



Westlake High School

**ADMINISTRATIVE RESPONSIBILITIES 2013-14**

**Fred**

Appeals 9-12  
 Athletics (Region)  
 Budgets  
 Counseling  
 Custodial  
 English/ESL  
 Textbooks  
 Media Center  
 Website  
 Newsletter  
 PTSA/SCC  
 School Calendar  
 Secretaries/Front Office  
 Teacher Recruiting  
 (Math/Science)  
 Mentors  
 Performing Arts

**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  
 Technology  
 World Languages

**Kristin**

G-L  
 -Students  
 -LEA  
 -504  
 -Attendance/Credit  
 -Student Recognition  
 District Pyramid of  
 Interventions Committee  
 Visual Arts  
 Science  
 Accreditation  
 Graduation  
 Testing  
 Marquee  
 Student Announcements  
 Student Handbook  
 Bell Schedule  
 District Diploma Committee  
 School Pictures  
 Lunchroom Supervision  
 Student Recognition  
 WHS Associates

**Chad**

M-R  
 -Students  
 -LEA  
 -504  
 -Attendance/Credit  
 -Student Recognition  
 School Attendance  
 District Driver's Ed  
 Coordinator  
 Math  
 Special Ed  
 -LEA Life Skills  
 Yearbook  
 Student Council  
 Lunchroom Supervision  
 Textbook Depository

**Michael**

S-Z  
 -Students  
 -LEA  
 -504  
 -Attendance/Credit  
 -Student Recognition  
 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  
 Athletic Director  
 -All Athletics  
 -WHS Athletic Board  
 -Activity Supervision  
 -Activity Gate  
 -Eligibility