**PITTMAN CENTER ELEMENTARY**

**7:30 – 8:20**

Monitor students coming into school at the front entrance. Also monitor bus duty and cafeteria during this time.

**8:30 – 10:30**

Walk hallways and check doors and check outside perimeter. Come back in office and monitor camera. (Password for cameras is pcsecurity).

**10:30 – 1:00**

First lunch starts at 10:30 and last lunch is over at 1pm. I monitor the lunch room from the cameras and walk through the cafeteria several times during each lunch. You can also eat lunch during this time.

**1:00 – 2:00**

Walk hallways, check interior doors and monitor cameras during this time.

**2:30**

Monitor dismissal of Boys and Girls Club bus from the office and help when needed.

**2:30 – 2:45**

Walk hallways, and check cameras for school traffic in parking lot.

**3:05**

Go outside at the front entrance where car riders will be picked up and monitor the parking lot.

**Principal – Carrie Gumlick**

**Secretary – Doris Phillips**

**If you have any questions these ladies can help you with anything you need. Password to my computer is computer.**

**Thank you,**

**Deputy Tina Vance**

**865-742-4235 personal cell**