

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

