



Administrative Duties and Responsibilities 2024-2025



Rebecca Williams, Principal

- ◆ School Vision & Leadership
- ◆ Assistant Principals, Content Chairs, and Grade Level Chairs supervision and evaluation
- ◆ Content support, contact, supervision, and evaluation: Reading and ELA
- ◆ Staff support, contact, supervision, and evaluation: Administrative Assistant, Graduation Coach, Bookkeeper and Principal’s Secretary, Front Office Professional Assistants, Back Office Professional Assistant, Bilingual Parent Liaison, Counselors, Counseling Professional Assistant, Instructional Support Teacher
- ◆ Strategic Planning & School Improvement Planning
- ◆ Professional Development with (CC and GLC)
- ◆ Budget and Financial Responsibility
- ◆ CCRPI Oversight
- ◆ Parent Teacher Association (PTA)
- ◆ School Governance Council (SGC) Leadership
- ◆ Public Information & Public Relations (with Neeta)
- ◆ Contracts and Vendors
- ◆ Partners in Education/Business Partners (with Neeta)
- ◆ Teacher Keys, Leader Keys, Contributing Professionals, and PAR Evaluation Coordinator
- ◆ Student support – Student Survey, Principal’s Council

Michelle Garner, Assistant Principal

- ◆ Supervision, Discipline & Academic Support/MTSS of 7th grade Students (all 7th grade specific activities)
- ◆ 7th grade Service Learning
- ◆ Content support, contact, supervision, and evaluation: World Language, Science, and ESOL
- ◆ Staff support, contact, supervision, and evaluation: ESOL paraprofessional, ISS Paraprofessional, Clinic Assistant
- ◆ Positive Behavioral Interventions & Supports – Tiers 1 and 2
- ◆ Detention and ISS Coordinator/Supervisor
- ◆ Testing Coordinator & Data Specialist
*Georgia Alternative Assessments (w/IST)
*Georgia Milestones EOCs and EOGs (w/counselors)
*ACCESS (w/ESOL chairs)
*NAEP testing
*MAP
*Additional reading screening testing
*FCS Unit Assessments and Interims (w/ CC)
- ◆ Clinic Coordination, Staff CPR/AED/StB training, Scoliosis screening
- ◆ Talent Contact
- ◆ ATLAS Time Manager
- ◆ Student Support - International Night

Carmen Hurst, Assistant Principal

- ◆ Supervision, Discipline, Academic Support/MTSS of 8th grade Students (all 8th grade specific activities)
- ◆ 8th grade Service Learning
- ◆ Content support, contact, supervision, and evaluation: Services for Exceptional Children and Math
- ◆ Staff support, contact, supervision, and evaluation: SEC Paraprofessionals, Speech, Data Clerk
- ◆ CSA and School Police Officer Liaison and Support
- ◆ Master Scheduler
- ◆ Student Information Coordinator (SIC)
- ◆ Enrollment Coordinator & New Student Registration
- ◆ Accreditation Reports, State & Federal Reports (FTE)
- ◆ Articulation/Transition (to high school)
- ◆ Opt Out for High School Courses (with counselors)
- ◆ 11 Principals/Character.org Coordinator
- ◆ Safety & Emergency Preparedness Plans
- ◆ Wellness/Staff Connection
- ◆ Student support – WEB Leaders

Mike Milak, Assistant Principal

- ◆ Supervision, Discipline & Academic Support/MTSS of 6th grade students (all 6th grade specific activities)
- ◆ 6th grade Service Learning
- ◆ Content support, contact, supervision, and evaluation: Connections, Health and PE and Fine Arts; Social Studies (w/Pardee)
- ◆ Staff support, contact, supervision, and evaluation: Custodians, Media Specialist & Media Paraprofessional
- ◆ Building Security, Keys and Codes, Student lockers, Camera
- ◆ Cafeteria Liaison and Support
- ◆ Transportation Contact, Activity Buses
- ◆ Facilities Maintenance and Use, Work Orders, School Dude, School Improvement Projects, Bells
- ◆ School Beautification and gardens
- ◆ Supervision/Duty Scheduling
- ◆ Articulation/Transition (from elementary school)
- ◆ Summer School Coordinator
- ◆ Teacher of the Year/Professional of the Year
- ◆ Media Center Liaison and Support
- ◆ Cultural Celebrations (with AVT classes)
- ◆ Student Support - Jaguar Morning News, Walk to School Day, FBLA, JAG JAM, recycling

Katie Pardee, Administrative Assistant

- ◆ Content support, contact, supervision: Social Studies and TAG
- ◆ MTSS structure and Compass check-in support
- ◆ Discipline – phone/technology misuse– all grade levels
- ◆ Canvas Implementation Administrator
- ◆ Collaborative Networks with other middle schools
- ◆ Vertical teaming with feeder schools – elementary and high school
- ◆ Assistant Testing Coordinator:
 - *Write Score (w/ELA)
 - *I-Ready
- ◆ Sneak Peek
- ◆ Curriculum Night
- ◆ Staff Celebrations
- ◆ Compass Coordinator
- ◆ Student Success Skills Champion
- ◆ Logistics Coordinator (Bell Schedules, maps, schedules, graphics, etc.)
- ◆ EXL/HDSG Coordinator
- ◆ Faculty Technology Support
- ◆ Staff Newsletter/Communication
- ◆ New Teacher Induction and mentoring
- ◆ 8th grade Connections Scheduling
- ◆ Student Clubs and Organizations
- ◆ Device Coordinator (w/Beckett)
- ◆ Student Support: Jr. Beta, Musical, and Talent Show