



Mountain Brook High School

Office Aide Contract

2023 – 2024

Office Aide at Mountain Brook High School is designed to offer students the experience of learning basic skills as they assist in the completion of various office operations as assigned. Enrollment as an Office Aide is a privilege. In keeping with the high standards of Mountain Brook High School, the office aide is expected to understand and comply with confidentiality protocol and in no way abuse the privileges of the Office Aide position. In addition, the job of Office Aide is a privilege that may be revoked if unacceptable behavior is demonstrated. This will result in a loss of credit.

Student Name (please print): _____

Grade in 2023-2024 (circle one): 10 11 12 **Semester** (circle): 1 2

Please select one of the following boxes:

Front Office _____ Outreach _____ Teacher _____

Teacher Name _____

Teacher Approval: _____

No Preference _____ *Students will be assigned by the administration to be an aide in a location/classroom of need.*

I understand that as an Office Aide I have responsibilities and that the staff of MBHS depends on me to comply with the above rules and regulations. I further understand that failure to comply with this contract may result in removal from the class and loss of credit.

Student Signature

Date

Parent Signature

Date