

## Holly Springs High School Administrative Duties and Responsibilities 2007-2008

ACTIVITY	FACULTY/STAFF
<b>Rising Freshman Open House (spring semester)</b>	Gooch/Greene
a. With counselor, organize all aspects of	Gooch/Greene
<b>504 Plans</b>	Griffin-Jordan
b. Develop procedural manual (due December 1st)	Griffin-Jordan
<b>9th Grade Academy</b>	Greene/Gooch
<b>A.G. Program</b>	AG Coordinator/Bryant
a. Coordinate with AG contact to address all AG related issues	Bryant
b. Principal's designee on AG Committee	Bryant
c. Knowledgeable about local and state AG guidelines and policies	Bryant
<b>Administrative Team Meetings</b>	L. Johnson
<b>Announcements</b>	Gooch
<b>Assemblies</b>	Byrd/Wheeler
a. Maintain updated calendar of assemblies	Byrd
b. Develop daily schedule and communicate in timely manner	Byrd
c. Develop procedures for seating and moving to and from assemblies	Byrd
d. Responsible for all student gatherings in gym/auditorium	Byrd
<b>At-Risk Students</b>	Glenn/Bloomfield/Powell
a. After school assistance/tutorials	Glenn/Bloomfield/Powell
b. After school programs	Glenn/Bloomfield/Powell
c. Remediation	Glenn/Bloomfield/Powell
d. SAP Counselor	Bryant
e. Saturday School	Byrd
<b>Athletic Passes</b>	Wheeler
a. Notifies teachers and distributes passes	Wheeler
<b>Athletics</b>	Wheeler
a. Handles all sport issues	Wheeler
b. Develops and enforces consistent sportwide policies re: grades, discipline	Wheeler
c. Handles conflicts between athletics and other departments	Wheeler
<b>Attendance</b>	Byrd/Zimmerman
a. Establish HSHS Attendance Policy (Site Based Committee)	Byrd/Zimmerman
b. Ensure attendance letters are mailed on a regular basis	Byrd/Zimmerman
c. Promulgate policies that ensure that the attendance rate is accurate	Byrd/Zimmerman
d. Supervise Attendance Technician to ensure reports are filed properly	Byrd/Zimmerman
<b>Awards Program (May 29)</b>	Gooch
a. Organize committees	Gooch/Epperson/Burden
b. Write script	Gooch/D. Smith
c. Develop procedural manual (due May 1st)	Gooch/Epperson/Burden
d. Update procedural manual	Gooch
<b>BCR (Behavior Counseling and Remediation)</b>	L. Johnson
<b>Budget/Bookkeeping</b>	L. Johnson/Ellzey
a. General Fund	L. Johnson/King
b. Instructional Supplies (Fund 1 & 2)	L. Johnson/Ellzey
c. Fund 6	L. Johnson/King
<b>Business Alliance</b>	Taylor/L. Johnson
<b>Cafeteria/CNS</b>	Byrd
a. School Liaison with Cafeteria Manager	Byrd
b. Assists in evaluation of cafeteria workers	Byrd
c. Mediates disputes	Byrd
d. Free and reduced lunch	Traversi/Byrd
<b>Calendar (Master)</b>	Byrd

