

SECRETARY TIME AND EFFORT RECORD

7.36-1
(09-01-92)

Week of _____

NAME: _____

UNIT: _____

Duties Performed

Hours Per Day

Weekly
Total

I. Academic

a. Performs general office duties
(typing, filing, etc.)

b. Special curriculum projects.

c. Other
(Answer phones, take messages etc.)

Mon	Tues	Wed	Thurs	Fri

Academic

II. Title I

a. Performs general office duties

b. Assists in keeping statistical data
on students for Title I
evaluation and application.

c. Assists in work-up and completion of
evaluation and application.

d. Assists in completing grant and
amendment applications.

e. Other

Title I

III. Miscellaneous

a.

b.

Other

Total Weekly Hours

Signature of Title I Supervisor

Signature of Title I Employee

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