|  |  |
| --- | --- |
| 1. ACCESS Testing (formally FAA)
 | **Thurston/Test Coordinator/ESE Special** |
| 1. Activities Calendar
 | **Seay** |
| 1. Administrative Coverage / Athletics
 | **Hazell** |
| 1. Administrative Coverage/Major Events
 | **Seay** |
| 1. Administrative Mentees
 | **Thurston** |
| 1. Advanced Placement Monitor
 | **Seay** |
| 1. Afterschool Programs
 | **Thompson/Andrews, G** |
| 1. Athletic Programs
 | **Hazell** |
| 1. Attendance
 | **Seay** |
| 1. Campus Cleanup Schedule & Monitor
 | **Hazell** |
| 1. CAP Curriculum/ Activities
 | **Hazell** |
| 1. CAP Internal Suspension Staffing/Procedures
 | **Hazell** |
| 1. Carl Perkins Grant Coordinator
 | **Thurston** |
| 1. Certification/Compliance
 | **Edun** |
| 1. Class Size Reduction Reports/Teacher Loads
 | **Edun** |
| 1. Clinical Educators
 | **Seay** |
| 1. Collaborate Test Coordinator to Organize ELA/All EOC
 | **Thurston/Test Coordinator** |
| 1. Collaborate w Test Coordinator Industrial Certifications/Data Results
 | **Thurston/Test Coordinator/Dept. Chair** |
| 1. Collaborate with Test Coordinator Advanced Placement/Data Results
 | **Seay/Test Coordinator** |
| 1. Collaborate with Test Coordinator Biology EOC/Data Results
 | **Seay/Test Coordinator** |
| 1. Collaborate with Test Coordinator CELLA /Data Results
 | **Edun/Test Coordinator/ELL Coord** |
| 1. Collaborate with Test Coordinator ELA/Data Results
 | **Edun/Test Coordinator** |
| 1. Collaborate with Test Coordinator Fair /Data Results
 | **Edun/Test Coordinator** |
| 1. Collaborate with Test Coordinator FCAT Retakes/Data Results
 | **Edun** |
| 1. Collaborate with Test Coordinator FSAWriting
 | **Edun/Test Coordinator** |
| 1. Collaborate with Test Coordinator Math EOC/Data Results
 | **Thurston** |
| 1. Collaborate with Test Coordinator PSAT/Data Results
 | **Edun** |
| 1. Collaborate with Test Coordinator US History EOC/Data Results
 | **Edun/Test Coordinator** |
| 1. Collaborate with your Department Chairs for Mini Assessments/Data
 | **Hazell** |
| 1. Collaborate with your Department Chairs for Mini Assessments/Data
 | **Edun** |
| 1. Collaborate with your Department Chairs for Mini Assessments/Data
 | **Seay** |
| 1. Collaborate with your Department Chairs for Mini Assessments/Data
 | **Thurston** |
| 1. Contracts/Leases
 | **Seay** |
| 1. Copier/Fax Machines
 | **Seay** |
| 1. Credit Recovery/Broward Virtual/Florida Virtual
 | **Seay** |
| 1. CSC/HUF Grant Coordinator
 | **Edun** |
| 1. Curriculum Guide
 | **Edun** |
| 1. Data Wall/Lobby
 | **Thurston** |
| 1. Destiny Tracking System/Textbook Distribution & Collection
 | **Thurston/Brim** |
| 1. Detention Schedule
 | **Hazell** |
| 1. Discipline Committee/ Plan
 | **Hazell** |
| 1. Discipline Management System/Monitor Referrals
 | **Hazell** |
| 1. Discipline Reports/SRO Reports Reconcile/Data Teachers
 | **Hazell** |
| 1. Discipline, Career & College Ready, Graduate Requirements **Freshman**
 | **Edun** |
| 1. Discipline, Career & College Ready, Graduate Requirements **Juniors**
 | **Hazell** |
| 1. Discipline, Career & College Ready, Graduate Requirements **Seniors**
 | **Thurston** |
| 1. Discipline, Career & College Ready, Graduate Requirements **Sophomores**
 | **Seay** |
| 1. Display Cases Main Street
 | **Seay** |
| 1. Drills/Fire/Tornado/Evacuation Procedures
 | **Hazell** |
| 1. Dual Enrollment
 | **Thurston** |
| 1. EEO Liaison
 | **Hazell** |
| 1. End of Semester/Year Check Out/Closing
 | **Hazell** |
| 1. ESOL/DLA Curriculum, Data, Records,
 | **Edun** |
| 1. Event Magnet Open House (Jan.)
