

Administrative Responsibilities

2019-2020



<p>Dr. Brendon Albon Executive Director</p>	<p>Mrs. Veronica A. Kouassi Small Assistant Director</p>
<p>Alumni Relations Athletics Audit Budget Building Operations Calendars Conference Approvals Core Team Meetings Concussion Management Team Crisis Management Handbook Department Head Meetings Discipline Appeals DOE Evaluation Evening & Weekend Events Supervision Field Trip Approvals Food Service (Caterer) Fundraising Approvals Grants Instructional Programs Evaluation Legal Concerns Maintenance Master Schedule Monthly Newsletter NHS Appeals Partnerships PTSA Regional Governing Board Meetings Safety/Health Scholarships Security SOL Testing Steering Committee Meetings Student Handbook Teacher Observations/Faculty Evaluations Technology Transportation Vending</p>	<p>Adjudication (Day I & II) - January Admission Application Evaluation Day - February Bell Schedules & Assembly Schedules Benefits/Health/Dental Plans/FMLA Candid Color Photography Service Schedule Coaching/Sponsorship Stipends – November/May Coaches/Clubs Sponsors/AM & PM Duties Core Team Meetings Discipline 9th – 12th Grades Employment Letters of Intent – April Employee Contracts – May Employee Years of Service Recognition - June Exceptional Child – IEP Meetings 504 Plan/Triennial/Eligibility Meetings Evening & Weekend Events Supervision Faculty Handbook Faculty/Staff Daily Attendance Returning Students Orientation – August Herff-Jones Graduation Service Schedule Human Resources - Staffing/Job Listings/Interviews/In-processing Instructional Programs Evaluation Licensure & Certification New Teachers/Employees Orientation - August Open House 8th Grade Students & Parents – November Parent/Teacher Conference – November ARGS Experience (Day I & II) – March Staff Professional Development Substitute Teachers Substitute Teacher Handbook Teacher Observations/Evaluations</p>