ROLES & RESPONSIBILITIES							
Principal	Assistant Principal	Assistant Principal	Counselor	Counselor	Counselor	Counselor	Instructional Coach
T. GRAYSON	M. SCHULTZ	N. WOLFE	K. GEARDING	A. HEIDRICH	T. MARSH	S. ORCENA	M. BROWN
Advisory Chair (SBDM)	ARC Chairperson	ARC Chairperson	7th and 8th Grades	9th and 12th Grades	10th and 11th Grades	BIC Guidance	PLCs: Science (3) Foreign Language (1) CTE (6)
ARC Chairperson	Attendance Intervention Plans	Building Assessment Coordinator	ACT	Career Fair Coordinator	Check ins	Explusion services.	BELT Team Lead
Board Meetings	Attendance PLC	Career and Technical Education	BBBS & Mentoring Plus Liaison	Dual Credit	Edgenuity	Mental health referral services coordinator	
Building Safety	Behavior Intervention Plans	Discipline	Beyond School Walls	FAFSA	Every Child Succeeds	MTSS (Tier I, II, III) SEL	
Classroom Assignments	Behavior PLC	Extra Curricular Event Supervision	Monthly Guidance Report	Gateway	Grade Checks / Retention Meetings	New Pathway Guidance	
CSIP	Custodians	Guidance Counselor PLC	MS Retention Meetings	JROTC	Green Dot	Small Groups	
Curriculum and Instruction	Discipline	Home Visit Day Coordinator	MTSS (Tier I, II, III) SEL	MTSS (Tier I, II, III) SEL	Monthly Guidance Report	Small groups-New Pathways	
Discipline	Emergency Bags	Master Schedule	NCAA	River City Network	MTSS (Tier I, II, III) SEL	THC referrals and correspondence to services.	
Youth Service Center	Extra Curricular Event Supervision	Transition Readiness	Plans: 504's	Scholarships	HB 11 Tobacco/Nicotine	HB 11 Tobacco/Nicotine	
EHO	Hallway Supervision	Middle School Lunch Supervision	Special Ed Referrals/SIPS	TEDS Coordinator	Outside Service Provider Check-In	Vape Cessation	
Emergency Drills	High School Lunch Supervision	Nursing/School Based Health		Work Based Learning	Small Groups		
Emergency Management Plans	Instructional Coach PLC	Out of District		YouScience	Suicide Training		
Finance	Maintenance Requests	Perkins		YSA	Terrace Metrics		
Hiring	MTSS (Tier I, II, III) Academic	Radios			Transcript Audits		
Safe Schools	MTSS (Tier I, II, III) Behavior	Retention Meeting	**All Counselors**				
SIF	New Pathways	Return from Suspension	Classroom Guidance				
Staff Handbook	Out of District	Social Media	CPS Reporting				
Student Handbook	Principal Meetings	Special Education	Extra Curricular Event Supervision				
Threat Assessment	Retention Meeting	Weekly OneStop	Scheduling				
Surplus Materials	Return from Suspension	Staff Handbook	SEL				
Teacher Assignment	Staff Handbook	Student Handbook	Supervision				
Teacher Evaluations	Student Handbook	Teacher Evaluations	Threat Assessment				
Title 1	Teacher Evaluations	TEDS Coordinator					
Walkthroughs	Threat Assessment	Threat Assessment					
	Walkthroughs	Walkthroughs					

Instructional Coach	Instructional Coach	Instructional Coach	MTSS COORDINATOR
D. CAUDILL	A. GILLESPIE	J. HURST	K. JOHNSON
PLCs: HS ELA (5) MS ELA (6)	PLCs: Social Studies (6) RATS (7)	PLCs: HS Math (6) MS Math (4) MS Science (3)	ARCs - attend if needed
ACT Data and Support	BIC	Data Analysis Lead	Data Analysis
CERT Data and Support	Life Skills Online Program	Instructional Resources Inventory	I-Ready - 7th & 8th
Portrait of a Learner	MTSS (Tier I, II, III) Behavior	Iready	MTSS : Academic RTI (Tier II and Tier III)
Posters/Creative Communications	New Pathways	MTSS : Academic RTI (Tier II and Tier III)	SIPS - collect and communicate with Keri
	PBIS Store	RTI Grouping	
All Coaches			
Instructional Help Center			
Formative and Summative Assessment Review			
Lesson Planning / Curriculum Documents			
Modeling Instruction/Coteaching			
New Teacher Onboarding			
PBIS/CHAMPS Support			
PLCs			