

Department Coordinators:

- Be a leader within the department or grade level in the area of instruction, curriculum and assessment, including being on the school curriculum committee, reporting on department issues to SBDM and leading department meetings
- Lead teachers in unit designs, assessments and data analysis for student achievement improvement
- Demonstrate the ability to work with people as a motivator
- Be the liaison between administration and the teaching staff
- Participate in hiring of teachers
- Provide input in the department budget and gather the needs of the department
- Acquire, maintain and monitor the department materials and equipment
- Assist with sub teachers and sub lesson plans when necessary
- Work with administration in developing a teaching schedule
- Form department committee to preview and adopt textbooks as required
- Be a leader as a KTIP resource teacher
- Assist in writing, implementing and monitoring the School Improvement Plan
- Participate in walk throughs when requested
- Review department lesson plans and providing feedback to the teacher with the assigned administrator on a weekly basis (HCHS)
- Review data with administration to plan strategies for growth and improvement
- Meet unique needs of each department

Team Leaders:

- Be a leader in the grade span in the area of instruction, curriculum and assessment
- Demonstrate the ability to work with people as a motivator
- Be the liaison between administration and the teaching staff
- Participate in hiring of teachers, if requested

- Assist in the team concept work, facilitating horizontal congruence of content areas, creating a network of teams to assist in supporting all students
- Assist with sub teachers and sub lesson plans when necessary
- Be a leader as a KTIP resource teacher
- Assist with acquiring, maintaining and monitoring the grade span materials and equipment needs

Program Review Coordinator (secondary) and Program Review (elementary):

- Oversee the entire process of collection of artifacts for the program review which includes Arts and Humanities, Practical Living/Career Studies, Writing and World Language/Global Competency
- Oversee the input (including the writing) of the rationale and ratings for the extensive rubrics for all Program Review (PR) areas into ASSIST
- Communicate to all teachers about the needs and required documentation of the PR areas
- Collect the required documentation from all teachers for the PR areas
- Present the determination of the PR teams findings and ratings to the district review team
- Serve as a liaison with the district on PR areas
- Scanning documents and videos for electronic storage on drives
- Monitoring drives and drive cleanup for artifact collections

Assistant Principal (elementary):

- Assist principal with the overall supervision and operation of all school functions, events and day to day operations as assigned by the principal
- Assist principal with student behaviors, attendance and relationships, including discipline
- Assist principal with staff, parent and student relationships
- Assist principal with responsibility of observing and evaluating staff
- Assist principal with administration of instruction both general and special education, including ARC meetings
- Assist with school committees, in service and extra-curricular programs
- Assist the principal with any duties as delegated by the principal