

Lincoln Academy - Admin Responsibilities 2019-2020		
Principal	Dean of Students K-8	MS Assistant Principal
Lincoln Academy Board of Directors School Representative		PTO Liaison
District Liaison		Fundraising Calendar Oversight
Supervise & Support & Evaluate	Supervise & Support & Evaluate	Supervise & Support & Evaluate
Elementary Academics & Curriculum Mgt.	K-8 Discipline	School Secretary
All Teachers	K-4 Educational Assistants	5-8 Teachers
Evaluating PreK-4 Teachers	Some Specials & Elective's Teachers	Some Specials & Elective teachers
Some Specials Teachers	Student Enrichment Programs	5-8 Educational Assistants
Principal Secretary	B & A School Care Providers	Instructional Coach (5-8)
DSS Department (K-5)	Pro. Asst./Clinic Aide/Nurse	Athletic Director
DSS Professionals	Campus Security	DSS Department (5-8)
ALP Directors	Attendance Secretary	5-8 Academics & Curriculum Mgt.
Pre-K	School Accountability Committee	State Assessment Coordinator
Business Manager	Diversity Committee	
Unified School Improvement Plan	Benevolence Funds	
Facilities Manager	Science Fair	
IT Coordinator		
Instructional Coach (K-4)		
MS AP		
Dean of Students		
Oversee/Manage	Oversee/Manage	Oversee/Manage 5th-8th Grade
Staff Meetings	Truancy	5-8 Educational Assistant hiring
Professional Development	Electives Scheduling/MS Schedule	Athletic Program/Budget
K-8 School Master Schedule	Positive Behavioral Interventions and Supports	MS Schedule & MS Student Scheduling
Facilities	Watch Dog Dads	Outdoor Lab
Budget and Finances	Anti-bullying/Character Education	Teacher Assistants
Waitlist	Staff Appreciation	8th Grade Graduation
New Hire Recruitment		
Assist		Assist
Discipline (when needed)		Major Discipline
Staff Appreciation		Staff Meetings
		Staff Appreciation
Complete		New 5-8 Tchr Recruitment
Charter Renewal (assisted by Calee)		
Parent Communication	K-8 Parent Communication & Relations	School Response Team
School Response Team	School Response Team	5-8 Parent Communication & Relation