


**MEMORANDUM**

Aug 24, 2009  
MT 027.09  
MT.305 636-6147

**TO:** Office Support and Staff  
Educational Alternative Outreach Program

**FROM:** Miguel Torres, Principal   
Educational Alternative Outreach Program

**SUBJECT: OFFICE STAFF RESPONSIBILITIES**

Each member of the Educational Alternative Outreach Program (EAOP) support staff plays an integral part in the operation of our program. In order to maintain office efficiency the staff responsibilities include, but are not limited to the following:

<p><b><u>Magalys Garcia</u></b> Principal's Secretary Payroll Substitute Personnel Administrative Memos Payroll back-up Observation Databases Administrative Files United Way</p>	<p><b><u>Delores Burse</u></b> Attendance SCAMS Forms Attendance Filing</p>	<p><b><u>Ivelisse Sealy</u></b> Office Manager Treasurer Purchasing Contracts Payments Inventory Maintenance</p>
<p><b><u>Marybella Portalatin</u></b> Registrar 8017 and Back-up 8014 Records Cums Transcripts Immunizations Subpoenas Student Info Requests Driver Licenses TAP</p>	<p><b><u>Natividad Marte</u></b> Registrar 8014 and Back-up 8017 Records Cums Transcripts Immunizations Subpoenas Student Info Requests Driver Licenses</p>	<p><b><u>Karlene Tapper</u></b> ESOL Input Switchboard Operator Travel Reimbursements Enrollment/Attendance Forms SCAM Forms Lunch Forms Lunch Files/Audits Transportation/Metro Passes Attendance Backup</p>
<p><b><u>Irma Pina</u></b> Registrar Backup for 8017 &amp; 8014 ESE inputs ESE filings Students info Requests Immunizations</p>	<p><b><u>Vivian Tirse</u></b> ESE Filings ESE Cums ESE SCAMS</p>	<p><b><u>Noris Pazos (P/T)</u></b> Mail Registration Filing General Office Filing Switchboard Operator Back-up</p>

These assignments may be subject to change as programs increase/decrease or as needed. Should you require additional information or clarification, please do not hesitate to see me. Thank you in advance for your cooperation and support.

MT/mg