



Annette Matlock

Support Staff Spotlight

NAME: Annette Matlock

POSITION: Assistant Secretary

SCHOOL: Berney Elementary

YEARS IN DISTRICT: 9 years

Q. What are your primary job duties as assistant secretary?

A. My duties include taking care of student needs, attendance, and day to day operations in the main office. We are the first people who come in contact with parents and the public. We are the first impression for the school and we want to be there for our parents and guests and be a friendly face when they first walk in the door. We work to build connections from there.

Q. How have changes in technology impacted your job?

A. I have had to become more computer savvy. A lot of materials that were on hard copies when I first started working for the district are now more computer-oriented.

Q. What is your role in supporting staff?

A. I might be biased but I believe I work with the best staff a person could ask for. I do what is needed and do anything I can to help support them. Their job is the most important in the building.

Q. How do you develop relationships with parents?

A. Reassuring parents is probably our number one priority in the office. Parents, especially those with kindergarten students, can be hesitant about leaving their child. We want them to know Berney is a safe and welcoming environment and a place where their child will be well cared for and loved.

Over 

NOTES:

I was born in Canada and grew up in Nova Scotia. As a child, I grew up in a remote area and spent a lot of time outdoors camping and fishing.



Highlights Annette Matlock

We have lived in Walla Walla for 10 years. My husband works for the Army Corps of Engineers.



I went to University in Nova Scotia at St. Francis Xavier. I have a degree in Biology and a minor in Chemistry.

We have two teenagers. I love to travel and be active.