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a. Maintain all school events on one calendar (color coded)	Byrd/King
b. Posts on webpage and other appropriate places	Byrd/King/Floyd
<b>Character Education</b>	Gooch/Lancia
<b>Choral Boosters</b>	Willis/Gooch
<b>Clerical Staff Evaluation/Supervision</b>	Byrd
a. Oversees monthly meetings	Byrd
<b>Clubs/Organizations/Extracurricular Activities</b>	Gooch
<b>Committee Meetings</b>	Bryant
<b>Communication</b>	L. Johnson/King
a. Develop system to communicate info to parents and students	L. Johnson
b. Develop system to communicate info to faculty/staff	L. Johnson
<b>Computer Lab</b>	Floyd/Epperson/Bryant
a. Maintain schedule for computer lab	Floyd/Epperson/Bryant
b. Monitor upkeep of computer lab equipment	Floyd/Epperson/Bryant
<b>Copying/Copier Machine</b>	King/Gooch/Ellzey
<b>Corrective Learning Center (CLC)</b>	Crews/L. Johnson
<b>Crisis Plan-Emergency Mobilization Plan</b>	Byrd
a. Coordinate with Dean to develop a plan	Byrd
b. Maintain and test plan periodically	Byrd
<b>Cultural Arts</b>	Gooch/Biasi
<b>Curriculum and Instruction</b>	Bryant
a. Responsible for knowing grade level/subject C&I	Administrators
b. Coordinate with department heads	Bryant
c. Understand and evaluate HSHS/WCPSS/NC Curriculum	Bryant
d. Investigate and implement "walk through" strategy	Bryant
<b>Custodians</b>	Byrd
a. Coordinate with Facilities Manager to implement a plan for cleanliness	Byrd
b. Coordinate with contracted services to implement a plan for cleanliness	Byrd
c. Ensure school meets health and fire code regulations	Byrd
d. Hire and recommend dismissal, as needed	Byrd
<b>Dance Boosters</b>	Earnhardt/Gooch
<b>Data Analysis</b>	Administrators/Moore
a. EOC	Administrators/Moore
b. VoCats	Administrators/Taylor
c. SIP/SACS	Bryant/Parker/Epperson
d. Residual	Administrators
e. EOC Goals By Department	Administrators
<b>Departments</b>	Administrators
Career and Technical Education	Byrd
English	Gooch
ESL	L. Johnson
Fine Arts	Gooch
Mathematics	L. Johnson
Media Center	Bryant
Physical Education/Healthful Living	Byrd
Second Languages	L. Johnson
Science	Bryant
Social Studies	Gooch
Special Programs	Byrd
Student Services	Bryant
<b>Department Chairpersons</b>	Bryant
<b>Discipline (Grades 9-11) Last names: A-G</b>	Bryant

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a. Handle all disciplinary referrals from grade level	Bryant
b. Assign appropriate discipline per incident	Bryant
<b>Discipline (Grades 9-11) Last names: H-O</b>	Byrd
a. Handle all disciplinary referrals from grade level	Byrd
b. Assign appropriate discipline per incident	Byrd
<b>Discipline (Grades 9-11) Last names: P-Z</b>	Gooch
a. Handle all disciplinary referrals from grade level	Gooch
b. Assign appropriate discipline per incident	Gooch
<b>Discipline Plan</b>	L. Johnson
a. Coordinates with discipline committee to create a schoolwide plan	Administrators/Committee
b. Makes necessary recommendations to principal about modifications	Administrators/Committee
c. Maintains all necessary records/county, state and federal reports	Administrators/Committee
d. Year-end violence report	Byrd
<b>Diversity/Multicultural Programs</b>	Gooch/Moore
<b>Door Signs</b>	Byrd
<b>Driver's Education</b>	Bryant/Powell/Traversi
<b>Emergency Plan</b>	Byrd
<b>Energy Savers</b>	Byrd
<b>E-schools</b>	Bryant
<b>Evaluations</b>	Administrators
<b>Extra Duty Assignments (Non-Paid)</b>	Gooch
a. Develop an equitable plan that ensures coverage of the school areas and needs	Gooch
1. Before School	Gooch
2. Lunch	Gooch
3. After School	Gooch
4. Athletic Games/Extra curricular events	Gooch
<b>Exam Schedule</b>	Bryant
<b>Extra Duty Assignments: Coaches, etc. (Paid)</b>	Ellzey/Wheeler
<b>Facility Use</b>	Byrd
a. Coordinates with Community Schools and facilities	Byrd
b. Maintain master calendar for facility use by external org. and faculty/staff	Byrd/King
<b>Faculty Handbook</b>	Gooch/King/Admin. Asst.
a. Coordinate with Lead Administrative Assistant	Gooch
b. Revise, print, distribute and review with faculty/staff	Gooch
<b>Faculty Meetings</b>	L. Johnson/Assistant Principals
<b>Field Trips</b>	Gooch
a. Responsible for initial and yearly report to Central Office	Gooch/Admin. Asst.
b. Develops clear and concise procedures for in-state, out-of-state and overnight	Gooch
c. Coordinate with lead administrative assistant proper accounting procedures	Gooch
d. Conducts routine inspections of unsafe areas	Gooch
e. Handle all questions regarding field trips	Gooch
<b>Fire/Tornado/Emergency Drills</b>	Byrd
a. Updates faculty handbook regarding evacuation routes	Byrd
b. Communicates plan to faculty	Byrd
c. Conducts proper number of yearly drills and files reports	Byrd
d. Conducts routine inspections for unsafe areas	Byrd
<b>Flight Academy</b>	Moore
a. Organize all aspects with counselors	Moore
b. Develop procedural manual ( <b>due October 1st</b> )	Moore
<b>Fundraising</b>	Byrd/Wheeler/King
a. Coordinate all aspects of fundraising with companies	Byrd/Wheeler/King
b. Track funds with bookkeeper	Byrd/King

