

## Administrative Responsibilities 2014-2015

<u><i>Dr. Kaufman</i></u>	<u><i>Ms. Franklin</i></u>	<u><i>Mr. Rahnama</i></u>	<u><i>Mr. Robb</i></u>	<u><i>Mr. Brown (AAM)</i></u>
	<b>Student Management (A - G)</b>	<b>Student Management (H - N)</b>	<b>Student Management (O - Z)</b>	Activities & Athletics
	504 Case Management (A - G)	504 Case Management (H - N)	504 Case Management (O - Z)	Building Management
<i>Department Liaison</i>	<i>Department Liaison</i>	<i>Department Liaison</i>	<i>Department Liaison</i>	
Social Studies	Math	English	Career, Technology, Education	Coaches
Cafeteria	Special Education	Fine Arts	Media Center	
Clerical Staff	Student Services	Physical Education & Health	Science	
Security Staff			World Languages	
<b><u>Duties</u></b>	<b><u>Duties</u></b>	<b><u>Duties</u></b>	<b><u>Duties</u></b>	<b><u>Duties</u></b>
Athletics	Aspen Parent Portal	Boosters Liaison	Alpha Achievers, BSAP, & UNITY	Assemblies
Business Partnerships	ARL Liaison	Busses & Transportation	Accountability Coordinator	Athletics (Finance/Transportation)
Crisis Team	Evening School Liaison	Custodians, Grounds, Maintenance	After School Intervention Program	Athletic Trainer
Financial Management	Home & Hospital Liaison	Detention & Extended School	Articulation/Orientation	Boosters Liaison
HCPSS News/School Mesgr.	Homewood Liaison	Emergency Plan/Drills	Assessment-HSA/PSAT/SAT/ACT/AP	Building Use
Leadership Team	Interims & Report Cards	Extracurricular Activities	Attendance/Attendance Team	Building Calendar
Music Foundation	Registration	Field Trips	Bridge Plans/Mastery Classes	Extracurricular Activities
Professional Development	Scheduling	Health Room	Ninth Grade Team	Fundraising Committee
PTSA Liaison	Service Learning	Horizon Foundation	Orientation - 9th Gr/New Student	
Public Relations	Student Support Team	Policy Announcements	PARCC Assessment Implementation	
School Improvement Team		Student Handbooks	School Improvement Plan	
Wellness		Student & Staff Recognition		