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|----|---|--|---|---|---|---|
| 1 | Principal <i>Jennifer Michael</i> | Assistant Principal <i>Jared Grigson</i> | Counselor <i>Amber Onkst</i> | Counselor <i>Jillian Chambers</i> | Instructional Coach <i>Daria Johnson</i> | Instructional Coach <i>Christy Tiemeier</i> |
| 2 | | | | | | |
| 3 | Curriculum and Instruction | Curriculum and Instruction | Counseling Groups (3rd and 5th) | Counseling Groups (4th and 6th) | Curriculum and Instruction: All Content Areas: Tier I and II | Curriculum and Instruction: MTSS : Academic RTI (Tier II and Tier III) |
| 4 | Building Safety | Building Safety & Safety Committee (District) Safety walkthroughs | Brief Individual Counseling (3rd and 5th) Behavioral RTI/PLC (3rd and 5th) | Brief Individual Counseling (4th and 6th) | CSIP Development | CSIP Development |
| 5 | Teacher Evaluations | Teacher Evaluations | Threat Assessments (3rd and 5th) Supervision | Behavioral RTI/PLC (4th and 6th) Threat Assessments (4th and 6th) Supervision | PLCs Professional Development (Leading) | PLC Support Professional Development (Leading) |
| 6 | Classified Evaluations | Discipline/SCM | Supervision | Supervision | BAC: iReady, ACCESS, KSA | Data Analysis |
| 7 | Discipline/SCM | Chairperson ARC's 4th & 5th | Supervision | Supervision | Daily Walkthroughs (Coaching) | Supervision |
| 8 | Chairperson ARC's (EBD/MSD/Autism) | Navigate (Drills & EOP) | Extracurricular Event Supervision | Extracurricular Event Supervision | The Classroom Environment Team | SPED Referrals Walkthroughs (Tier 2 & 3) |
| 9 | Walkthrough Schedules | CSIP Development | Behavioral Walkthroughs (3rd and 5th) | Behavioral Walkthroughs (4th and 6th) | Data Analysis | |
| 10 | Teacher Assignments | Supervision Lunch/Buses/Pick Up | 504's (3rd and 5th) Scheduling New Students (3rd and 5th) | 504's (4th and 6th) Scheduling New Students (4th and 6th) | Supervision Weekly Homework Assignments | RTI Groups |
| 11 | Hiring Personnel | BI and WSA Expectations and Supervision | Home Visit Day Coordinator | PBIS Rewards Coordinator | | Aims Web |
| 12 | CSIP Development | Student Handbook | | | | Parent Referrals |
| 13 | Supervision Lunch/Buses/Pick Up | Staff Handbook | CPS Reporting SEL Assessment Coordinator (3rd and 5th) | CPS Reporting Behavior SPED Referral Coordinator (4th and 6th) | Substitute as needed | |
| 14 | Administrative Meetings | Substitute Teacher | Behavior SPED Referral Coordinator (3rd and 5th) | SEL Assessment Coordinator (4th and 6th) | ESS | Substitute as needed SPED Interventions: PT/OT/Speech |
| 15 | Safe Schools Data | Field Trips/Buses | Trauma-Informed Classrooms Coordinator (3rd and 5th) | Trauma-Informed Classrooms Coordinator (4th and 6th) | Summer School Lead | |
| 16 | Advisory Council (SBDM) | Building/Custodian Issues & Orders | | | Classroom Modelling | Bus dismissal |
| 17 | Finances (SBDM) & School Level Finances | Extracurricular Event Supervision | Chairperson ARC's for all parent referrals for grades 3rd and 5th/ all SPED 3rd Grade | Chairperson ARC's for all parent referrals for 4th and 6th/ SPED 6th grade. | Lesson Planning Support/Feedback | iReady Support |

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| 2 | Title I/SIF (Budgets, POs, Planning, Implementation, and Monitoring) | Classified Evaluations (Custodians) | Career Fair Coordinator | Grading/ IC Concerns | Standards Based Bulletin Boards | MTSS Tier Letters |
| 18 | Monitoring) | The Classroom Environment Team Lead | Grading/ IC Concerns | Grading/ IC Concerns | Instructional Coaching Sessions as requested by Michael or Grigson | Title I Coordinator (W/Ms. Michael) |
| 19 | Professional Learning Coordinator | Teacher Lesson Plans | Home Hospital Coordinator | Progress Reports/ Report Cards | Tutoring | Student Support Team |
| 20 | Faculty Meetings (Dates/Agendas) | Retention | Progress Reports/ Report Cards | Vanderbilt Coordinator (4th and 6th) | Reading Improvement Plans | |
