

# Experienced Staffs Execute Varied Jobs

In the confusion of a school day, the important duties of special service people can often be overlooked. The role they play is often taken for granted.

Without a nurse, students' health might be endangered. In case of sudden illness or physical discomforts, a person can have confidence in knowing the nurse will be there.

Librarians tend to duties ranging from ordering subject matter for the library to assisting students with term papers. Their job is made a little easier with help from the clerks. Having other specific responsibilities, clerks type cards for the card catalog and process books. Together these special service personnel make the library an organized and resourceful place for learning.

To keep the school looking its best, custodians clean the building daily. Attendance clerks make sure all students are attending class by keeping accurate records. Those missing from school are called during fifth period to explain their absence.

**A.** Mrs. Carolyn Crawley, head librarian at the south campus, assists Doug Humphrey, senior, find material for a term paper. **B.** Showing concern for an ailing student, Mrs. Geneva Maddux, south campus nurse, does all she can to make Susan Bruner, junior, feel more comfortable. **C.** Being a typist is one of necessary skills Mrs. Wava Jackson, secretary, must have in order to do her job quickly and efficiently. **D.** Fulfilling one of the tasks of an attendance clerk, Donie Balusek and Kathy Gibbs check the absentee reports for office records. **E.** Mrs. Jane Zucha, secretary to Dr. Don McGhee and Mr. Gary Gibson, assistant principals on the north campus, searches through her files for a student information sheet.

