

Administrative Responsibilities

2018-2019

Dr. Brendon Albon Executive Director	Ms. Veronica A. Kouassi Assistant Director
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 Evaluation of Staff/Teacher Observations Events Supervision Field Trip Approvals Food Service (Caterer) Fundraising Approvals Grants Instructional Programs 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 Technology Transportation Vending	Adjudication Days - January Admission Application Evaluation Day - February Bell Schedules & Assembly Schedules Benefits/Health/Dental Plans/FMLA Candid Color Photography Service Schedule Clubs Sponsors/Coaches/AM & PM Duties Core Team Meetings Daily AM & PM Announcements/Pledge of Allegiance/Moment of Silence 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 Evaluation of Staff/Teacher Observations Evening & Weekend Events Supervision Faculty Handbook Faculty/Staff Daily Attendance Returning Students Orientation – August Herff-Jones Graduation Service Schedule Human Resources Instructional Programs Licensure & Certification New Teachers/Employees Orientation - August Open House/Information Session 8 th Grade Students & Parents – November Parent/Teacher Conference – November RGB/SC Photo – January Shadow Day I & II – March Sponsorships/Coaching Stipends – May/November Staff Professional Development Staffing/Job Listings/Interviews/Inprocessing Substitute Teachers Substitute Teacher Handbook