

ADMINISTRATIVE RESPONSIBILITIES 2024-2025 SCHOOL YEAR

Sechin Tower	Erik Heinz	Madeline Mason	Janel Thompson	SHARED
Building Basic Ed Budget Facilities/ Growth Graduation Jackson Leadership Council (JLC) Newsletter CCLR PTSA Rotary Student of Month LIDs Master Schedule New Teacher Training Curriculum Night Enrollment Staff Attendance NJROTC Sno-Isle Running Start Middle School Transition Welcome Pack Days RAP Transportation CHS – CTE Programs EHS – Healthcare program	A-G (Students) Athletics Athletic Facilities Technology SBA Testing WCAS Title IX CTE/Equiv. Credits	H-O (Students) ASB Health Room Student Parking Staff Parking Safety Student Photos Assemblies School Dances AP/CiHS PSAT Testing RULER/SEL SAT Testing WIDA Testing World Language Exam	P-Z (Students) Attendance Forefront Suicide MTSS 504 Coordinator/SST Co-Teaching WA-AIM Testing	Student Handbook Staff Handbook Restorative Practices Equal Opportunity Schools Healthy Youth Surveys Panorama Survey School Annual Stakeholder Survey
English Fine Arts Library	CTE Physical Education Science	Math ML World Language	Counseling SPED Social Studies	

REV SA 12/12/2024

