

**La Joya ISD
Behavior Expectations
for Office Staff**

	Office
Be Safe	<ul style="list-style-type: none"> • Organize office furniture and technology. • Report any unsafe situations. • Use all equipment safely. • Keep an orderly environment. • Wear your identification badges. • Ensure all visitors sign in.
Be Responsible	<ul style="list-style-type: none"> • Be prepared for any task at hand. • Provide immediate assistance to all visitors. • Be on time. • Be knowledgeable in all your areas of responsibility. • Turn in reports and documentation on time. • Assist all campus staff with campus needs. • Dress appropriately.
Be Respectful	<p>Greet everyone. Respect everyone. Get to know all the staff/families. Build a positive office environment. Use a welcoming voice in all your office interactions. Communicate with all visitors in a helpful and positive manner. Be energetic and enthusiastic about your job.</p>