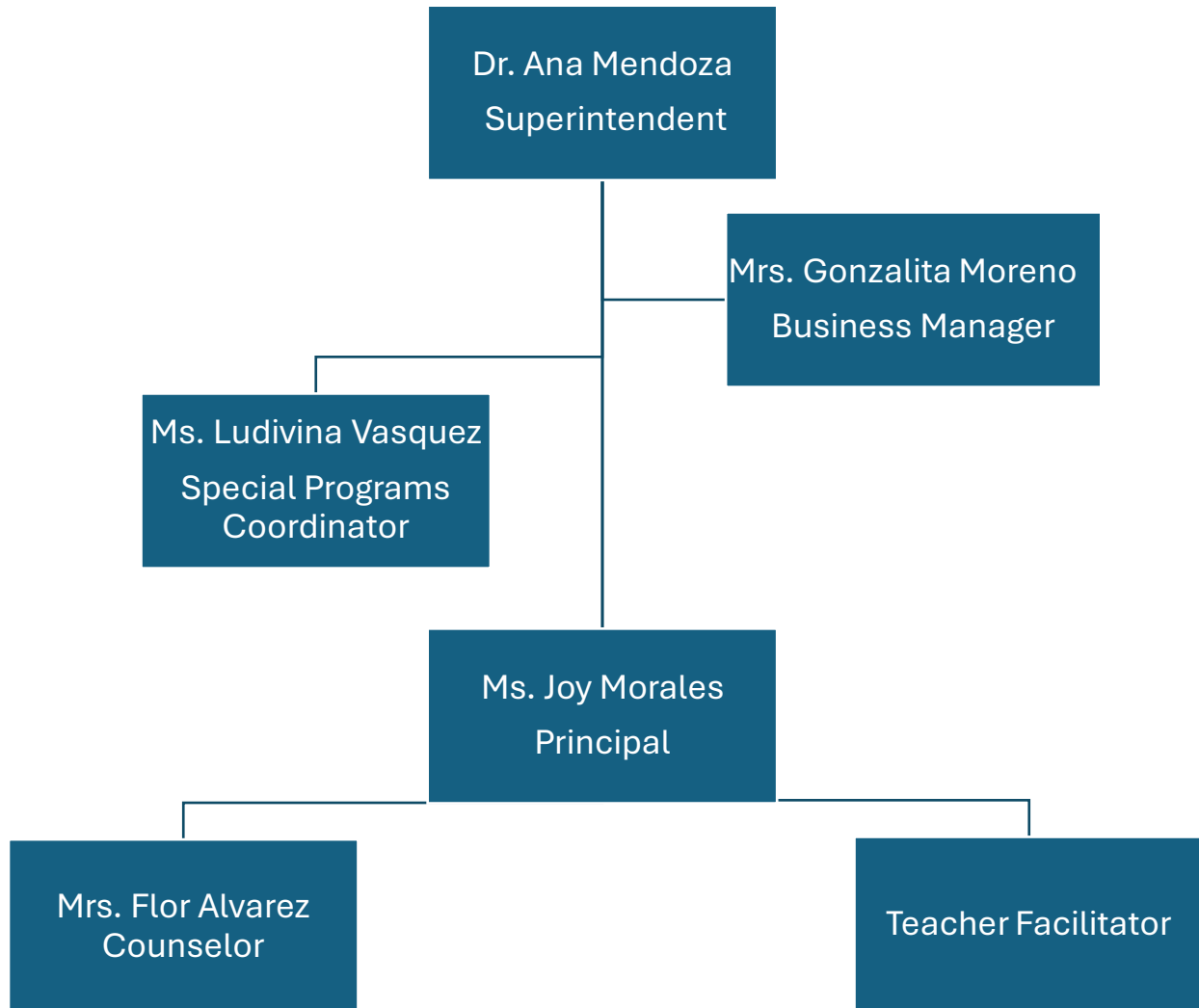




Excellence in Leadership Academy

District/Campus Leadership Organizational Chart & Duties 2025-2026



Board Approved: _____

Description of Duties

Superintendent:

