

## Administrative Responsibilities 2009-2010

	<b>Lance Dempsey Principal</b>	<b>Tim Britton Assistant Principal</b>	<b>Jimmy D'Andrea Assistant Principal</b>	<b>John Robertson Assistant Principal</b>	<b>Matt Niper Asst. School</b>	<b>Annie Stone Business Manager</b>
<b>Leadership</b>	Overall Instructional Leader for the School	12 <sup>th</sup> Grade Administrator – Targets, Discipline, IEP/CAP	11 <sup>th</sup> Grade Administrator – Targets, Discipline, IEP/CAP	9 <sup>th</sup> Grade Administrator – Targets, Discipline, IEP/CAP	10 <sup>th</sup> Grade Administrator – Targets, Discipline, IEP/CAP	Facilities & Finances
<b>Supervision And Evaluation</b>	Administrators (4) Business Manager (1) Resource Teachers (11) Media Specialist (1) Acad. Inter. Teacher (1) Athletic Director (1) Staff Dev. Teacher (1)  <u>Supporting Services</u> Administrative Secretary (1) IT Systems Specialist (1) Security Team (6)	Social Studies Dept. (15.8) Special Ed. (LAD) Dept. (16.2) Skills-Success Teachers (2) Signature Program Coordinator (1)  <u>Supporting Services</u> Paraeducator–Soc. St. (1) Paraeducators-LAD (8)	Counseling Dept. (8.5) English Dept. (18) World Languages Dept. (9.2)  <u>Supporting Services</u> Paraeducator–English (0.5) Composition Assistants (3.5) College/Career Coord. (1) Registrar (1) Counseling Secretaries (2)	Career/Tech Ed. Dept. (10) Mathematics Dept. (17)  <u>Supporting Services</u> Attendance Secretaries (2) Media Assistants (3) Media Svcs. Technician (1) Paraeducator–Math (1)	Science Dept. (15) Fine Arts Dept. (7) Physical Ed. Dept. (7.5) Special Ed. (ED) Dept. (5)  <u>Supporting Services</u> Paraeducators–ED (7) Paraeducator–Science (1)	<u>Supporting Services</u> Building Services Staff (20) Cafeteria Staff (5) Financial Assistant (1)
<b>Non-Instructional Supervision</b>	All Programs Staff Meeting Agendas Instructional Council Agendas County & State Reports School Finances Staff Development School Leadership Team	Senior Class Activities PBIS Coach Backup Master Scheduler SPED Resource Rooms High School Plus Athletics Calendar/ Weekly Bulletin Chaperone Duties Committee Assignments Leadership Night Program Internship/OJT Programs Senior Student Surveys Pinnacle (EDLINE Updates) Service Learning Hours	Junior Class Activities Master Scheduler SAT/ACT Initiatives Backup Testing Coordinator Crisis Plan/Drills Suspension Correspondence Advisory Period Activities Pinnacle (EDLINE Updates) Service Learning Hours	Freshman Class Activities Student Government Assoc. August/June Orientation Attendance/LC's Student Recognition: Citizenship, Honor Roll, A's Agenda Book Updates In-School Suspension After-School Detention Pinnacle (EDLINE Updates) Service Learning Hours	Sophomore Class Activities Testing Coordinator Transportation Assemblies (inc. Teasers) Extracurricular Activities School Website Showcases/Bulletin Boards Lunch/FARM Applications Student Pictures Pinnacle (EDLINE Updates) Service Learning Hours	School Accounts Facilities Usage School Keys Parking Permits Fundraising Ordering Event Tickets Furniture Construction Maintenance Master Calendar Open Lunch Applications Field Trips
<b>Liaison Responsibilities</b>	PTSA Parent Advisory Board Community Organizations	Booster Club	Hispanic Parent Council Pedestrian Safety Committee	Asian Parent Council SHARP	African-American Parent Council Green Schools (SERT) Saturday School	Interagency Coordinating Board (ICB)
<b>Secretary</b>	Kathy McCauley	Fanny Rogers	Monica Proctor	Fanny Rogers	Patty Hsieh	NA
<b>Class Sponsors</b>	NA	Berdett Coleman Stephanie Dorga	Brian Cody Athena Cois	Angelica Agosto MaryAnn Turney	Emily Keller Dina Link	NA