DEPARTMENTAL OFFICE STAFF

The departmental office is staffed with the staff employees listed below. Brief job descriptions are included for your reference.

Susan Adair: The Secretary is the Principal's Secretary and is responsible for scheduling his appointments. She is also responsible for faculty files, faculty/part-time staff payroll, absence reports, keys, and assisting faculty searches. She also is responsible for collecting summer school applications and applications for student admission applications to Burris. She assists the Systems Administrator with PowerSchool.

Dorothy Marvell: The Financial Coordinator is responsible for maintaining financial records for the school (includes classes/clubs/grants). The Financial Coordinator orders all supplies and books and oversees the lunchroom student accounts/Burris Bucks. In addition, she is responsible for making all deposits for the school, and faculty travel/vehicle requests.

Naomi McLaren: The Office Supervisor/Systems Administrator is responsible for overseeing the clerical functions of the main office, maintaining student academic records and grades, the administrator of PowerSchool/PowerTeacher, data collection, data research, completing many of Indiana Department of Education reports for the school/corporation, the Burris website, and the Owl Hoots parent newsletter. She is also responsible for overseeing student email accounts and wireless computer user accounts.

Elaine Orr: The Administrative Coordinator is responsible for obtaining substitute teachers, substitute payroll, distributing mail, and temporary parking permits. She is responsible for coordinating and maintaining the daily student attendance and assisting the Assistant Principal with discipline records. Responsibilities also include receptionist duties such as answering telephones, taking messages, registering visitors, maintaining DynaCal, processing space requisitions for after-school and weekend building use, copying, and student lockers.

Student Office Assistants are available for photo copying, distributing mail, running errands, and other miscellaneous duties.