



Westlake High School

ADMINISTRATIVE RESPONSIBILITIES 2012-13

Fred

Appeals 9-12
 Athletics (Region)
 Budgets
 Counseling
 Custodial
 English/ESL
 Faculty Handbook
 Textbooks
 Media Center
 Website
 Newsletter
 PTSA/SCC
 School Calendar
 Secretaries/Front Office
 Staff Handbook

Stacy

A-F
 -Students
 -LEA
 -504
 -Attendance/Credit
 -Student Recognition
 District Athletic Director
 District Rental Committee
 Social Studies
 CTE
 Keys
 Kitchen Staff
 Safety/Emergency Plan
 Lunchroom Supervision
 Parking
 Sophomore Class
 Technology
 World Languages
 Athletics
 -WHS Athletic Board
 -Activity Supervision
 -Activity Gate
 -Eligibility
 -Cheer
 -Wrestling
 -Cross Country
 -Volleyball

Kristin

G-L
 -Students
 -LEA
 -504
 -Attendance/Credit
 -Student Recognition
 District Pyramid of
 Interventions Committee
 Visual Arts
 Science
 CTE (assist)
 Accreditation
 Graduation
 Testing
 Marquee
 Student Announcements
 Student Handbook
 Bell Schedule
 Junior Class
 District Diploma Committee
 School Pictures
 Lunchroom Supervision
 Athletics
 -WHS Athletic Board
 -Activity Supervision
 -Activity Gate
 -Eligibility
 -Baseball
 -Softball
 -Boys/Girls Soccer
 -Boys/Girls Tennis

Chad

M-R
 -Students
 -LEA
 -504
 -Attendance/Credit
 -Student Recognition
 District Driver's Ed
 Coordinator
 Student Activities
 Math
 Special Ed
 -LEA Life Skills
 Mentors
 Yearbook
 Student Council
 Senior Class
 Lunchroom Supervision
 Athletics
 -WHS Athletic Board
 -Activity Supervision
 -Activity Gate
 -Eligibility
 -Track
 -Boys/Girls Swim
 -Boys/Girls Basketball

Michael

S-Z
 -Students
 -LEA
 -504
 -Attendance/Credit
 -Student Recognition
 Performing Arts
 Clubs
 Dress Code
 Attendance
 Lockers
 Inventory
 Travel/Field Trips
 Out of State Travel
 WHS Driver's Ed Coordinator
 PE/Health
 Building Rental Calendar
 Lunchroom Supervision
 Athletics
 -WHS Athletic Board
 -Activity Supervision
 -Activity Gate
 -Eligibility
 -Drill
 -Boys/Girls Golf
 -Football