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c. Establishes plan for maximum collection	Byrd/King
<b>Grade Reporting</b>	Bryant
a. Coordinate collection of grades and distribution of report cards	Bryant/Gallagher
b. Responsible for accuracy and maintenance of grades	Bryant/L. Johnson
c. Distributes Honor Roll for appropriate student recognition	Bryant/L. Johnson/Moore
<b>Graduation 2010</b>	Bryant
a. Analyze 9th graders and identify At-Risk per EOC/EOG	Gooch/Bryant
b. Develop plans to implement Graduation Project	Burden/Bryant
c. Computer Competency Remediation	Bryant/Powell/Moore
d. Work PLC's/Curriculum and Pyramid of Intervention	Bryant/Glenn
<b>Graduation Project Task</b>	Bryant/Burden
<b>Graduation and Senior Activities</b>	Bryant/Mull
a. Class Night/Senior Assembly	Bryant/Mull/Burden
d. Graduation Ceremony (January and June)	Bryant/Mull/Burden/Committee
<b>Grant Development Contact Person</b>	Bryant/Burden
<b>Grounds</b>	Byrd/E. Moore
<b>Guidance</b>	Bryant
a. Evaluation of counselors	Bryant
b. Coordinates yearly guidance plan	Bryant
<b>Home/Hospital Instruction</b>	Byrd
<b>Homeless Student Contact</b>	Bloomfield
<b>Homework Websites (Schoolnotes.com/Blackboard.com)</b>	Bryant/Floyd
<b>Human Resources Issues</b>	Gooch/Admin. Asst.
a. Licensure issues	Gooch
b. ILT's	Gooch
c. Mentors	Gooch
d. New Faculty/Staff Orientation (August 16)	Gooch
e. Personnel (Certified)	L. Johnson
f. Evaluation Schedule (Certified and non-certified)	Gooch
<b>Intercom/Bell System</b>	Byrd/King/Tate
<b>Inventory</b>	Epperson/Floyd
a. Compile county report	Epperson/Floyd
b. Ensure that all equipment is permanently labeled	Epperson/Floyd
c. Ensure that all equipment is accounted for during year	Epperson/Floyd
d. Responsible for ERD	Epperson/Floyd
<b>IPT</b>	Glenn/Lanuti/Cnsl/Admins
<b>Job Fair (Fall)</b>	Byrd
<b>Job Fair (Spring)</b>	Gooch
<b>Keys</b>	Byrd
a. Distribution and collection of keys	Byrd
b. Develop plan to simplify number of keys	Byrd
c. Coordinate with INVENTORY keys for cabinets	Byrd
d. Ensure proper people have keys and duplicate available	Byrd
<b>LEAS (according to discipline assignments)</b>	Administrators
<b>Leadership Team</b>	Bryant/L. Johnson
<b>Lockers/Locks</b>	Byrd/Admin. Asst.
a. Responsible for inventorying and distributing lockers to teachers	Byrd
b. Establishing system to change combinations at the end of the year	Byrd
<b>Lunch Duty: cafeteria</b>	Teachers/Administrators
<b>Lunch Duty: parking lot</b>	Admins/SROs
<b>Master Schedule</b>	Bryant/Moore/Gallagher
<b>Media Advisory Committee</b>	Epperson/L. Johnson

