

Newport Regional School  
Roles and Responsibilities

Principal	Administrative Asst. Enrollments
Enrollments	Records Requests
TABE	Withdrawals
Scheduling	Attendance
Testing	Infinite Campus
Curriculum	Title Reporting
DJJ Liaison	Reporting
KECSAC Liaison	Preschool Reporting
Teacher Evaluations	Preschool Secretary
Classified Evaluations	Preschool Scheduling
Staff Hiring	Preschool IC
MOA Construction/Editing	Preschool Enrollment
IAA Construction/Editing	Preschool Withdrawal
Withdrawals	District Records Clerk
Counseling-Academic	KECSAC Reporting
Behavior Strategies	SPED Reporting Data
ARC Chair	KECSAC Funding Data
Parent Collaboration	KECSAC Report Requirements
CO reporting	DJJ Reporting Requirements
Edgenuity liaison	
SpEd	