 | **Thurston** |
| 1. Event-Graduation
 | **Thurston** |
| 1. Event-New Student Orientation (August)
 | **Edun**  |
| 1. Event-Open House September Whole School
 | **Seay** |
| 1. Event-Volunteer Appreciation
 | **Hazell** |
| 1. Exam Exempt
 | **Edun** |
| 1. Exam Schedule/Organization
 | **Edun** |
| 1. Facilities Repairs/Maintenance/Renovations
 | **Hazell** |
| 1. Faculty Handbook Revision
 | **Thurston** |
| 1. Faculty Meetings/ Agendas/Sign In Sheets
 | **Thurston** |
| 1. Family Night Showcase a Program/Department (December, April)
 | **Hazell** |
| 1. Family Night Showcase a Program/Department (January, May)
 | **Seay** |
| 1. Family Night Showcase a Program/Department (November, March)
 | **Thurston** |
| 1. Family Night Showcase a Program/Department (October, February)
 | **Edun** |
| 1. FCAT Reading Retake Monitor
 | **Edun** |
| 1. Fieldtrips
 | **Seay** |
| 1. FISH Reports
 | **Hazell** |
| 1. Free/ Reduced Lunch Program
 | **Hazell/Registrar** |
| 1. FTE
 | **Edun** |
| 1. Fundraising/Special Events Approval
 | **Seay** |
| 1. Hall Sweeps
 | **Hazell** |
| 1. Hiring/Clearance
 | **Edun** |
| 1. Inservice
 | **Thurston** |
| 1. Intercom/Announcements
 | **Seay** |
| 1. Interim Reports/Review Teachers Pinnacle Entries
 | **Thurston** |
| 1. Intern/Field Experience Teachers
 | **Seay** |
| 1. Internal Accounts
 | **Seay** |
| 1. Jessica Lundsford Act/STAR System
 | **Hazell** |
| 1. Job Shadowing
 | **Seay** |
| 1. Juvenile Justice Reports/SRO Mentoring
 | **Hazell** |
| 1. Keys Distribution/Collection
 | **Hazell** |
| 1. Lab Useage
 | **Thurston** |
| 1. Leadership Team/Agendas/Sign In Sheets
 | **Thurston** |
| 1. Liaison OCLC
 | **Thurston** |
| 1. Lucky Kids Grant/Program/Activities/Funding
 | **Thurston** |
| 1. Magnet Programs/Staff/Curriculum
 | **Thurston** |
| 1. Marquee Announcements
 | **Seay** |
| 1. Master Schedule
 | **Edun** |
| 1. Media Center/Procedures/Staff/Programs
 | **Thurston** |
| 1. Misc. Grants Coordinator
 | **Thurston** |
| 1. Monitor Choice/Data
 | **Edun** |
| 1. Monitor Data EOC Math
 | **Thurston** |
| 1. Monitor Data EOC Science
 | **Seay** |
| 1. Monitor ESE Specialist/Students/Parent Affairs and Issues
 | **Thurston** |
| 1. Monitor Growth Plans
 | **Thurston** |
| 1. Monitor Lucky Kids/Seniors
 | **Thurston** |
| 1. Monitor Web Site
 | **Thurston/Brim** |
| 1. NAF Academies
 | **Thurston** |
| 1. NESS/i3 Grant
 | **Seay** |
| 1. Newsletters on Website Quarterly/Marketing
 | **Seay** |
| 1. Obligations
 | **Seay** |
| 1. Opening School First Day/Week Procedures Students/Teachers
 | **Edun** |
| 1. Parking/Permits Students & Staff/VIP/Monitor
 | **Hazell** |
| 1. Partners In Education
 | **Seay** |
| 1. Pinnacle/Grades
 | **Thurston** |
| 1. Planning Days/Early Release/PSD Agendas/Sign In Sheets
 | **Thurston** |
| 1. Police Reports/Subpoenas/Victim/Tracking
 | **Hazell** |
| 1. Posters/postings Approval
 | **Seay** |
| 1. Pre-Planning Week Activities/Program for Staff
 | **Thurston** |
| 1. Proofing Publications
 | **Seay** |
| 1. Property & Inventory
 | **Thurston** |
| 1. Recognition Teachers/Staff (STAR)
 | **Seay** |
| 1. Reconcile 01 Reports
 | **Edun** |
| 1. Report Card Distribution
 | **Edun** |
| 1. RFP’s
 | **Seay** |
| 1. Room Assignments Teachers/ Staff
 | **Edun** |
| 1. RtI Coordinator
 | **Seay** |
| 1. SAC/SAF
 | **Seay** |
| 1. Safety Plan
 | **Hazell** |
| 1. School Calendar
 | **Seay** |
| 1. School Grade Updates/Tech Assistance
 | **Thurston** |
| 1. School ID’s Staff/Students/Subs/Visitors
 | **Hazell** |
| 1. School Improvement Plan
 | **Thurston** |
| 1. School Security/Cameras/Procedures etc.
