

Administrative Duties 2016-2017

Dr. Stencil

- School Culture/Climate
- Staff and Parent Issues
- Administrative Duties
- Event Assignments
- Media Relations
- Coaching Assignments/Stipends
- Classified Personnel/SRO's
- Financial Issues/Budget
- Master Calendar
- Facilities
- Community Relations
- IB w/Dr. Dorsey
- All contracts
- Fundraising
- Board approved absences.
- Curriculum Issues w/Diggs
- PTSO
- Department Heads
- Instructional Leadership Team (ILT)
- Faculty Meetings
- Athletics w/Pickens
- Teacher/Admin Evaluation Schedule

Mr. Hart

- 11th and 12th Grade Administrator
- 1st Floor
- Attendance and 20 day report
- Transportation
- ISS/Study Hall
- Cafeteria
- Male Mentoring
- Teacher Supervisory Duties
- Student Parking
- PBIS
- Parent Connect/School Messenger
- Marquee

Mrs. Diggs

- Teacher Attendance/Subs
- Guidance Department
- 504 Coordinator
- Faculty Handbook
- Master Calendar w/Stencil
- PLC's
- Master Schedule w/Stencil
- Senior Activities w/Rice
- Curriculum Issues w/Stencil

- True Roadrunner
- Teacher of the Month
- Female Mentoring
- Paid Student Events during school
- Teacher Concerns
- 2nd Floor

Mr. Hartsfield

- 9th Grade Administrator
- Coordinated School Health w/Kendall
- Shape w/Carter
- Coordinate Student of the month
- All micro aspects of school business for the Annex
- SERT/Emergency Drills and Log
- Title One Community Involvement
- Textbooks for Annex

Ms. Hinton

- 10th Grade Administrator
- 3rd Floor
- Testing
- RTI
- PCG Pilot
- Textbooks Main Building
- Inventory w/Harris

Coach Kendall

- Testing/ACT/Tri-Pod
- RTI
- New Teacher Induction
- Coordinated School Health

Ms. Duck

- Title One
- Safe Schools
- School Improvement Plan (SIP)
- Agenda Books