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<b>Mentor/Mentee</b>	Gooch/Mull
<b>Minority Parents</b>	Moore/Gooch/Greene
<b>NC WISE</b>	Gallagher/Bryant
a. Drop-Add	Gallagher/Bryant/Cnsl.
b. Grade reporting/Report Cards	Gallagher/Bryant
c. Honor Roll	Gallagher/Bryant
d. Scheduling	Bryant
e. Attendance	Zimmerman/Byrd
f. SAM	Gallagher/Bryant
g. SPAN	Moore/Bryant
<b>New Faculty/Staff Orientation</b>	Gooch/L. Johnson
<b>Observations</b>	Administrators/Dept. Chairs
<b>Open House (1st semester and 2nd semester)</b>	Gooch
a. Coordinate all open house activities	Gooch
b. Provide notification: PTA, agendas	Gooch
<b>Parking: Student</b>	Byrd
a. Develop procedures for assigning student spaces	Byrd
b. Organize notification, applications associate with	Byrd
c. Monitor compliance	Byrd/SROS
d. Collect Fees	Byrd/Traversi
<b>Parking: Teacher</b>	Byrd/King
<b>Payroll</b>	Elzey
<b>Peer Mediation Program</b>	Bloomfield
<b>PEPs</b>	Glenn/Powell
<b>Physical Plant</b>	Byrd/E. Moore
<b>Pictures</b>	Bryant
<b>Positive Behavior Support (PBS)</b>	Gooch
<b>Professional Learning and Resource Center</b>	Bryant
<b>Promotion/Intervention</b>	L. Johnson/Glenn
<b>PTSA</b>	Administrators
<b>PTSA Advisory Board</b>	L. Johnson
<b>PTSA Board/Performing Arts Liaison</b>	Gooch
<b>PTSA Athletic Liaison</b>	Byrd
<b>PTSA Academic Liaison</b>	Bryant
<b>PTSA Graduation Committee</b>	Bryant/Burden/Mull
<b>PTSA Awards Program</b>	Gooch
<b>PTSA Other</b>	L. Johnson
<b>Publicity/Public Relations</b>	L. Johnson
<b>Records Procedures</b>	Registrar
<b>Registration</b>	Bryant/Moore/Registrar
<b>Remediation Program</b>	Bryant/Glenn
a. Coordinate all aspects of before, during and afterschool program	Bryant/Glenn
b. EOC diagnostic testing	Administrators
<b>Saturday Detention</b>	Administrators
<b>Scholars' Night</b>	Bryant/Jones/Moore
<b>Scholarships</b>	Moore/Bryant
<b>School Closing Bulletin</b>	L. Johnson/King
a. Create and review existing closing procedures for staff	L. Johnson/King
<b>School Improvement</b>	L. Johnson/Epperson/Parker
<b>School Messenger</b>	L. Johnson
a. Maintain system	L. Johnson
b. Explore new options	L. Johnson