| 21 | Weekly Newsletter | ADM Grant Lead | Vanderbilt Coordinator (3rd and 5th) | Academic Assessment Student Engagement | Individual Intervention PLCs | |
| 22 | Caregiver Newsletter (Monthly) | PLC's Behavior/Attendance | MTSS College and Career Interventions | PD (Tiered SEL, Behavior, Suicide Prevention) | Lesson Plan Support/Feedback | |
| 23 | Coverage Schedule | Provide Safe Crisis Management (Threat Assessments) | PD (Tiered SEL, Behavior, Suicide Prevention) | PD (Tiered SEL, Behavior, Suicide Prevention) | | |
| 24 | Extracurricular Event Supervision | Morning Announcements | BELT Team | | | |
| 25 | PLCs | Primary Talent Pool Small Groups | ILP Coordinator (6th only) | | | |
| 26 | New Teacher Program | Attendance PLC (High Attendance Day, Interventions, Home visits) | Attendance PLC (High Attendance Day, Interventions) | | | |
| 27 | Attendance RTI | Attendance PLC (High Attendance Day, Interventions, Home visits) | Social Security Disability Liason (4th and 6th, Non-SPED) | | | |
| 28 | Behavioral RTI | Disability Awareness Week Coordinator | Monthly Parent Behavior Notification for WSA Students and assigned 4th grade | | | |
| 29 | BI and WSA Expectations and Supervision | Student of the Month Coordinator | Monthly Parent Behavior Notification for 6th grade | | | |
| 30 | Student Support Team | Social Security Disability Liason (3rd and 5th, Non-SPED) | IC Set-up classes, rosters, schedules, teachers, room numbers, etc. (4th and 6th) | | | |
| 31 | Year 2 Teacher Program | Monthly Parent Behavior Notification for 3rd grade | | | | |
| 32 | Summer School Lead (Curriculum, Supervision Schedule, Logistics) | Counselor Message for Monthly Parent Newsletter | | | | |

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| 2 | | | IG Set-up classes, rosters, schedules, teachers, room numbers, etc. (3rd and 5th) | | | |
| 33 | AD Liasion Provide Safe Crisis Management (Threat Assessments) | | | | | |
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| Grade Level Teachers | Interventionists | Special Area Teachers (PE/Art/Music) | Media Specialist | Special Education Teachers | Special Education Instructional Assistants |
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| Tier I Lesson Plans | Implementing evidence-based academic intervention strategies for reading, math, or other subjects | Special Area Rotation Teacher (All grades) | Special Area Rotation Teacher (All grades) | Duties (Morning/Afternoon) | Escorting students (Safety reasons) |
| Tier II Lesson Plans | Implementing Keeping progress monitoring records of student progress | Duties (Morning/Afternoon/Lunch) | Book Fair Coordinator | Resource Minutes Teaching | Small group instruction |
| Tier III Lesson Plans (Math) (3rd & 4th) | Student Reading Improvement Plans (Read to Succeed) | Creating 6th Grade Rotations based on student choice | Duties (Morning/Afternoon/Lunch) | Co-Teaching with grade level teachers | Push in with students in the classroom when needing behavior modifications |
| Tier I Instruction 70-90 Minutes | Parent letters and family data sheets | After-School Events (Arts Nights) | Creating 6th Grade Rotations based on student choice | Develop IEPs | Cafeteria supports for students |
| Tier II Instruction 15-20 minutes per group | Assist with 504 accommodations during assessments | Interventions & Enrichments | After-School Events (Arts Nights) | ARC Meetings & Preparation | Toileting & Feeding |
| Tier III Math Instruction 15-20 minutes per group | Bus Dismissal | 6th Grade Promotion Ceremony Organizers and Supports | Interventions & Enrichments | CICO with Sped Students | Support students in classroom |
| Cabinet Referrals | IC Intervention tab Title 1 service documentation | Veteran's Day Assembly Lead Organizers | 6th Grade Promotion Ceremony Organizers and Supports | Special Education and Grade Level PLCs | Transition with students to ensure participation in regular education classrooms |
