

High School Administration Roles and Responsibilities

Kris Jensen Principal	Kim Bolster Assistant Principal	Anders Rasmussen Assistant Principal	Laura Schmitz Assistant Principal	Adrienne Snow Assistant Principal	Dave Sunkes Assistant Principal/ Athletics	Diane Irwin K-12 Science Coordinator	Kerri Canzone Director of Special Education
Staff/Personnel *Recruitment/Hiring *Tenure Recommendation *Evaluations *Sectioning	Test Administration & Security *Regents Exams *NYSLESAT *NYSED Pilots *IB Assessments/ Schmitz	At Risk Programs Fresh Start/I-10	Coordinator of International Baccalaureate Diploma Programme	Alternate Support Program *scheduling teachers *assigning students *drop-ins	Director of Athletics, Health and, Physical Education * NCAA Compliance and Community Education	Stem and Clean Technologies	Special Education Intakes * Donovan House *Review of New students with disabilities Transcripts w/Principal
Department Responsibilities for Music & SpEd Help w/science and evaluation of Assistant Principals *Monthly Meetings *Observations *Evaluations	Department Responsibilities Math/Business/ Health *Monthly Meetings *Observations *Evaluations	Department Responsibilities for English/Technology *Monthly Meetings for English *Observations *Evaluations *Liaison for Library Media Specialist	Department Responsibilities Languages Other Than English/ESL/IB *Monthly Meetings *Observations *Evaluations	Department Responsibilities for Social Studies/Art *Monthly Meetings *Observations *Evaluations	Department Responsibilities for Physical Education *Monthly Meetings *Observations *Evaluations	Department Responsibilities for Science and Technology *Monthly Meetings *Observations *Evaluations	Department Responsibilities for SpEd/psychologist/ social workers *Monthly Meetings *Observations *Evaluations
Communication *BOE Reports *Website/blasters *Building Events calendar *Staff Meetings and communication	Dignity Act Coordinator * Student Assemblies and Character Education/ Smart Choices	Discipline * Including Detention- oversee staff & students	External Documents Editor *Letters to Families *outside communication	VADIR/Discipline *probation Liaison * Supervision of Dean & Administrative Aide	HS Facilities *Ordering Furniture *Conducting month Walkthroughs with maintenance	STEM Enrichment *Robotics *Science Olympiad *Envirothon	Observations of Teaching Assistants currently assigned to Special Education

National Honor Society *appoint faculty council * Appeals Process	BEDS	Assist with Master schedule	New Student intakes, including Donovan House	Lunch Supervision *scheduling *posting	Master Schedule		
Pre-Hearings / Principal's Hearings	Clubs & Activities / training sessions Extra-curricular	School Aide/TA Schedules & Evaluations *drop-ins to study halls *Staff Professional Development	Arts in Education Liaison	Electronic Interims/ Report Cards	SPED liaison/scheduler		Special Education Scheduling w/ Dave Sunkes
Budget management	Home Tutoring	Data Verification Building *records/reports *Progress monitoring with Snow	Girls State/Boys State	Opening/closing of school and new teacher orientation	Data Verification w/Anders		
Staff Meetings and communication	GED	Attendance & Truancy issues	Agendas & School Code of Conduct Recommendations	Credit Recovery *January/June Academies *Apex Learning pilot * Nova Net *Progress monitoring with Anders	Chaperones/ event scheduler		
504's, credit recovery and awarding of credit	Summer School/driver's Education	English Common Core Alignment	Language Exemptions	Summer School-Online Courses			

SLO/assessments	CPS- Mandated Reporter Training	Emergency Drills		SLO/assessments			
Committees *BLT *Cdep *PDC *Rotary *Suburban Council *PTSA *CEP planning	Committees *BLT *Community Allies *School Climate *Freshman Forward *Operation Graduation	Committees *BLT *Safety Committee *Truancy/Attendance *Lead for Freshman Forward *Operation Graduation *SRT	Committees *BLT *IB subcommittee of BLT *Cdep *Rotary *GIBS *IB Team *CEP planning *Operation Graduation	Committees *BLT *Safety Committee *School Climate *PDC *Technology *Freshman Forward *Lead for Operation Graduation	Committees *BLT *Safety Committee *Pride *Facilities		