



# Support Staff Spotlight

NAME: Gina Cox

POSITION: Secretary

SCHOOL: Prospect Point Elementary

YEARS IN DISTRICT: 25 years

Q. What are some of your duties at Prospect Point?

A. My primary role is to provide administrative support to Principal Dana Chandler and our staff. I also oversee the daily operation of the school office and serve as the communication liaison to our parents. I maintain our building and ASB budgets, process payroll, write and compose correspondence to families and staff, process work orders, coordinate field trip requests and arrange school events and assemblies. I also create the kindergarten calendar and schedule for the beginning of the year. It's a busy place.

Q. Why is it important for the school office to set a positive image for the school?

A. I take pride in providing a welcoming and inviting environment for our students, staff, and families. I want them to know if there is anything they need they can come to me or anyone in the office for assistance.

Q. How do you make connections with parents?

A. The support to parents starts the first day they come in to enroll their child. We are always ready to answer their questions and share information. We want them to know we are always here to help their child. We appreciate and recognize each child's needs and characteristics because they are very special.

Q. What changes have you noticed during your career?

A. This is my 24th year as head secretary at Prospect Point. The greatest change has been technology in the workplace and classroom. It's amazing the things we are able to do now.

Over 



**NOTES:**

I am inspired through my work at Prospect Point. I have worked with four principals, five superintendents and have seen changes in staffing, curriculum and workload. There are increased needs for students and their families, and evolving technology.

# Highlights Gina Cox



In the past, we only sent home written communications and now we have the ability to send messages instantly.



I graduated from Wa-Hi in 1977.

I was born and raised in Walla Walla. I attended Whitman College and graduated from WSU with a degree in Elementary Education and a minor in music.