<table>
<thead>
<tr>
<th>Principal</th>
<th>Elementary Assistant Principal</th>
<th>MS Assistant Principal</th>
</tr>
</thead>
<tbody>
<tr>
<td>Board Relations</td>
<td>PTO Liaison</td>
<td>SAC Liaison</td>
</tr>
<tr>
<td>District Liaison</td>
<td></td>
<td>MS Academics &amp; Curriculum Mgt.</td>
</tr>
</tbody>
</table>

**Supervise & Support**
- All Teachers
- Principal Secretary
- School Secretary
- Business Manager
- Nurse
- Pro. Asst./Clinic Aide
- Facilities Manager
- DSS Director
- Elem. AP
- MS AP
- Instructional Coach
- Charter Renewal

**Oversee/Manage**
- Facilities
- Budget and Finances
- Waitlist
- New Hire Recruitment
- Discipline
- Budget & Finances
- Staff Meetings
- Staff Appreciation
- Teacher Observations
- UIP

**Complete**
- Teacher Observations
- Employee Agreements
- Charter Renewal
- 6-8 Elect. Tchr Agreements
- Elementary EA Agreements
- State & District Assessments (DRA, DIBELS, CMAS...)
- Budget & Finances
- New MS Tchr Recruitment
- UIP

**Facilitate**
- Staff Meetings
- Professional Development
- K-5 Parent Communication & Relations
- School Response Team

**Supervise & Support**
- Elementary Academics & Curriculum Mgt.
- All Teachers
- K-5 Educational Assistants
- B & A School Care Providers
- Student Enrichment Programs
- Science Fair/Minds at Work
- NEHS
- UIP Process

**Oversee/Manage Kinder-5th Grade**
- Discipline
- Truancy Issues
- EA hiring
- Athletic Program/Budget
- MS Scheduling
- Outdoor Lab
- Teacher Assistants
- Locker Usage
- 8th Grade Continuation
- MS Awards

**Complete**
- Teacher Observations
- Budget & Finances
- New MS Tchr Recruitment
- UIP

**Supervise & Support**
- MS Scheduling
- Pre K Program
- State Assessment Coordinator

**Oversee/Manage 6th-8th Grade**
- Discipline
- Truancy Issues
- EA hiring
- Athletic Program/Budget
- MS Scheduling
- Outdoor Lab
- Teacher Assistants
- Locker Usage
- 8th Grade Continuation
- MS Awards