



Support Staff Spotlight

NAME: Rocio Anaya

POSITION: Head Secretary

SCHOOL: Sharpstein Elementary

YEARS IN DISTRICT: 8 years

Q. What is your role as Head Secretary at Sharpstein?

A. You have to be organized and be able to multi-task. I write a lot of notes. I am often working with parents, students and staff members on a variety of issues. I am responsible for finding substitutes for classified paras. I'll assist if a teacher needs to go home early to find a substitute. I also manage the school's budgets which includes keeping track of expenses and balances.

Q. How do you make connections with students?

A. It's fun working with the students. I see them often outside of school at the grocery stores and they come up to me and want to give me a big hug and say hi. I often will help when they come in to see the nurse. If the nurse is not in, I will provide the services they need.

Q. What are your strategies for working with parents?

A. I want to be available so they know their children are safe. We want to make sure they know they are heard and have a voice and are comfortable at school. If I need to get the principal involved I know how to do that so they feel welcome and involved. We want school to be a positive experience.

Q. How is technology impacting your role in the school?

A. Our technology includes a camera system to help us monitor the school. It's become a helpful tool to ensure safety. I find the new technology to be helpful. Smart phones and computers help make our jobs easier so we can be more efficient. I am also the technology coordinator for the school so I assist staff to be sure their technology is working for them. We have some amazing technology in our classrooms like interactive boards and personal devices which support learning. Students see technology as fun and it makes them want to learn.

Over 

NOTES:

I try to help as much as I can in any way. If a student needs a break, staff will call so I can help them access the student success center. Teachers will often talk to me about their classroom budget and supplies needs. I also support getting substitutes.



Highlights Rocio Anaya

I moved to the United States when I was two years old and grew up in Milton-Freewater.



Last year we went to Cancun, Mexico.

I have a 10 and 4-year-old that will be starting school next year. We love going on family vacations.