**Strategy Five: Resource Alignment**

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| **HIGH SCHOOL – ADMINISTRATIVE LEADERSHIP RESPONSIBILITIES** | | | | |
|  | **Sandra**  **Principal** | **Rey**  **Assistant Principal** | **Grace**  **Assistant Principal** | **Monica**  **Assistant Principal** |
| **Teaching & Learning** | * Professional Development for   staff   * Lead weekly PD team   meetings   * Daily feedback to each English teacher (based on daily walk-thrus) * Team meetings for English * School-wide data analysis * Staff newsletter via email or print copy * Friday focus email | * Coordinate after school tutoring * Daily feedback to designated   elective teachers | * Daily feedback to designated elective teachers * Collect and distribute PD hand-outs for absent teachers (at regular PD opportunities) | * Daily feedback to each Math teacher (based on daily walk- thrus) * Daily feedback to science and social studies teachers (based on daily walk-thrus) * Team meetings for Math, Science, SS * Ordering PD materials and   supplies   * Logistics for PD Opportunities |
| **Family/**  **Community** | * Media/PR * Parent-Teacher functions * Community partnerships | * Police/Fire Dept * Parent meetings and   concerns (10th and 11th)   * Probation officers (10th and 11th) * ROTC | * PTO liaison * Monthly family news * Parent meetings and   concerns (spec ed)   * Probation officers * Community advisory council | * 9th grade orientation for students and parents |
| **Administrative Duties** | * Supervise and evaluate English teachers * Supervise administrators * Build Master Schedule * Lead Administrative Team Meetings * SIG compliance * Payroll for extended time and   meetings   * POs and budget approval * Staff Committees | * Supervise and evaluate designated elective teachers * Extended learning programming * Safety plan * Safety drills and records * Crisis plan * Parking (staff and students) * Supervise security personnel * Custodial requisitions * Book inventory * Assemblies |  504   * Health services * Staff policy handbook * Special education building liaison to district office supervisor * Supervise and evaluate designated elective teachers * Spec ed service providers * Cafeteria * Bussing * Substitute assignments | * Student handbook * Supervise and evaluate math, science and SS teachers * Purchasing * Vendors * School Treasurer * Supervise custodians * Supervise secretaries * Graduation |
| **Student Support** | * Abuse/Neglect reporting * Principal’s Student Cabinet * Prom * Senior activities * Graduation * Class meetings (11th and 12th) | * Class meetings (10th) * Level 3 Discipine (9-12) * Abuse/Neglect reporting * Discipline (10th & 11th) * Attendance (10th & 11th) * Athletic events | * Level 3 Discipine (spec ed) * Abuse/Neglect reporting * Student Support Team (psych, nurse, counselors) * IEP meetings/hearings * Attendance (spec ed) | * Class meetings (9th) * Abuse/Neglect reporting * Coordinate after school * Student council * Fundraisers * Athletic/Eligibility |

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