

**CSCH ADMIN-ON-DUTY TO-DO CHECK LIST**  
**(updated 10/12/2022)**

Admin Name: \_\_\_\_\_ Date: \_\_\_\_\_

**1:30 pm:**

- Be on time, especially the person with the tablet and the bell.
- Charge the Nexus pad before the class and bring it to school. It will also serve as alarms to remind us to ring the bell.
- One Admin will stand in front of the building entrance to sign up teachers when teachers come.
- Check all classrooms for availability (door open). If not, please contact custodian Bobby Woodard at 919-883-7980. Please use your cell phone to take pictures before and after school time, so if there is anything not expected, for future reference.
- Ensure no car is parked at reserved spots or well-maintained lawn. Put warning tickets on violated cars if necessary.
- The front-door is only used for CSCH on Saturday afternoon. For anyone outside of CSCH, please ask them to enter the building from other doors.

**2-5:50 pm:**

- Ring bell at the beginning and end of each class: 2:00pm, 2:50pm, 3:00pm, 3:50pm, 4pm, 4:50pm, 5pm and 5:50pm
- Patrol once in the middle of the classes. Keep the school area quiet.
- Assist registrar and treasurer to collect registration form and money if registrar and treasurer are absent.
- Bring the students violating school policy to the front desk.
- Ensure safety in and surrounding school areas. Stop students showing unusual behavior like climbing, running, screaming, moving school property, etc.
- Assist Academic Director and Activity Director for solving any class issues.
- General help and support for all students and teachers (applies to 2PM to 6PM), for example:
- Answer any questions raised during school hours or direct questions to the attention of appropriate personnel.
- Support PTA as needed to arrange PTA activities such as meetings, seminars, etc,
- Help teachers on reimbursement and etc.

**6 pm:**

- Check all activity areas and classrooms to ensure AC and TV or computer (if any) was off as SOON as the class is over and everything is restored to the original state or place.
- Do a final walk through all hallways and classrooms; MAKE SURE there is NO student still left in the building (otherwise, please contact parent and make sure student is picked up), collect any left items into CSCH Lost & Found box.
- Check if any door is open, also pay attention to the classroom the we do Not Rent, they should be closed. If not need inform custodian to close them.
- Ask the custodian if everything is OK BEFORE LEAVING.
- Make sure to be the last ones to leave the school.

