



NSOI Staff Duties

Coordinator (Snapp)	Counselor (Thomas)
IC Enrollments	IC Scheduling
Edgenuity Setup	IC Transcripts
Edgenuity Schedule	Dual Credit
Edgenuity Grading	Counseling
Edgenuity Dashboard	BAC
Edgenuity District Calendar Setup & Maintenance	Grad Requirements Tracking
Edgenuity After Hours	College & Career
Intervention	Intervention
Special Ed Collaboration	Special Ed Collaboration
Tutoring in Cert Area	Tutoring in Cert area
School Operations	Tracking Extra Credit
Facility Management	Family Nights
Entrance Conferences	Remind
Attendance	SAM Conferencing

Student Court Reports	Edgenuity Grading
SAM Conferencing	Edgenuity Dashboard
Remind	Edgenuity After Hours
Behavior	Entrance Conferences
MacBook Tracking	Future Planning
Homeschool Tracking	Ordering & Supplies
Posting, Interviewing and Hire Requesting	DJJ Counselor
Future Planning	Principal Requests
Ordering & Supplies	DPP Requests
PD Tracking for NSOI Saff	Graduation Planning
Principal Requests & Responsibilities	Graduation Practice
DPP Requests & Responsibilities	Graduation Facilitator
Graduation Planning	
Graduation Practice	
Graduation Facilitator	