

## **'Front Office' Daily Commitment**

- Visit every hall each day being seen by students and teachers alike as supporting the classroom learning
- Provide meaningful, instructional feedback
- Attend to all assigned duties, as well as, addressing rising issues
- Collaborate with pertinent teacher regarding classroom issue; developing an understanding of actions
- Be an active leader or, just as important, an active learner in every meeting; look for opportunities to learn
- Return all phone calls and emails