

## 2018-2019 OCJH Admin Responsibilities

| Diane Wanamaker                                     | Jed Francis                                                   | Jacob Perazzo                                      |
|-----------------------------------------------------|---------------------------------------------------------------|----------------------------------------------------|
| Science                                             | CTE                                                           | Social Studies                                     |
| Math                                                | Fine Arts                                                     | Physical Ed/Health                                 |
| English                                             | Special Ed                                                    | World Languages                                    |
| Counseling                                          | Media Center                                                  | ELL / Latino Night?                                |
| Secretaries                                         | Copy Center                                                   | Innovative Learning Coach                          |
| Custodians                                          |                                                               |                                                    |
|                                                     | Students L-Z (w/ Mike, Lucilla)                               | Students A-K (w/ Tami, Brad)                       |
|                                                     |                                                               |                                                    |
| Principals Group (oversee PLC Coaches in PLC Group) | PBIS District Group (left side of pyramid)                    | POI District Group (Tier 3 Academic Interventions) |
|                                                     |                                                               |                                                    |
| Leadership Team/Instructional Team                  | School Management Team (Staff Mtg)<br>Discovery Year for PBIS | Student Success Team w/ Tami                       |
|                                                     |                                                               |                                                    |
| Girls Leadership Group                              | Student Council w/Diane                                       | Hope Squad                                         |
| PLC Coaches / Data Specialist                       | Thursday Videos                                               | Expectation Videos, Faculty Video w/ Mike R        |
| Faculty Meetings                                    | 8th and 9th grade activities                                  | 6th grade day (w/ Counselors) and 7th grade day    |
| PD Days                                             | LEA/504s                                                      | Accreditation                                      |
| Instructional Coach                                 | Risk Mgt/Safety/First Responders                              | Testing / Testing Coordinator                      |
| Finances                                            | Assemblies                                                    | All Gifted Programs                                |
| Patron Newsletter                                   | Student Recognition w/ Dena                                   | Social Media--                                     |
| PTSA                                                | Parent Teacher Conference / Open House                        | Skyward Admin, Canvas, Mastery Connect             |
| Public Relations/Website                            | Yearbook                                                      | Bell Schedules                                     |
| August New Teacher Induction                        | Buses                                                         | Room Assignments/Keys w/Karen                      |
| SCC (SIP, Stakeholder Report, Trustlands)           | Student & Faculty Handbooks                                   | Athletics / Building Rentals (with Rebecca)        |
| Work Orders                                         | Textbooks                                                     | Monthly New Teacher Cohort (Praxis/Portfolios)     |
|                                                     | Student Teachers                                              | Evaluations                                        |
|                                                     | Welcome Back Faculty Barbeque                                 |                                                    |