 | **Hazell** |
| 1. SGA, Clubs, Classes, Organizations
 | **Seay** |
| 1. Shipping & Receiving
 | **Seay** |
| 1. Signage/Banners for Buildings
 | **Hazell** |
| 1. Soaring Dragons Program/Activities/Funding/Mentors
 | **Hazell** |
| 1. Soaring Dragons, 10thth Grade, Select, Events, Monitoring
 | **Seay** |
| 1. Soaring Dragons, 9th Grade, Selection, Events, Monitoring
 | **Edun** |
| 1. Space Useage for Events
 | **Seay** |
| 1. Staff Development/Committee/PLCs/PSDs
 | **Thurston** |
| 1. Student Activities/Events/ Approval/Supervision
 | **Seay** |
| 1. Student Affairs/Procedures/Decorum
 | **Seay** |
| 1. Student Code of Conduct/Staff & Student Orientation/Acknowledge
 | **Hazell** |
| 1. Student Insurance Coordinator
 | **Hazell** |
| 1. Student of the Week Board (Front Lobby)
 | **Hazell** |
| 1. Student Recognition (Athletics, Academic,Social, Career)
 | **Hazell** |
| 1. Substitutes
 | **Seay/IMT** |
| 1. Supervise Administrators/Second in Command
 | **Thurston** |
| 1. Supervise and Evaluate Career Tech Department
 | **Thurston** |
| 1. Supervise and Evaluate Clericals/Student Affairs/Bookkeeper
 | **Seay** |
| 1. Supervise and Evaluate Custodial Staff
 | **Hazell** |
| 1. Supervise and Evaluate ESE Department, (ESE Specialist, Support

 Facilitators, Speech Pathologist) | **Thurston** |
| 1. Supervise and Evaluate Guidanc Staff/BRACE/IMT/Registrar/Guidance Secretary
 | **Edun** |
| 1. Supervise and Evaluate Guidance Staff/BRACE/ IMT/Registrar/Guidance Secretary
 | **Edun** |
| 1. Supervise and Evaluate Literacy Department (Language Arts/Reading) Literacy Coach
 | **Edun** |
| 1. Supervise and Evaluate Math Department
 | **Thurston** |
| 1. Supervise and Evaluate Science Department
 | **Seay** |
| 1. Supervise and Evaluate Security
 | **Hazell** |
| 1. Supervise and Evaluate Social Studies Department
 | **Hazell** |
| 1. Supervise and Evaluate Teacher Assistants ESE
 | **Thurston** |
| 1. Supervise and Evaluate Tech Liaison
 | **Thurston** |
| 1. Supervise and Evaluate Unified Arts Depart.(PE/Health/JROTC/

Fine Arts/Perf. Arts) | **Hazell** |
| 1. Supervise and Evaluate World Languages
 | **Seay** |
| 1. Supervise Bus Loop East
 | **Thurston** |
| 1. Supervise Bus Loop West
 | **Hazell** |
| 1. Supervise Cafeteria Staff
 | **Hazell** |
| 1. Supervise Department Chairs and Assessment Coordinator
 | **Thurston** |
| 1. Supervise Guidance Events
 | **Seay** |
| 1. Supervise Media Center
 | **Thurston** |
| 1. Supervise Support Staff/Social Worker/Psych. / etc.
 | **Seay** |
| 1. Supervision Zone 1 Before School/Passing/Dismissal/ Front of School, Bldg.1, 1st and 2nd Floor, 5 & Med., Handle Emergency Admin. Lunch duty.
 | **Seay** |
| 1. Supervision Zone 2 Before School/Passing/Dismissal Bldg 20, 6,7,
 | **Thurston** |
| 1. Supervision Zone 3 Before School/Passing/Dismissal Bldg 23, 26, Old Cap Area
 | **Edun** |
| 1. Supervision Zone 4 BeforeSchool/Passing/Dismissal/Patio/PE/Port/Caf
 | **Hazell** |
| 1. Supervision Zone 5 Before School/Passing/Dismissal LowerMainStreet
 | **Sainvil** |
| 1. Surveys
 | **Hazell** |
| 1. Teacher/Employee of the Year
 | **Seay** |
| 1. Teaching Assignments
 | **Edun** |
| 1. Technology/Phones
 | **Thurston** |
| 1. Textbook Orders
 | **Thurston/Brim** |
| 1. Transportation/Bus Schedule and Passes
 | **Hazell** |
| 1. Universal Precautions
 | **Hazell** |
| 1. UTAP
 | **Thurston** |
| 1. Vending Machines
 | **Hazell** |
| 1. Volunteers
 | **Seay/Hadden** |
| 1. Voting
 | **Thurston** |
| 1. Yearbook
 | **Seay** |