

## High School Administrator's Roles and Responsibilities

Kris Jensen Principal	Kim Bolster Assistant Principal	Anders Rasmussen Assistant Principal	Laura Schmitz Assistant Principal	Adrienne Snow Assistant Principal	Dave Sunkes Assistant Principal/ Athletics	Diane Irwin K-12 Science Coordinator	Kerri Canzone Director of Special Education
<b>Staff/Personnel</b>  *Recruitment /Hiring  *Tenure Recommendation *Evaluations  *Sectioning	<b>Test Administration &amp; Security</b>  *Regents Exams *NYSLESAT  *NYSED Pilots *IB Assessments/ Schmitz	<b>At Risk Programs</b>  <b>Fresh Start/I-10</b>	<b>Coordinator of International Baccalaureate Diploma Programme</b>	<b>Alternate Support Program</b>  *scheduling teachers  *assigning students  *drop-ins	<b>Director of Athletics, Health and, Physical Education</b>  * NCAA Compliance and Community Education	<b>Stem and Clean Technologies</b>	<b>Special Education</b>  <b>Intakes</b>  * Donovan House  *Review of New students with disabilities Transcripts w/Principal
<b>Department Responsibilities for Music &amp; SpEd</b>  Help w/science and evaluation of Assistant Principals	<b>Department Leader of: Math/Business/Health</b>	<b>Department Leader of: English/Technology</b>	<b>Department Leader of: Languages Other Than English/ESL/IB</b>	<b>Department Leader of Social Studies/Art</b>	<b>Department Leader of Physical Education</b>	<b>Department Leader of Science and Technology</b>	<b>Department Leader of Special Education/psychologist</b>  Social workers /Special Education teaching assistants

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<b>Communication</b> *BOE Reports *Website/blasters *Building Events calendar *Staff Meetings and communication	<b>Dignity Act Coordinator</b>	<b>Discipline/VADIR reporting</b>	<b>External Documents / external communication</b>	<b>Discipline/VADIR reporting</b>	<b>HS Facilities</b>	<b>STEM Enrichment</b> *Robotics *Science Olympiad *Envirothon	
<b>National Honor Society</b> *appoint faculty council * Appeals Process	<b>BEDS (Basic Educational Data System)</b>	<b>Assist with Master schedule</b>	<b>New Student intakes, including Donovan House</b>	<b>Lunch Supervision</b> *scheduling *posting	<b>Master Schedule</b>		
<b>Pre-Hearings / Principal's Hearings</b>	<b>Clubs &amp; Activities / training sessions Extra-curricular</b>	<b>School Aide/TA Schedules &amp; Evaluations</b>	<b>Arts in Education Liaison</b>	<b>Electronic Interims/ Report Cards</b>	<b>SPED liaison/scheduler</b>		<b>Special Education Scheduling w/ Dave Sunkes</b>
<b>Budget management</b>	<b>Home Tutoring</b>	<b>Data Verification</b>	<b>Girls State/Boys State</b>	<b>Opening/closing of school and new teacher orientation</b>	<b>Data Verification</b>		
<b>Staff Meetings and communication</b>	<b>GED</b>	<b>Attendance &amp; Truancy issues</b>	<b>Agendas &amp; School Code of Conduct Recommenda-tions</b>	<b>Credit Recovery</b> *January/June Academies *Apex Learning pilot * Nova Net *Progress monitoring	<b>Chaperones/ event scheduler</b>		

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<b>504's, credit recovery and awarding of credit</b>	<b>Summer School/driver's Education</b>	<b>English Common Core Alignment</b>	<b>Language Exemptions</b>	<b>Summer School-Online Courses</b>			
<b>SLO/assessments</b>	<b>CPS- Mandated Reporter Training</b>	<b>Emergency Drills</b>		<b>SLO/assessments</b>			
<b>Committees</b> *BLT *Cdep *PDC *Suburban Council *PTSA	<b>Committees</b> *BLT *Community Allies *School Climate *Freshman Forward *Operation Graduation	<b>Committees</b> *BLT *Safety Committee *Truancy/ Attendance *Lead for Freshman Forward *Operation Graduation *SRT	<b>Committees</b> *BLT *IB subcommittee of BLT *GIBS *IB Team *Rotary *Operation Graduation	<b>Committees</b> *BLT *Safety Committee *School Climate *PDC *Technology *Freshman Forward *Lead for Operation Graduation	<b>Committees</b> *BLT *Safety Committee *Pride *Facilities		