor Seahawk at all times.

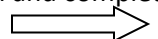
An excellent office assistant:

- ...greet everyone coming in with a smile and hello
- ...is trustworthy and honest and does not repeat confidential information
- ...takes direction well
- ...finishes tasks in an efficient manner
- ...behaves in a positive way
- ...uses down time wisely
- ...reports anything out of the ordinary to an adult
- ...enters a class quietly without causing a disruption
- ...remembers that they are a representative of Safety Harbor Middle School

(Circle your skill level)

PowerPoint	0	1	2	3	4
Microsoft Word	0	1	2	3	4
Office 365	0	1	2	3	4
Using email	0	1	2	3	4
Filing in ABC order	0	1	2	3	4

Turn and complete



Teacher Recommendation Form for Media/Office Assistant

Please complete this recommendation form for _____.

Teacher's Last Name: _____ Teacher Signature: _____

Once you have completed this form please do not give it back to the student, please return it to Mrs. Dove's box by Tuesday, January 31. Thank you for your help in selecting the best students for the Media Center or as an Office Assistant.

Please rate this student using the key below.

5 excellent, 4 above average, 3 good, 2 fair, 1 poor

- ____ Demonstrates mature and responsible attitudes and actions.
- ____ Outstanding team player, always gets along with students and teachers.
- ____ Displays problem solving skills.
- ____ Self-motivated, doesn't wait till the last minute to do an assignment.
- ____ Has and uses strong common sense and is a logical thinker.
- ____ Student demonstrates the ability to stay on task with minimal supervision.
- ____ Does not question the authority of teacher.
- ____ Has excellent conduct in your class.
- ____ Attendance.
- ____ Respectful
- ____ Honest and Trustworthy
- ____ Cooperative
- ____ Hard Worker

Additional comments about this student:

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