

Administrator	Roles
Davis (Not available Daily)--Sped. Admin	Transportation and Case Management for Tuition Out students Oversight of IEP paperwork Paraprofessional Scheduling and Training Parent/Case Manager Liaison Coordination of Services with RCCSEC Coordination with Speech/Language Therapist Primary LEA for IEP meeting Coordination with Discipline Administrators to ensure SPED Rights are being followed Crisis point person for SPED students Completion of SPED state reports Curriculum development for SPED Program with Ashley Bryan
Wilson--Principal	School operations oversight Graduation Oversight of district initiatives related to Curriculum development - specifically working with Competency-Based Education this year Teacher Evaluation Counselor Evaluation Social Worker Evaluation Paraprofessional Supervisor ELT Workforce development Master Schedule Oversight of the counseling department District Complaint Manager Oversight of state testing Beginning of school registration Building security Room and facility assignments Student clubs and Organizations Principal Advisory Committee Athletic Conference Representative NCAA official representative Completion of state reports Homebound instructuion Parent Teacher Conferences Parent Teacher Communications
Billings--Assist.	Expulsions

Daily Administrator Duties/Administrator and FAQ

Principal	<p>Oversight of Discipline and Attendance Procedures Discipline and Attendance for 9th Grade Oversight of PBIS Residency New Enrollment Summer School Handbook REACH Mentoring Program Teacher Evaluation</p>
Flesner--12th Grade Dean/AD	<p>Athletics Facilities usage with Tony Worthington Keeper of the Equipment for sound system Discipline and Attendance for 12 grade students Teacher Evaluation</p>
Jones--10/11 Dean	<p>Discipline and Attendance for 10-11 grades Teacher Evaluation</p>
Anderson--Assis. Principal CI/EA Principal	<p>Academics Standards-Based Grading Oversight of 504 program Eagle Academy Federal Grants Teacher Evaluation PD ELT RTI</p>
Amerio--Supt.	<p>Finance Human Resources Teacher and Administrator Evaluation Community Engagement Anything Related to Board of Education Collective Bargaining Agreement</p>

I need help with...	Who do I contact?	Where do I find them?
A student struggling in class academically.	Student Counselor: Megan Sims Julie Kavanaugh Cortni McCabe Include Anderson	Counseling Center Counseling Center Counseling Center Room 200
A student who is struggling in class behaviorally.	Billings-9 Jones-10/11 Flesner-12	Main Office
I have a student who is struggling with both academics AND behavior.	Contact us all! Anderson Billings Jones Flesner	Room 200 Main Office Main Office Main Office

Daily Administrator Duties/Administrator and FAQ

I have a special education student who I need help with.	Case managers Include Ashley Bryan and Sandy Davis	Room 200
I have a 504 student who I need help with.	Lisa Combs-Yowell--Case Manager Emily Willard--Case Manager April Jones--Case Manager	Room 200 Room 200 Nurses Office
I need help writing an IEP	Sandy Davis Ashley Bryan	Room 200 Loft
I need an LEA	Sandy Davis Ashley Bryan	Room 200 Loft
I need an LEA and Sandy is not here that day and Ashley is teaching	Billings-9 grade Jones-10,11 grade Flesner-12 grade Anderson 9-12	Main Office Main Office Main Office Room 200
I have a student with an emotional concern or is in emotional crisis.	Stacy Manzana (sp. ed.) Lisa Combs-Yowell (Gen Ed) Emily Willard (Gen Ed)	Room 200