## Holly Springs High School Administrative Duties and Responsibilities 2007-2008

c. Send appropriate messages weekly	L. Johnson
d. Bulletin Board System	L. Johnson
<b>School Opening</b>	L. Johnson/King
a. Mail school info July 26 and August 3	L. Johnson/King
<b>School Safety/Security</b>	Byrd/SRO
a. Record all break-ins to building	Byrd/SRO
b. Develop a system for tracking in-school student theft incidents	Byrd/SRO
c. Call police when necessary	Byrd/SRO
d. Coordinate all incidents with discipline	Byrd/SRO
<b>Small Group Counseling</b>	Bloomfield
a. Coordinate group sessions for anger management, conflict resolution, character development, etc.....	Bloomfield
<b>Special Programs</b>	Lancia/Byrd
a. Set up system to ensure compliance with district, state and federal guidelines	Lancia/Byrd
b. Coordinate IEPs and MDR meetings	Lancia/Byrd
c. Evaluate teachers compliance and record keeping	Lancia/Byrd
<b>Southern Association of Colleges and Schools (SACS)/SIP</b>	Bryant/Johnson/Epperson/Parker
<b>Spirit Rock</b>	PTSA/ L. Johnson
<b>Staff Development</b>	Bryant
a. Identify staff needs and coordinate speakers with the SD committee, etc.	Bryant
<b>Staff Handbook</b>	Gooch
<b>Student Activities</b>	Gooch
a. Student/Grade level councils	Gooch/Student Council Advisor
b. Clubs	Gooch/Committee
<b>Student Handbook</b>	Gooch
a. Create and submit according to schedule	Gooch
<b>Student Medication</b>	Zimmerman/Traversi/Distefano
<b>Student Mentorship Programs</b>	Moore/Tudor
<b>Student/Parent Visitation</b>	L. Johnson/King
<b>Student Recognition</b>	Gooch
<b>Student Support Team</b>	Bloomfield/Bryant
<b>Substitute Handbook</b>	Gooch/Admin. Asst.
<b>Substitute Teachers</b>	Gooch/Admin. Asst.
a. Oversee all aspects of sub system, trianing, compliance, coverage	Gooch/Admin. Asst.
b. Track absences and tardiness of teachers	Gooch/Admin. Asst.
<b>Surveillance Cameras</b>	Byrd/SROs
<b>Teacher Assistants</b>	Lancia/Byrd
<b>Teacher of Year Committee Co-Chairpersons</b>	Byrd
<b>Team Leaders</b>	L. Johnson
<b>Technology</b>	Floyd/Bryant
a. Meet with the technology committee, staff and parents	Floyd/Bryant
b. Formulate plans including grants, training, pilot projects, etc.	Floyd/Bryant
<b>Telephones</b>	King
a. Distribute phones and numbers to best serve the school	King
b. Account for all phones	King
<b>Testing</b>	Roberts/Counselors
a. Plan all testing at Holly Springs with testing coordinator	Roberts/Counselors
b. Ensure that timely information is given to teachers	Roberts/Counselors
<b>Textbooks</b>	Bryant
a. Maintain accurate textbook records	Bryant
b. Label and number all textbooks	Bryant
c. Maintain accurate year-to-year inventory records by department	Bryant

## Holly Springs High School Administrative Duties and Responsibilities 2007-2008

d. Develop clear procedures for teachers and students to account for all textbooks	Bryant
e. Develop follow-up system for non-returned books	Bryant
<b>Transportation</b>	Administrators
a. Bus Discipline	Administrators
1. Handle all bus discipline	Administrators
2. Ensure it is properly recorded in discipline files	Administrators
b. Bus Supervision	Byrd
1. Develop bus drop-off- and pick up plan	Byrd
2. Primary liaison with bus drivers	Byrd
c. Bus supervision	Byrd
1. Bus supervision AM	Byrd
2. Bus supervision PM	Byrd
d. Activity Bus Supervision	Byrd/Wheeler
1. Develop clear procedures for reserving activity buses	Byrd/Wheeler/King
2. Notify teachers when activity bus is confirmed	Byrd
3. Maintain activity bus	Wheeler/King
<b>United Arts/United Way/Wake Ed Fundraising Campaigns</b>	L. Johnson/Biasi/Earnhardt
<b>Volunteerism</b>	Freeman
<b>Website</b>	Floyd/Gregory
<b>Weekly Teacher Memo</b>	L. Johnson/King
a. Collect emailed information from teachers	L. Johnson/King
b. Email memo to teachers by noon Friday	L. Johnson/King
<b>Welcome Package to New Faculty/Staff</b>	Bryant/King/Tate
<b>Writing Across the Curriculum</b>	Hall-Lewis/Burden/Bryant