

## JCHS Principal Roles and Responsibilities

J C H S	<p><b>Deanne Fisher</b> <b>Principal (A-B)</b> <b>Math/Fine Arts</b></p>	<p><b>Deanne Fisher</b> <b>Principal</b></p>	<p><b>Julie Bryan</b> <b>Assoc. Principal C&amp;I (C-E)</b> <b>ELA/Practical Arts/IC</b></p>	<p><b>Jordan Chapman</b> <b>Assistant Principal (F-K)</b> <b>Science/World Lang/Lib/Tech</b></p>
	<p>Instructional Leadership Athletic Program Liaison Fine Arts Program Liaison Administrative Team Oversight and Leadership Counseling Team Oversight and Leadership Budget Leadership and Planning Lead Teacher Committee Hourly Employees (HR) Staffing/Personnel Issues PTO Graduation Campuswide Communication</p> <ul style="list-style-type: none"> <li>• Emails to Student/Parents</li> <li>• Timely Newsletters</li> </ul>	<p>Communication Morning Announcements News / Public Relations Student Publications (Legal/Oper.) Liaison to JC Police Department Liaison to Central Office Complaint / Grievance Process Programming and Management Principal Advisory Committee Staff Handbook</p>	<p>Evaluation Coordinator Staff Handbook Budget Grievances/ Complaints Lead Teacher Committee Professional Development Master Schedule E20/20 Curriculum alignment PLTW/CTE Textbooks Testing EOC Advanced Academic (AP, DE) Bell Schedules Jaytime Curriculum, Team Mgt Conferences Coordinator Jay10</p>	<p>Security/Cameras/ SRO Crisis Management Emergency Drills Keys Senior Activities Pictures, State, Club, Rotary 1:World Technology Leadership Help Desk Distribution District Tech. Liaison Library Clubs and Organizations Pictures (Groups, Students, and Staff) Transitional Activities Dances</p>
	<p><b>Steve Walker</b> <b>Assistant Principal (L-R)</b> <b>Social Studies/PE/Health/ISS</b></p>	<p><b>Jaime Schulte</b> <b>Assistant Principal (S-Z)</b> <b>SPED /Paras</b></p>	<p><b>Carrie Welch</b> <b>Counseling Director</b></p>	<p><b>Carrie Welch</b> <b>Counseling Director</b></p>
	<p>Staff Appreciation Campus Facilities Substitutes Coordination, Apprec. JCAC 9th Grade Liaison Home Supports Parking/Transportation Custodial Liaison Maintenance Liaison Cafeteria Liaison Nurses Liaison Discipline Management Data, ISS, Det., Sat. School Equity Liaison Building Phones CPR</p>	<p>SPED RtI Coordination SPED Services and Staff Attendance/Tardies Recognition, Data, Planning, Dances PTO Initial Student 504s Homebound/Virtual Student Handbook</p>	<p>Counseling Team Oversight Master Schedule AP/DE/Pre AP Coordinator 504 Distribution and mngmt Homebound/Virtual processing Graduation Planning Academic Planning Guide Summer School Scholarship Management Registration &amp; Enrollment College/Career Counseling ACT/PACT/ASVAB/Accuplacer/SAT Mentoring Business/TSA's/CTE/Bi Lit Seal</p>	<p>e2020/Launch Management Parent Teacher Conferences Transitional Activities VoIP Phone System High School Webpage DNP Attendance oversight  Boys State and Girls State Infinite Campus Oversight</p>



**\*All Depart. Administrative Leaders are responsible for: Department Instructional Oversight, Student Discipline , Staff Evaluation, Student 504 by alphabet**