| CHAMPS | | Art: Creative Displays across School Building | Veteran's Day Assembly Lead Organizers | After-School SPED Trainings | Maintain accurate records |
| Duties (Morning/Afternoon) | | Field Day Coordinators | Art: Creative Displays across School Building | Provide specially designed instruction to individual students | Random Moments |
| Grading | | PBIS Rewards Days: Supports and Interventions | Field Day Coordinators | Collaboration with families and community | Arrival and Dismissal Duties |
| Documentation IN PLP | | | PBIS Rewards Days: Supports and Interventions | Lesson Plans (General Education) | Communicating with families and community |
| Grades in IC | | | | Progress Monitoring Reports at mid Term and Quarterly | Professional Development |
| Google Classroom | | | | Progress Monitoring Weekly on IEP Goals | |
| Caregiver Phone Calls/Meetings | | | | Toileting & Feeding | |
| Attend Professional Learning Communities Weekly | | | | Due Process Paperwork | |
| Attend Student Support Team Monthly | | | | Maintain Accurate Reports | |

| Grade Level Teachers | Interventionists | Special Area Teachers (PE/Art/Music) | Media Specialist | Special Education Teachers | Special Education Instructional Assistants |
|--|------------------|---|------------------|--|---|
| Data Analysis of Ready Diagnostics | | | | Random Moments | |
| Data Analysis of Formative & Summative Assessments | | | | Implementing High Leverage Teaching Strategies | |
| 6 Community Events Yearly | | | | Parent-Teacher Conferences 2X | |
| Supervision | | | | Professional Development | |
| Discipline | | | | | |
| Lunch Detention | | | | | |
| Professional Development | | | | | |
| Recess Monitoring | | | | | |
| Communicates with families | | | | | |
| Parent-Teacher Conferences 2X | | | | | |
| Implementing High Leverage Teaching Strategies | | | | | |
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| Attendance Clerk | Bookkeeper | STC | Custodians | FRVSC | 21st Century |
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| Daily Attendance Phone Calls | School Cash | Distribution of devices | Follow Daily Cleaning Schedules | Complete Yearly School Needs Assessment | Utilizes iReady scores to construct groups for afterschool |
| Answer phone calls | Answer phone calls | Teacher Devices | Deliveries | Coordinate services to address family literacy, student and family health services, birth to five | Coordinates with community partners |
| Front Door Security | Front Door Security | Smartboards | Emergencies | Kindergarten readiness, full-time childcare for infant to preschool aged children, part-time child care for school aged children, afterschool programming for students | Summer School Coordinator |
| Security between front office and Central Office | Security between front office and Central Office | Helpdesk Tickets | Walkthroughs of the building | Big Brothers Big Sisters Lunch Buddy Liason | Recruit and train afterschool staff |
| Attendance PLC | Provide student meds when nurse is out | Monitor Lightspeed | Fire Extingisher checks | Adopt-A-Class Liason | Volunteers during school-wide events (PBIS, Assemblies) |
| Records Transfer to/from school | Purchase Orders | | Supply list | Family Night Coordinator | |
| Provide student meds when nurse is out | Kroger Card Check in and Out | | | Attendance PLC | |
| Calls and communicates with Families | Monthly Bank Reconciliations | | | Attendance Home Visits | |
| Assist with outside counselors and cabinet workers | Field Trip Money | | | Suppo | |
| Monthly Attendance Paperwork | Fundraising money | | | | |
| | Calls and communicates with Families | | | | |
| | Assist with outside counselors and cabinet workers | | | | |
| | Supply ordering and distribution | | | | |
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