

ADMINISTRATIVE RESPONSIBILITIES

(2011/2012)

- **Maintain Safe School Environment**
- **Sustain Parent Involvement**
- **Instructional Leader/Curriculum Development**
- **Staff Evaluations**
- **School Improvement Process**
- **Staff Development**
- **Prepare Annual Report**
- **SDFS Coordinator/RESD Committee Member**
- **MEAP/MI-ACCESS Coordinator for District**
- **ACT/MME Supervisor**
- **7-12 Special Education Director**
- **Prepare Student Handbook**
- **Supervise Athletic Department**
- **Athletic Contests Supervision**
- **CIMS 2 Team Member for Special Education Monitoring**
- **School Health Contact**
- **Sex Education Committee Member**
- **Two-Year Sex Ed report for State**
- **Student Discipline**
- **Staff Discipline**
- **Master Scheduling with Guidance Office**
- **Board Updates**
- **Staff Updates**
- **Organize Parent/Teacher Conferences**
- **Public Speaking & Relations**
- **District School Improvement Team Member**
- **Secondary School Improvement Team Chairman**
- **Report Instructional Hours to State**
- **Maintain and Report Highly Qualified Staff to State**

- **Graduation Requirements**
- **Coordinate Special Education Transportation**
- **Hallway & Lunchroom Supervision**
- **Band Concert Supervision**
- **Drama Performance & Talent Show Supervision**
- **High School Text/Supply Monitoring and Purchasing**
- **Chaperone Dances**
- **Work with FFA/YIG/NHS/German LINKS/Band to help Coordinate Events and Trips**
- **Stay Current with Board Policy**
- **School Safety Alliance Committee Member for Isabella County**
- **Parking Lot Supervision**
- **Progress Reports to Parents every Two Weeks from H.S. Office**
- **Monitor H.S. Budget**
- **Homeless Education Co-Liaison**
- **Lead Staff Meetings**
- **Establish Relationships with Outside Agencies (e.g. DHS/Courts/Health Department/Mental Health Department/Local Police Departments{YSU}/CMU/MMCC/Listening Ear/Pregnancy Clinic/CMCH/BCAA/Beal City Businesses/IB&T/Morning Sun/TV 9&10/Local Radio/RESD Stations to name a few)**
- **Stay Abreast of Ed Yes & NCLB Legislation**
- **Aggie Express Articles**
- **Attend Professional Development Conferences and Workshops for Personal & Professional Growth**
- **Maintain Relationships within the Highland Conference and Attend Meetings**
- **Work with Local School Districts for Schools of Choice**
- **Supervise Mentor/Mentee Program**
- **Exam Scheduling**
- **Work With Isabella County Character Counts Coalition**