

ADMINISTRATIVE DIVISION OF RESPONSIBILITY

**Administrative Responsibilities
2009-2010**

**Theron Murphy
Principal**

AP Programs / Budgets
Assemblies / Activities
Building Maintenance
Budgets
Business Partnerships
Executive Leadership Team
Financial Accounting
M&O reps
***Master Schedule**
Personnel Matters
PTSA
School Comm. Council. (SCC)
***School Improvement Team**
School Safety / SRO / Crisis
Student Teachers
Technology
Website

**Deb Zirbes
Assistant Principal**

504
Athletic Administration
Building Maintenance/
Work Orders
Concurrent Enrollment
Field Trip Approval
Fund Raisers
Handbook - Teacher
Home Hospital
Keys / Room Assignments
Keys To Success Program
Master Schedule
Parent/Teacher Conf.
Parking Lot / Tickets
Student Recognition Comm.
Textbooks

**John Broadhead
Assistant Principal**

Attendance Committee
Attendance Office
Building Scheduling /
Rental
Calendar Activities
CTE Coordinator
Graduation, Organization
Handbook – Student
Master Schedule
Registration
Activity Cards
Fee Payments
Fee Waivers
Refunds
School Pictures
Special Ed. / LEA
Substitutes

**Diane Wanamker
Assistant Principal**

Announcements / Channel One
Associates
Code of Conduct / Privileges
Data Specialist
Instructional Leaders
Master Schedule
Mentors
New Teacher Induction
Report Cards
School Improvement Team
Senior Scholarship Night
SST Coordinator
Testing – UBSCT / CRT

Department Supervision

Counseling
Custodians
ELL
Math
Secretaries
Technician

Department Supervision

Driver's Ed / Health
English
Performing Arts
Physical Education

Department Supervision

CTE
Ed Net
Foreign Language
Special Education

Department Supervision

Media Center
Science
Social Studies
Visual Arts

Attendance (R-Z)

Attendance (E-L)

Attendance (M-Q)

Attendance (A-D)

Activities & Clubs

Club Council
Newspaper
PACK
Student Council
Yearbook

Activities & Clubs

Ballroom Dance Team
Cheerleaders
Sophomore Class
TDT (Modern Dance Team)

Activities & Clubs

CTE Clubs
Latinos in Action
Junior Class
Sterling Scholars

Activities & Clubs

National Honor Society
Senior Class

Secretaries:

Carolyn Anderson:

Budgets:

- FTE

- Land Trust

Business Cards / Letterhead

Emergency Tree

Faculty Celebration (Theron)

- Agenda

- Food

Faculty/Staff Birthdays

Faculty/Staff Lists

Marquee

Minutes:

- M&O

- SCC

Mobile Office

- Church Keys

Newsletter (Kelch) –

- Assign articles

- Edit content/grammar

Newspaper Screening – content

New student orientation

Payroll

- Camps and Clinics

- Certified and Class.

- Hourly

- Land Trust Hours

Professional Development

- Food

Staff Meeting

- Leadership Schedule

Yearbook Screening – content