

Administration	Josh Shapiro	Amber Cannizzaro	Adam Kelsey	Ryan Bazz	Nick Colangalo
All Administration	Knowledge, support, & advocacy of the D’Evelyn Founding Program Document & Philosophy Knowledge of & adherence to all school & district policies; ensuring compliance with policies among school personnel				
Shared Responsibility	School Supervision – before & after school, lunch, passing periods Extracurricular Supervision – athletics & activities Observation & Evaluation – licensed & classified staff Department Liaison – support & collaborate w/ departments School Safety – Emergency management & crisis response Discipline – enforce school/district policy; participate in Discipline meetings Curricular Leadership – curriculum & textbook review Student Support – collaborate with faculty, staff, students, & family Community Outreach – written/verbal communication				
Major Responsibilities	Steering Committee Accountability Committee D’Evelyn Education Foundation	School Assessment Coordinator Student Support (IEPs) Instruction: Working with ICs	Athletics Emergency Management	Activities Facilities	Scheduling/Course Selection Discipline
Additional Responsibilities	-- D’Evelyn UIP development -- Budget Director -- Hiring Coordinator -- Department Managers -- Communications/Public Relations -- Office Staff Management -- JCAA Board Representative for all Option Schools -- Health Room / Student Health Program -- Food Services – School culture and community outreach	-- Faculty PD/IC - year-long - PD Days - plan and food -- SAC / AP Site Coordinator -- Foreign Exchange Students -- DCA management -- Student Support Coordinator -- Tutoring Program / Interventions -- GT point of contact	-- Athletic Director -- Transportation / Busses -- Administrative Supervision Scheduling -- Safety Planning / ERT Lead -- D’Evelyn calendar & Planner - Communications - Website/Tech/Library	-- Facilities Management / Building Use --Activities Director -- Student Teachers -- Fundraising Coordinator -- School Messenger / Student Communication -- Lifetouch Liaison -- EF tour point of contact	-- Scheduler -- Discipline/Student support and safety plans for behavior (Amber will help) -- Infinite Campus Admin -- Course Planning Guide & Selection -- Concurrent Enrollment / UCD -- Locker assignment/management -- Summer School / Credit Recovery (Amber will help) -- 7th Hour /Yasha
Department Liaison	English + APs + Jan + Kelly Benninghoff, might need 1 classified	Science (7) + World Language (6) + Classified (2-3) + Partnered Counselor (Molly), might need 1 classified	Electives + Coaches + Athletic Secretary Eval + Partnered counselor (Erin)	Math (9) + 6th grade (6) + Partnered counselor (Gina) + Jodi Bolman	Social Studies (9) + Classified (6-7) + Partnered counselor (Jessie)
Discipline & Student Support	Parent & Student Appeals	Junior High: L-Z	High School: A-L	High School: M-Z	Junior High: A-K
Committee Work	Steering, Accountability, DEF, Dept Managers,	Social Staff	Calendar, DEF, Communications	Junior High Boosters, DEF, Communications	Discipline
Recognition Programs	Full Faculty/Staff Celebrations – beginning & end of semesters; staff socials; Retirements & Departures; Appreciations – Counselors, Teachers, Secretaries, Custodial, Kitchen	Teacher Monthly Award Years of Service	Athletic Awards: monthly and yearly Teachers of the Year Plaque & Picture updating	Academic Letters, Academic Awards Nights, Honor Roll	Student Monthly Awards (Heart of D’Evelyn, Scholar of the Month)
School & Community Events	Prospective Family Information Nights, Faculty Meetings, New Parent Orientation, Open House, BTSN, Parent-Teacher Conferences, DEF Golf Tournament, DASH, DEF Auction	Class Meetings 6-8 with AP partner	Major Athletic events, Class Meetings 9-12 with AP partner	New Student Orientation, Junior High Socials, Homecoming Week, Sadies, Pep Rallies, Spirit Weeks, Senior Events – Banquet, Picnic, Baccalaureate; Graduation, Senior Parades (Dennison and D’Evelyn), After-Prom, Class Meetings 9-12 with AP partner	Registration, Class Meetings 6-8 with AP partner