- District Operations
- District Improvement Plan (DIP/CIP)
- Site-Based Decision-Making Committee/CNA
- TEA Accountability Reports/District TAPR
- Discipline support
- T-PESS
- Master Schedule
- Enrollment / Recruitment
- Attendance
- PEIMS
- LPAC
- District budget
- Human Resources
- Instructional Rounds / Walkthroughs
- Grants
- Compliance Officer
- Campus Safety and Threat Assessment Team

Business Manager:

- Budget
- Finances
- Payroll
- Human Resources
- Child Nutrition Program
- Facilities
- Maintenance
- Technology
- ELA Website support
- Teacher Substitutes
- Inventory of Fixed Assets
- Grants
- Board PR
- Admin duties as assigned

Principal:

- Campus operations
- District Improvement Plan (DIP/CIP)
- Site-Based Decision-Making Committee/CAN
- Data Analysis/ Data Disaggregation
- Faculty meetings
- PLC/Grade Level Meetings
- ARD Meetings
- T-TESS
- Master Schedule
- Special Programs support
 - Special Education with Dyslexia
 - Section 504
 - Multiple Tiered Support System, MTSS
 - Emergent Bilingual
- Lesson Plans
- Instructional Rounds/Walkthroughs
- Grade Level Meetings
- PLCs
- Campus TAPR
- Testing support
- Campus budget
- PO Approvals
- Discipline
- ARD Meetings
- Attendance monitoring
- PEIMS
- Campus Newsletter
 - Parent
 - Staff
- VECTOR Training monitoring & reporting
- Extracurricular duty
- Parent / Teacher Organization
- Parent Conferences
- DMAC Management and reporting
- Lead4ward reports and resources
- AR Data Reports and Reading Goal Accomplishments
- Teachers & staff duty schedules (AM, PM, Lunch)
- Discipline

Teacher Facilitator:

- Professional Development
- Instructional support
- Lesson Plans
- T-TESS
- Grade Level Meetings
- PLCs
- Data Analysis/ Data Disaggregation
- Master Schedule
- Textbooks' Coordinator
- MTSS support
- Teachers & staff duty schedules (AM, PM, Lunch)
- Discipline
- ARD Meetings
- Extracurricular Programs
- Tutorials (afterschool and Saturday)
- Summer school
- Morning announcements
- LPAC
- Testing Coordinator (State and local)
- Testing Accommodations for all populations (SpEd, Rtl, Sec 504, EB,)
- DMAC Management and reporting
- Lead4ward reports and resources
- AR Data Reports and Reading Goal Accomplishments
- VECTOR Training monitoring & reporting
- Admin duties as assigned

Counselor:

- Individual and group counseling
- Gifted and Talented (GT) Program
- Response to Intervention/ MTSS Program
- Social Emotional Learning (SEL) Program
- Safety Coordinator
- Leadership Rallies
- Morning announcements
- Students & Staff celebrations, including but not limited to:
 - Student birthdays
 - Faculty & staff birthdays
 - Veteran's Day
 - Red Ribbon Week
 - Dr. Seuss Reading Across America

- MS Student Council
- Special programs testing plan and accommodations
- Family Involvement
- Professional Development
- Parent Conferences
- Character Education
- Admin duties as assigned
- Team Building
- Fundraising

Special Programs Coordinator:

- Special Education Program
- Section 504 Program
- MTSS/Rtl Program
 - MTSS support
- Special programs Instructional Support
- Special programs testing plan and accommodations
- Frontline Software Program
- Professional Development
- Instructional support
- Testing Coordinator (State and local)
- Testing Accommodations for all populations (SpEd, Rtl, Sec 504, EB,)
- DMAC Management and reporting
- Admin duties as assigned