

Lincoln Academy - Leadership Responsibilities 2020-2021			
Principal	Dean of Students K-8	MS Assistant Principal	Operational Manager
Lincoln Academy Board of Directors School Em District Liaison			
Supervise & Support & Evaluate Academics & Curriculum Mgt. Evaluating PreK-4 Teachers Evaluating Some Specials Teachers Principal Secretary DSS Department (K-5) DSS Professionals ALP Directors Pre-K Unified School Improvement Plan New Teacher Mentor MS AP Dean of Students	Supervise & Support & Evaluate K-8 Discipline K-4 Educational Assistants Some Specials & Electives Teachers Student Enrichment Programs B & A School Care Program Pro. Asst./Clinic Aide/Nurse Campus Supervisor Attendance Secretary School Accountability Committee Diversity Committee Benevolence Funds Science Fair	Supervise & Support & Evaluate School Secretary 5-8 Teachers Some Specials & Electives teachers 5-8 Educational Assistants Athletic Director DSS Department (5-8) 5-8 Academics & Curriculum Mgt. State Assessment Coordinator Oversee/Manage 5-8 Educational Assistant hiring Athletic Program/Budget MS Schedule & MS Student Scheduling Outdoor Lab Teacher Assistants 8th Grade Graduation	Supervise & Support & Evaluate Business Manager Assistant Bussiness Manager Facilities Manager IT Coordinator Oversee/Manage Facilities Facilities Team Budget and Finances 5B Project 72nd & City of Arvada Fundrasing Calendar Oversight Neighbor Relations
Oversee/Manage Staff Meetings Professional Development K-8 School Master Schedule Waitlist New Hire Recruitment	Oversee/Manage Truancy K-4 Educational Assistant hiring Positive Behaviorial Interventions and Supports Watch Dog Dads Anti-bullying/Character Education	Assist Major Discipline Staff Meetings Staff Appreciation New 5-8 Tchr Recruitment PTO Liaison 5-8 Parent Communication & Relation School Response Team	
Assist Discipline (when needed) Staff Appreciation Budget and Finances Parent Communication School Response Team	Assist Staff Appreciation Professional Development MS Student Scheduling K-8 Parent Communication & Relations School Response Team		