

Lincoln Academy - Admin Responsibilities 2018-2019

Principal	Elementary Assistant Principal	MS Assistant Principal
Board Relations	SAC Liaison	PTO Liaison
District Liaison		Fundrasing
Supervise & Support	Supervise & Support	Supervise & Support
Elementary Academics & Curriculum Mgt.	All Teachers	Pre K Program/Budget
All Teachers	K-5 Educational Assistants	All Teachers
Principal Secretary	Instructional Coach (K-3)	6-8 Educational Assistants
School Secretary	B & A School Care Providers	Instructional Coach (4-8)
Business Manager	Student Enrichment Programs	Athletic Director
Nurse	UIP Process	DSS Department
Pro. Asst./Clinic Aide		State Assessment Coordinator
Facilities Manager		MS Academics & Curriculum Mgt.
Instructional Coaches	Oversee/Manage Kinder-5th Grade	Oversee/Manage 6th-8th Grade
Elem. AP	Discipline	Discipline
MS AP	504s PreK-5	Truancy Issues
Science Fair/Minds at Work	Truancy Issues	EA hiring
Oversee/Manage	EA hiring	Athletic Program/Budget
Facilities		MS Scheduling
Budget and Finances	Assist	Outdoor Lab
Waitlist	Staff Meetings	Teacher Assistants
New Hire Recruitment	Staff Appreciation	8th Grade Graduation
Assist	New Elem Tchr Recruitment	
Discipline	MAP	Staff Meetings
UIP	Master Schedule	Staff Appreciation
MAP		MAP
Master Schedule	Complete	Master Schedule
Staff Appreciation	Teacher Observations	New MS Tchr Recruitment
Complete	UIP Process	
Teacher Observations	Elementary EA Agreements (review)	Complete
Employee Agreements		Teacher Observations
Charter Renewal	Facilitate	6-8 Elect. Tchr Agreements (review)
	Staff Meetings	Pre K Agreements (review)
Facilitate	Professional Development	MS EA Agreements (review)
Staff Meetings	K-5 Parent Communication & Relations	
Professional Development	School Response Team	Staff Meetings
Parent Communication & Relations		Professional Development
School Response Team		School Response Team
		6-8 Parent Communication & Relations