



### **Administrator Roles and Responsibilities**

Positioning our partnership as a coaching-based relationship serves the best interests of the entire Cherry Chase community. We aim to define and strengthen our significant collaboration, nurturing our mutual development as school leaders.

INDEPENDENT ROLES	
Gloria Marchant-Principal	Kristin Brett-Assistant Principal
<ul style="list-style-type: none"><li>• School Site Council Meetings</li><li>• Leadership Team Meetings</li><li>• Budgets</li><li>• School Site Plan (SPSA)</li><li>• Comprehensive School Site Safety Plan</li><li>• Emergency Plan</li><li>• Enrollment and Master Schedule</li><li>• Student Scheduling</li><li>• Recruitment and Hiring</li><li>• Staffing</li><li>• Oversees Instructional Coach</li><li>• Independent Studies</li><li>• PTA School Lead</li><li>• Principal's Coffee</li><li>• Weekly Updates</li><li>• Monthly Newsletter</li><li>• Facilities</li><li>• Technology Equipment</li><li>• Testing/Assessments: Benchmarks/CAASPP</li></ul>	<ul style="list-style-type: none"><li>• Daily Discipline</li><li>• Attendance and Truancy</li><li>• Assessment Coordinator</li><li>• ELPAC Coordinator</li><li>• EL Program Coordinator</li><li>• ELAC Site Lead</li><li>• MTSS Site Lead</li><li>• PBIS Site Lead</li><li>• Charger Pride Coordinator</li><li>• Instructional Technology</li><li>• 504 Plan Coordinator</li><li>• Counseling Lead</li><li>• Recess and Lunch: Noon Aides/Lunch Volunteers</li><li>• Playworks</li><li>• Science Camp</li></ul>
SHARED ROLES	
<ul style="list-style-type: none"><li>• Instructional Programs</li><li>• Special Education Programs</li><li>• Classroom Walkthroughs</li><li>• Data Analysis and Goal Setting</li><li>• Evaluation and Supervision</li><li>• MTSS Implementation and Supports</li><li>• Before and After School Supervision</li><li>• Professional Development</li><li>• Staff Meetings</li><li>• Student Discipline</li><li>• Attend IEPs, 504's, and SST's</li><li>• School Climate</li><li>• Friday Flag Assemblies</li><li>• School Safety</li><li>• 1:1 Parent Interactions</li></ul>	

