



Administrative Responsibilities 2016-17



Gary	Kristin	Ghad	Scott	Mickelle	Ashlee	Mike
Advocates	Students Dur-La	Students Le-Rob	Students Roc-Z	Students A-Duq	Students A-Duq	Athletic Director
Appeals	Accreditation	AD	504's	9th Grade Transition	ACT Testing	-coaches' training
Budgets	Associates	Announcements	Clubs	Bell Schedule	AP & AP Testing	-activity supervision
Calendar	CRC/SRO	Athletics	Credit Recovery	Computer Labs	Emergency Plans	-activity set-up
Counseling	Graduation	Building Rental	CTE--FFA	Concurrent Enrollment	Food Services	-activity personnel
Custodial	Language Arts	Cheer	Debate	CTE--FACS, IT, FBLA, HOSA, Skills USA	Keys to Success	-officials
Master Schedule	Newspaper	Drill	Debate	Parking	Mentors	-eligibility
Media Center	Performing Arts	Drivers Education	Eastshore	PLC's Mentors	Parking	-fundraising
Mentors	School Pictures	Fundraisers	ESL	SAGE Testing	PE/Health	Athletic Inventory
Office Staff	SCIP	Math	Foreign Exchange	SCC	PLC's	Building Rental
PTSA & SCC	Stakeholder Report	Special Education	Key's	Skyward	PTSA	Driver Education
Room Assignments	Steering Committee	Sterling Scholars	POI	SLO's	School Safety	Lunch Supervision
Science	Student Handbook	Student Council	Professional Development	Teacher Recognition	SLO's	Out-of-State Travel
Social Studies	Visual Arts		Summer School	Technology	Social Media	PE Lockers
Socials	Yearbook		Transportation		Student Recognition	Subs
SRO			World Languages		Textbook Depository	Travel/Field Trips
Steering Committee					Textbooks	Vending
Supplies					Tip Line	Other Duties as Assigned
Trustlands & CSIP	Please Note: Student alphabet responsibilities include: Fee Waivers, Discipline, LEA and Attendance					
Website and PR						