



**MURCHISON
MIDDLE SCHOOL**
AUSTIN Independent School District

OFFICE STAFF WORK ASSIGNMENTS

This work assignment chart is to inform the Murchison campus of each clerical position and the work assignments for each position. Questions pertaining to the job description(s) should be directed to the individual assigned to that position. If the job description is not listed, you may contact one of the individuals and they will be able to direct you to the appropriate person. Any and/or all complaints, suggestions or concerns should be directed to the grade level assistant principal or otherwise Mr. Clark

*** Technical issues (such as phone not operating, computer issues) that require a HEAT ticket request must be submitted by the teacher or staff member for which the equipment is not operating properly.**

NAME/POSITION	JOB DESCRIPTION
Azalea Crenshaw (Principal Adm. Assist.) 414-4555	<ul style="list-style-type: none"> * Assistant to the principal * Field Trip Request (Through Google Doc) * Back up to Bookkeeper * Back up for Work Orders * Principal calendar/website (activities, meetings, etc.) * General Student, Staff Development Events * Office Staff Manager * Management of Office Aides (Main Office) <ul style="list-style-type: none"> * Timekeeper (Payroll) * TSR * Overall general contact * Employee badges * Morning Announcements
Maureen Gindler (Attendance Specialist) 414-4518	<ul style="list-style-type: none"> * Attendance (Student attendance/Late Arrivals) * Back up for registration * Check students in/out of school * Meet, greet, screen parents and visitors * DEEDS reports
Cathleen Montague-McNelis (Bookkeeper) 414-4534	<ul style="list-style-type: none"> * Bookkeeper * Purchase orders * Travel for all employees * Visitors requiring a contract/payment * Long Distance Code Coordinator * Field Trip Bus Request (Google Doc) <ul style="list-style-type: none"> * Supply Orders * Overseer of activity funds * Grant & Donations * Fixed Asset Contact
Monica Gonzalez (Office Clerk) 414-0594	<ul style="list-style-type: none"> * Meet, greet, screen parents and visitors * Copy Machine(s) – reporting repairs * Check students in/out of school * Textbook Coordinator * Building Use (applications/building use calendar) <ul style="list-style-type: none"> * Campus work orders * School Campus Photos
Nina Mayberry (Office Clerk) 414-4520	<ul style="list-style-type: none"> * Meet, greet, screen parents and visitors * AESOP (Substitutes) * Check students in/out of school <ul style="list-style-type: none"> * Data Processor * PEIMS Data
Melissa Seaton (Guidance Secretary/Registrar) 414-4524	<ul style="list-style-type: none"> * Registration/Withdrawing Students * Cumulative Folders * Student Records (TReX)/Requesting & sending records * PEIMS <ul style="list-style-type: none"> * Assists Counselors