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| 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** |