

Lincoln Academy - Admin Responsibilities			2017-2018
<i>Principal</i>	<i>Elementary Assistant Principal</i>	<i>MS Assistant Principal</i>	
Board Relations District Liaison Supervise & Support All Teachers Principal Secretary School Secretary Business Manager Nurse Pro. Asst./Clinic Aide Facilities Manager DSS Director Elem. AP MS AP Instructional Coaches Charter Renewal Oversee/Manage Facilities Budget and Finances Waitlist New Hire Recruitment Assist Discipline UIP MAP Master Schedule Staff Appreciation Complete Teacher Observations Employee Agreements Charter Renewal Facilitate Staff Meetings Professional Development Parent Communication & Relations School Response Team	PTO Liaison Elementary Academics & Curriculum Mgt. Supervise & Support All Teachers K-5 Educational Assistants Instructional Coach (K-3) B & A School Care Providers Student Enrichment Programs Science Fair/Minds at Work NEHS/NJHS UIP Process Oversee/Manage Kinder-5th Grade Discipline 504s PreK-8 Truancy Issues EA hiring Assist Staff Meetings Staff Appreciation New Elem Tchr Recruitment MAP Master Schedule Budget & Finances Complete Teacher Observations UIP Process Elementary EA Agreements Facilitate Staff Meetings Professional Development K-5 Parent Communication & Relations School Response Team Fundraising	SAC Liaison MS Academics & Curriculum Mgt. Supervise & Support All Teachers 6-8 Educational Assistants Instructional Coach (4-8) Athletic Director Capstone Project State Assessment Coordinator Pre K Program Oversee/Manage 6th-8th Grade Discipline Truancy Issues EA hiring Athletic Program/Budget MS Scheduling Outdoor Lab Teacher Assistants Locker Usage 8th Grade Graduation Assist Staff Meetings Staff Appreciation MAP Master Schedule New MS Tchr Recruitment Budget & Finances UIP Complete Teacher Observations 6-8 Elect. Tchr Agreements Pre K Agreements MS EA Agreements Facilitate Staff Meetings Professional Development 6-8 Parent Communication & Relations School Response Team	