

# Administrative Responsibilities

## 2015-2016



*Revised 9.16.15*

<b>Dr. James M. Victory Executive Director</b>	<b>Ms. Veronica A. Kouassi Assistant Director</b>	<b>Mr. Larry T. Joyner Assistant Director</b>
Alumni Relations Approval Audit Budget Conference Approvals Core Team Meetings Department Head Meetings Discipline Appeals DOE Evaluation Evaluation of Staff Field Trip Approvals Fundraising Instructional Programs Legal Concerns Master Schedule Monthly Newsletter NHS Appeals Partnerships PTSA Regional Governing Board Meetings Scholarships SOL Testing Steering Committee Meetings Event Supervision	Admissions & Adjudications – <b>January</b> Bell Schedules Clubs & Activities/Stipends Core Team Meetings Daily Announcements Discipline <b>9<sup>th</sup> – 10<sup>th</sup> Grades</b> Employment: Interviews Employment: Job Announcements Evaluation of Staff Faculty Handbook Freshman & Returning Students Orientation – <b>August</b> Herff-Jones Instructional Programs Letters of Intent & Contracts – <b>March/May</b> Licensure & Certification Lifetouch Lunch Duty New Personnel Orientation - <b>August</b> Open House/Information Session (8 <sup>th</sup> Grade Students & Parents) – <b>November</b> Parent/Teacher Conference – <b>November/February</b> Personnel Paperwork Shadow Day – <b>March/April</b> Special Education Staff Attendance Staff Development RGB/SC Photos – <b>January</b> Substitute Teachers Substitute Teacher Handbook Event Supervision	Athletics Building Operations Calendars Concussion Management Team Crisis Management Handbook Discipline <b>11<sup>th</sup> – 12<sup>th</sup> Grades</b> Evaluation of Staff Lunch Duty Food Service Grants Instructional Programs Maintenance Safety/Health Security Student Handbook Technology Transportation Vending Event Supervision