

<b>Principal</b> Matt Atkins	<b>Assistant Principal</b> Nichole Hayden	<b>Counselor</b> Tracy Kaake	<b>Instructional Coach</b> Laura Booher	<b>MTSS Instructional Coach</b> Autumn Stankard
Curriculum and Instruction	Preschool Director	Individual and Small Group Counseling	Curriculum and Instruction - All Content Areas - Tier I and II	Curriculum and Instruction - MTSS - Academic RTI Tier II and III
Master Schedule	Curriculum and Instruction	Provides Daily Classroom Guidance Lessons	Leads Weekly PLCs and Develops Agenda	Leads MTSS (Tier II and III) PLCs
Professional Learning Communities	Building Safety and Safety Committees	Building Assessment Coordinator	Provides Teachers with Coaching	Develops, Implements, and Monitors MTSS Academic System
Certified Teacher Evaluations	Plans and Leads all Required Safety Drills (Fire, Tornado, etc.)			
Classified Evaluations	Leads and Monitors Custodial Crew and Building Cleanliness	Leads ACCESS Testing	Leads Professional Development	Leads Professional Development
Plan and Lead Professional Development	Positive Behavior Intervention Systems	Leads the Behavior Committee	Data Analysis	Provides Teachers with Tier II and III Resources
Family Events	Leads the Behavior Team (Counselor, Behavior Interventionists)	Primary Support Person for making Cabinet Referrals	Daily Supervision	Leads Aimsweb Training and Support
ARC Chairperson	Kindergarten Registration	Infinite Campus Lead at NPS	Provides Support for Substitutes	UFLLI Reading Foundations Train the Trainer - Support for Teachers
Lead SBDM/Advisory Council Meetings	Leads Planning of Family Events (Veterans' Day, Family Nights, etc.)	ARC Chairperson	Home Visit Coordinator	Coaches Teachers in all Tiers of Instruction
School Budget	Certified Teacher Evaluations	Develops 504 Plans and Leads Parent Meetings	Collaborates with Principal on Title I Budget	Academic Planning/Coordinator for NPS Camp Wildcat (Summer School) - Done in Collaboration with Admin Team
Staffing Decisions and Hiring	Classified Teacher Evaluations	Collaborates with Internal and External Mental Health Providers	Provide Teachers with Resources	Before and After School Duties
School-wide Communication (Parents, Staff, and Community)	Schedules (master, alternate, staff schedules) and Calendar	Develops our Schedule in Infinite Campus and Assigns Student Classes	One to One Coaches	Academic Special Education Referrals - determines area of suspected disability, collects data, creates parent/family team, drafts referral
			Enters PD into Frontline	Leads targeted student skill groups when needed

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Monitoring of all Procedures and Expectations	Member of the Behavior and Attendance Committees	Before and After School Duties	Classroom Modeling	Gives specific leveled assessments to determine students' specific foundational deficit and assigns an instructional and monitoring path
Lead Administrative Team	Brigance Assessment	Developed and Leads Student Ambassador Groups	Assists teachers in identifying/developing PGP goals	Provide behavior interventions in the morning and afternoon
Building Safety	ARC Chairperson	Leads Annual Walkathon	Sets up online core resources on student iPads	Provide speech and language interventions to students with very unique needs
Title I/SIF (Budgets, POs, Planning, Implementation, and Monitoring)	Monitors all Duty Assignments	Leads Annual Collage and Career Unit in the Spring	Assigns i-ready Diagnostics (Diagnostic 2 and Diagnostic 3)	
Faculty Meetings	Communications - FB, emails to families, marquee, newsletter	Student Retention Contact		
Comprehensive School Improvement Plan Development		Scheduling New Students		
		Threat Assessments		
		Provides Bully Prevention Lessons		

Grade Level Teachers	Interventionists	Special Area Teachers (PE/Art/Music)	Media Specialist	Special Education Teachers	Special Education Instructional Assistants	Kindergarten Instructional Assistant
Tier I and II Instruction	Implements evidence-based academic intervention instruction that are specific and targeted to students' needs	Special Area Rotation Teacher (All Grades)	Special Area Rotation Teacher (All Grades)	Ensure that our school is following the student's IEP	Escorting students	Provide behavioral support in order to integrate kindergarten students into a school environment by redirecting, reinforcing, reteaching, and providing feedback related to school rules, procedures, and expectations being taught by the General Education Teacher to individual students.
Morning and Afternoon Duties	Consistently progress monitors students to ensure growth in targeted areas as well as the interventions' affect on overall growth	Duties - Morning, Lunch, and Afternoon After-School Events - Highlighting Music, Art, and PE	Duties - Morning, Lunch, and Afternoon Provides academic interventions for students	Resource Minutes Teaching Co-Teaching with grade level teachers	Small group instruction Push in with students in the classroom	Provide behavioral support to kindergarten students in order to help them they learn to maintain school wide rules, procedures, and expectations as they transition to different classes and locations within the building. Provides small group instruction, utilizing core program resources
Lesson Plans	Sends home parent letters and family data sheets					
Weekly Professional Learning Communities	Lunch duty and Dismissal Duty, othe duties as needed	Provides academic interventions for students	Leads our Wildcat Way Assemblies	Develops IEPs	Cafeteria and recess support for students	Active supervision during arrival, mealttime, recess, and dismissal
Grades and Report Cards	Provide behavior interventions in the mornings and afternoons	Lead our Wildcat Way Assemblies	PLCS	ARC Meetings		
PLP Documentation	Give individualized assessments to determine students' targeted area of need	Field Day		Special Education and Grade Level PLCs		
Cabinet Referrals	Researches and creates interventions for non academic areas (fine motor, gross motor, etc.)	PLCs				
Aimsweb Progress Monitoring	Participate in weekly PLCs					

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Provide Instruction on Tier I Behavior	Participate in grade-level PLCs on a 5-6 week rotating basis					
Provides Tier I and II Behavior Interventions	Analyze data					
i-Ready Data Analysis						
Analyzes Reading and Math Assessment Data and Changes Instruction Based on Data						
6 Community Events a Year						
Minimum of 24 Hours of PD a Year						
Parent Teacher Conferences 2x's a Year						
Consistent Communication with Families						

Behavior Intervention	BI Instructional Assistant	ELL	Building Sub
Provides Tier II and III evidence based behavior interventions	Responds to classroom behavior calls	Accommodations and translation for assignments and assessments	Completes long term sub positions when teachers are out on maternity
Teaches Tier I second steps lessons to kindergarten classes	Escorting students to class	PSPs	Subs when teachers are out
Participates in behavior committee	Push in behavior support	Promoting cultural awareness to the school	Completes other duties as assigned by administration
Push-in behavior support	Before school and lunch duty	Push in services to support core instruction	
Before school and lunch duty	Academic work with students in behavior intervention		

