

# GHS ADMINISTRATOR MAIN RESPONSIBILITIES

(We work as a team, but below please find our main responsibilities!)

## DONNA

- Any staff question that needs an answer/staff communications
- Student achievement/ academic issues
- Curriculum
- Conferences and workshops and professional development
- School improvement plan
- Staff evaluations
- IDPs for non-tenure teachers
- Staff Meetings
- Scheduling / Students and Staff / hall monitoring duties
- Union needs
- School board items
- SIT and SAT administrative representative
- Superintendent items
- Budget/dept chairs
- Parent relations / meetings
- Substitute issues (Sharon will help in this area as well.)
- Special education items and IEPCs
- Chair SVLC meetings / Student Voice / Choice
- Any items that parents take past Tim or Eric before they go to the Superintendent or School Board
- Teacher Grade Data / Teacher Paperwork Accountability
- Student Senate administrative liaison
- Room assignment

DISTRICT RESPONSIBILITIES: Math dept chair, some CASD PD, CAIT

## TIM

- Student management / discipline
- Student data (GVR, attendance, discipline, failure)
- Buildings and grounds / custodial
- Data Director
- SVLC (attend meetings)
- Attendance
- Test out
- Building use
- Showcase assignments
- Assembly responsibilities
- Lunch assignments
- IDPs for non-tenure teachers
- SIT and SAT administrative representative
- ISS issues
- GHS GVR Program
- 504's
- Crisis Plan and Drills
- Staff evaluations
- Teacher Grade Data / Teacher Attendance Paperwork Accountability

DISTRICT RESPONSIBILITIES: Social Studies dept chair, CAIT, CPSSA

## ERIC

- ALL ATHLETIC CONCERNS GO TO HIM FIRST!

\*Chase is part of this team when it comes to student management and the safety of staff and students.