**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
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| **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
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| **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
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* 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
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| **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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