

**Administrative Responsibilities
2009-2010**

Mr. Lee Evans, Principal

Total Instructional Program
Administrative Team
School Management Plan Supervision
Budget and Account Manager
Community and Human Relations
Community Superintendent Liaison
County and State Reports
Hall Supervision Coordinator
Human Resources and Staffing
IRA Coordinator
Professional, Supporting Services and
Stipend Evaluations
Management of 01 and 03 Accounts
PTSA Liaison

Departmental Supervision:

Athletics/Boosters
Building Services
Security Team
Staff Development Teachers

Ms. Sheree Coleman, Assistant Principal

Dean of Students: Grade 9

Departmental Supervision:

Family and Consumer Science
ESOL
Foreign Language
Social Studies

Supervision of:

Academy Programs/PEAC
Administrative AP Exam Coordinator (Back-up)
Crisis Plan/Fire Drills/Code Red & Blue Drills
High School Plus
Honors Program
Master Calendar (Monthly/Weekly)
Master Schedule/Course Bulletin/Registration/
Articulation (Back-up)
Project Lead the Way
SGA
Testing Coordinator (PSAT/SAT/ACT/Accuplacer)
PTSA Liaison

Ms. Lakeisha Adamson, Assistant Principal

Dean of Students: Grade 10

Departmental Supervision:

Alternative Program
Math
Special Education (ED, LAD and Autism)

Supervision of:

Administrative Coordinator of Bridge Projects
CARE (Colonels Actively Respecting Everyone)

EMT Procedures
Green Schools
Hall Bulletin Boards/Showcases
Administrative HSA Test Coordinator
Renaissance
PTSA Liaison

Ms. Ellen Hudson, Assistant Principal

Dean of Students: Grade 11

Departmental Supervision:

Business Education/Computers
Counseling Services/Career Center
English
JROTC
Media Center
Technology

Supervision of:

AP Exam Coordinator (Programs and Testing)
Attendance Procedures
Class Coverage
Food Services (Cafeteria)
Master Schedule/Course Bulletin/
Registration/Articulation
Parent Information Handbook
Report Cards/Interims
Student Handbook
Staff Handbook
PTSA Liaison

Mr. John Shirk, Assistant School Administrator

Dean of Students: Grade 12

Departmental Supervision:

Art
Music
PE/Health
Science

Supervision of:

Administrative HSA Test Coordinator (Back-up)
CBMT/ISS/SSC
Chaperone Duty
Clubs/Organization Coordinator
County Final Exam Coordinator
Detention
Field Trip Coordinator
PTSA Liaison
Referral Database
Student Parking
Transportation