

# Lyman High School 2016-2017

## Leadership Team Duties & Responsibilities

### NATHALIE CUMBIE – AP (3-2104)

#### **Mathematics, Institute of Engineering, Academy of Teaching, ROTC, PLATO**

- Math Program Monitor
- Industry Certifications (Engineer) Program Monitor
- Advanced Opportunities Program Monitor
- Academy of Teaching Development
- New Teacher Program Coordinator
- Intern Coordinator
- Facilities/Discipline Office Supervision
- Discipline Office Backup
- Dividends and Five Star
- Leadership-SGA/Student Activities
- Teacher Appreciation Week – May 1-5, 2017

### BRIAN BLASEWITZ – AP (3-2102)

#### **ESE, PE, Athletic Department, Athletic Trainers**

- ESE Program Monitor
- MTSS Coordinator
- Instructional Technology Coordinator
- School Advisory Council (SAC) Liaison
- School Improvement Plan
- Articulation-Cluster Liaison
- Athletic Department Liaison and Booster Club
- Cheerleading
- Field Trips with Russel Williams
- Fundraising Coordinator with Russel

### BRANDON HANSHAW – AP (3-2107)

#### **Science, C.T.E., World Languages**

- Biology Program Monitor
- Industry Certification Program Monitor (C.T.E.)
- Accreditation Coordinator
- Master Schedule (with Kemetz)
- Student Orientations
- Schedule Pickup Coordination
- Clinic, Cafeteria, Free & Reduced Lunch Liaison
- Instructional Model Coordinator
- Curriculum Guide
- Alumni Relations Coordinator with Foundation

### CATHY LOYD – AP / Principal's Designee (3-2108)

#### **Social Studies, Arts, Guidance**

- US History EOC Program Monitor
- Curriculum Leaders Coordinator
- Men of Excellence Program Monitor
- Graduation Coordinator
- Graduation Rate Program Monitor
- Opening Day Procedures
- Open House (With Reyes)
- Beginning / End of the Year Procedures
- Progress Reports / Report Cards
- PTSA Liaison
- Teacher Certification
- Faculty Handbook
- Recognitions / Awards
- Public Relations / Media
- PAW Preview
- Communications: Newsletters / Web Site / Marquee

### SUZANNE SKIPPER – AP (3-2103)

#### **English, Reading, ESOL, Media Center, Transition Coordinator (Aspire, Tutoring)**

- FSA – ELA Program Monitor
- College & Career Acceleration School Program Monitor
- AP and Dual Enrollment Coordinator (with Letheris)
- Lunch-n-Learn Coordinator
- Substitute Teachers
- Textbooks
- Transition Summer School
- Pre/Post-Plan Schedule and Activities
- Professional Development/PLC Coordinator
- Summer School Coordinator
- Summer Graduation Coordinator

### STEVE SANCHEZ – SAM (3-2106)

#### **Discipline, Custodial, Facility Manager**

- A-L Discipline
- Discipline Program Monitor
- Student Alternative Placement Re-entry
- Facilities and Custodial Maintenance
- Emergency Management Plans
- Safety Reports, Fire Drills, Cameras
- Transportation / Driver License Program
- Security Officer Supervision
- Work Orders, Inventory, Vending, Keys
- Lockers
- PBS Team Co-Coordinator
- Duty Stations Assignments

### PATRICIA REYES – SAM (3-2105)

#### **Discipline, Attendance, PBS**

- M-Z, STARS, ESE, Transition Discipline
- Attendance Program Monitor
- I.S.S. Program Coordinator
- Detention, I.S.S., Wed/Sat School Schedule (Diane)
- STARS Program Coordinator
- "Super Tuesday" Planning/Coordination
- Food Pantry
- Wellness Program
- Secretary Appreciation Week/Day – April 26, 2017
- Teach-In / Guest Speakers
- PBS Team Coordinator
- Families in Need / Families in Transition
- Foreign Exchange Student Monitor
- Open House Coordination (With Loyd)

### RUSSEL WILLIAMS – Athletic Director (3-2218)

#### **Athletics Activities and Events**

- Student Assistants
- Student Activities, Fund Raising, Field Trips (w/ Blasewitz)
- Activities and Facilities Calendar System
- Facility Use Agreements
- Activities Duty Calendars
- Business Partners

ALL: Other Duties as Assigned by the Principal