

PRINCIPAL	DIRECTOR OF C&I	DIRECTOR OF SPECIAL SERVICES	AP CENTRAL	AP SOUTH	DEANS
Certified Hiring Personnel	RTI/PPS	RTI/PPS	Final Exam Schedule	ELL Program and Reporting	Alternative Learning Center
Evaluations (Certified and Support Staff)	State Testing Coordinator	Evaluations (Certified and Support Staff)	Graduation Ceremony Procedures	Final Exam Schedule	Attendance Procedures
Organize/report for cabinet meeting	New Teacher Mentoring	Organize/report for cabinet meeting	Oversee Guidance Counselor Department/Deans' Office	F/R Lunch Management	Police/Liaison
AD and Activities	Student-Teaching	504 officer and implementation	Homeless Liason	Oversee Guidance Counselor Department/Deans' Office	Assignment of Lockers
Board committee meetings and regular meetings	Dual-Credit Coordinator	Special assessments accomodation coordinator	Open House Coordination	Incoming Freshmen Night	Campus Security
Department Budgets and Pos	AP Coordinator	Oversee IEP meetings/timelines	Parent/Student Handbook Coordinator	Open House Coordination	Deans' Office Personnel
Faculty/Staff meetings	Mastery Manager	Board Spec Ed Chair	Substitute Teacher Procedures	Parent/Student Handbook	Student Parking and Transportation
New Teacher Orientation	<a href="https://www.turnitin.com">Turnitin.com</a>	Oversee school nurse and health services	Summer School Program & Supervision	Student and School Fees	Student Records
Sectioning approval	Evaluations (Certified and Support Staff)	Special Education curriculum coordinator	Federal/State Compliance (Reporting)	Substitute Teacher Procedures	Student/Staff ID Cards
Regular Ed professional development	Review of proposed academic programs	Homebound services	Student Registration and Residency Coordinator	Federal/State Compliance (Reporting)	Assist drug dog searches
School Improvement	Facilitate selection of textbooks and resources	Hospitalization services	Assemblies & Recognitions (coordinate with AD and Activities)	Student Registration and Residency	Assist in expulsion preparation
Teacher Institute	Curriculum development, alignment, and implementation related to SIP	New Special Education teacher orientation	Student Records Act Compliance (review annually with staff)	Assemblies & Recognitions (coordinate with AD and Activities)	Student discipline
Teacher Evaluation Plan	Course curriculum guide preparation	Oversees Psychologist and social worker	Support Personnel Hiring	Student Records Act Compliance (review annually with staff)	RTI/PPS meetings
Technology Plan	SIP organization	Special Education department meetings	Graduation Rings/Caps/Gowns	Support Personnel Hiring	Assist in alternative student placement
Master Schedule approval	Data analysis for curriculum evaluation and student growth	Spec Ed professional development	Evaluations (Certified and Support Staff)	Graduation Rings/Caps/Gowns	

PRINCIPAL	DIRECTOR OF C&I	DIRECTOR OF SPECIAL SERVICES	AP CENTRAL	AP SOUTH	DEANS
Monthly MEA meetings	Coordinate and lead Instructional Leader meetings	Spec Ed sectioning	Project Indian	Evaluations (Certified and Support Staff)	
Spec Ed sectioning	Organize/report for cabinet meeting	Tutoring services	RTI/PPS	Premier	
Civil Rights data report	Report to Board benchmarks toward goals	IDEA grant	Organize/report for cabinet meeting	RTI/PPS	
Mawi student leadership training	Respond to public inquiries about curriculum and instruction	Due process/ISBE complaints	Course selection and sectioning requests	Freshmen Experience Day	
Student-of-the-term recognition breakfast (hosted by AP, C&I, and Principal)	Title I Coordinator	District complaint manager	Registrar Services	Organize/report for cabinet meeting	
Attend SPC conference meetings	Assist in Master Schedule creation (coordinate teaching assignments with IIs)	Hiring Spec Ed certified/support staff	Deans and counselors departments meetings	Course selection and sectioning requests	
	Regular Ed professional development	State reporting	Monthly board discipline report	Deans and counselors departments' meetings	
	Teacher Institute	Office of civil rights complaints	Student discipline expulsion	Monthly board discipline report	
	Foreign exchange program	Assist with Title I grant	Drug dog searches	Student discipline expulsion	
		Attend Grundy County Co-op meetings	Bell schedule	Drug dog searches	
			Building keys	Bell schedule	
			Vending machines' maintenance, service, addition/removal	Building keys	
			GAVC program schedule	Vending machines' maintenance, service, addition/removal	
				GAVC program schedule	