

Roles and Responsibilities of the Jefferson-Houston school leadership team (As of: Nov 9, 2011)

Principal	Assistant Principal	Administrative Officer	SPED/IB Coordinator	School Improvement Grant Coach	School Chief Executive Officer (CEO)
Leads the school, chief spokesperson (visionary leadership, operational decisions, planning, programming, processes)	Hire, develop, observe, counsel and evaluate teachers (Includes PLP and use of IAP)	Hire, develop, observe and evaluate all <u>support staff</u> (less para-professionals)	Perform initial child study for special education (SPED) requirements for students in need	Develop the school education plan (SEP) for VDOE	Central office coordination and support. Cut red tape to move support to the school
Instructional leader for all aspects of teaching and learning. Implements curriculum and instruction plan and programs (e.g. reading program)	Make school schedule; short and long-term calendar	Manage school logistics, HR, building and grounds maintenance, transportation, food service and technology issues	Train and assist the faculty in SPED policy, process, procedure and classroom management techniques	Help monitor teacher performance and student progress towards goals in SEP	Represent the school for new building planning and construction during 2011-2015
Hire, develop, observe, counsel and evaluate teachers (Includes PLP and use of IAP) and evaluates student services providers	Testing Coordinator and data analysis for student progress. Track teacher lesson plan quality and completion.	Oversee book orders, school office-supply room	Meets with parents, student and staff about student individual educational plan (IEP)	Represent the school at Title 1 events via webinar and/or seminars in Richmond as mandated	Superintendent's action officer for special projects (communications, community relations, school operations)
Sole legal authority for the school on all official matters	Student comportment, Positive Behavioral Interventions and Support program (PBIS), Student discipline cases	Manage the front desk operation (administrative assistant and registrar)	Lead the IB-PYP/ MYP program development for the school	Maintain performance data entry for state reporting system (Indistar). Make reports for division and school board as required	Contracting officer representative for performance oversight and invoicing in school contracts
Control and manage school budget	Student learning interventions	Support PBIS, School discipline cases	Complete projects as assigned by the principal	Completes projects as assigned by the principal	Alternate spokesperson for the school