

## 2016-17 Administrator Responsibilities

Principal	Assistant Principal	Assistant Principal
Florence Culpepper Richardson	Vy Andrew	Stefanie Suffolk
<b>Support &amp; Evaluation for Instruction, Assessment, Engagement &amp; Differentiation</b>	<b>Support &amp; Evaluation for Instruction, Assessment, Engagement &amp; Differentiation</b>	<b>Support &amp; Evaluation for Instruction, Assessment, Engagement &amp; Differentiation</b>
8th Grade History, Humanities --Dept. Meetings, Data Teams, Support of PLC work, Development of FLT's & Aligned Assessments, Instructional Support	<b>Students with Last Names (A-L)</b> Math, VAPA & World Lang--Dept. Meetings, Data Teams, Support of PLC work, Development of FLT's & Aligned Assessments, Instructional Support	<b>Students with Last Names (M-Z)</b> Science, Special Edu & PE --Dept. Meetings, Data Teams, Support of PLC work, Development of FLT's & Aligned Assessments, Instructional Support
<b>Professional Development</b>	<b>Management</b>	<b>Management</b>
Admin Team PD	ASB/ASB Budget/Activities	Attendance, Enrollment & Illuminate
Schoolwide Teacher and Staff PD	Master Calendar - Facility Permits	Special Education
PLCs	District & State Testing	Student Success Team
<b>Management</b>	<b>Supervise</b>	<b>Supervise</b>
Site Budget	ASB Adviser	Lifeguard, PE IA (Supervision Schedule)
Master Schedule	Security	Paras (Supervision Schedule)
Staffing	Community Liaison	Custodians
<b>Supervise</b>	<b>Academic Programs</b>	Nurse
Administrators	AVID & PLTW	Librarian
Counselors	EL & ELD Programs	<b>Academic Programs</b>
Classified Staff	<b>Parent Liaison</b>	STEM
<b>Leadership</b>	ELAC	<b>Parent Liaison</b>
Community Building	<b>Other</b>	ELAC
Conflict Resolution	After School Programs & Clubs	<b>Other</b>
Equity & Access	Character Counts	Binder Reminder
Evaluation Procedures	Transition 5-6	SARB
Instructional Programs	Teacher Nutrition Supervision Schedule	Transition 8-9
Leadership Team (ILT)	Emergency Drills & Safety Plans	ISPE & Fitness Testing
Program Evaluation	School Website	Olweus
SSC & SPSA		
STEM (Science, Technology, Engineering, Mathematics)	<b>General</b>	<b>General</b>
Supervision of Discipline	Attendance	Attendance
<b>Communication &amp; Liaison</b>	Campus/Activities Supervision	Campus/Activities Supervision
Blackboard Connect (parents/staff)	SST & 504s	SST & 504s
Community Media Relations	IEPs (Attend)	IEPs (Attend)
Community Partnerships	Instructional Leadership	Instructional Leadership
Faculty Advisory Council	Student Discipline	Student Discipline
Parent Groups (ALL)	Teacher Evaluation	Teacher Evaluation
Pathway Principals	Classified Evaluation	Classified Evaluation
PTSA Leadership Liaison		
PTSA Publications		
SARC		
SHO		
Superintendent		
<b>Events</b>		
Back-to-School Night		
Open House		
<b>General</b>		
Campus/Activities Supervision		
Teacher/Classified Evaluation		
Website		