Miscellaneous Offices

School Type:  

**Functional Area Descriptions**
These offices support administrative functions, but are distinct from the administration/welcome center due to their specialized needs. Specific requirements and adjacencies are described below.

1 **Itinerant Office**
The itinerant office is a workspace for educators or other personnel visiting or working at the school on a short-term or irregular basis. Provide a small, one-person office area with space for small group meetings. Generally, one itinerant office shall be provided at each school. In special circumstances, districts are spread over large geographical areas, additional itinerant offices may be authorized by the district superintendent. This room has no special adjacency needs.

2 **Schools Officer Office**
The schools officer is employed by the military installation’s commander and functions as a liaison between the school and community. This officer deals with school discipline from the perspective of the military installation and is not responsible for controlling access and emergencies for the school. The schools officer office should be located near the administration/welcome center.
3 Alcohol and Substance Abuse Counselor (ASAC) Office
The office provides space for counseling students at risk of abuse problems. The room should provide a quiet, private space for a counselor to speak one-on-one with a student. The room should also accommodate small group sessions. This space should be located away from administrative and guidance offices, but be readily accessible to students. Provide furniture that is easily movable for students to arrange for a comfortable relationship with the counselor.

4 Parents’ Center
The parents’ center serves as a central parent volunteer office. Provide shelving and space for a file cabinet for volunteer materials and files. Provide a table and chairs for four to six people; a desk is not required. The room should be located near the administration/welcome center for easy access for parents and volunteers. Note that parents will use space provided within the neighborhoods for their volunteer activities.

NOTE: Images shown are intended to provide real-world examples and spark design creativity.