



Westlake High School

Administrative Responsibilities 2015-16

Gary

Appeals
 Athletics (Region)
 Budgets
 Counseling
 Custodial
 Media Center
 Website
 Newsletter
 PTSA
 SCC
 School Calendar
 Office Staff
 Mentors
 Classroom
 Assignments
 9th Transition
 Master Schedule
 Faculty Mtgs.
 Steering
 Committee
 Staff Socials
 Advocates
 SRO
 Supplies
 Trustlands
 School
 Improvement
 Plan
 Social Studies
 Science
 Public Relations

Jared

A-F
 -Fee waivers
 -Discipline
 -LEA
 -Attendance
 -Credit
 Kitchen Staff
 -Lunch
 Safety/
 Emergency plan
 Technology
 Skyward
 PE/Health
 CTE
 -FBLA
 -FACS
 -Skills USA
 -IT/TSA
 -HOSA
 PLC's
 Computer
 labs
 Teacher
 mentoring
 School Tip line
 Social Media
 PTSA
 Testing
 SCC

Kristin

G-L
 -Fee waivers
 -Discipline
 -LEA
 -Attendance
 -Credit
 Visual Arts
 Performing Arts
 Accreditation
 Graduation
 Student Handbook
 Bell Schedule
 District Diploma
 Committee
 WHS Associates
 Steering
 Committee
 School
 Improvement
 Plan
 Trustlands
 Marquee
 Yearbook
 School Pictures
 English
 Band
 Stakeholder's report

Chad

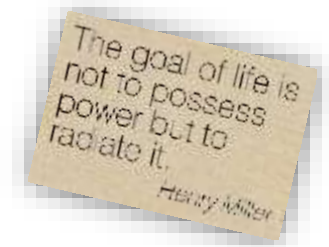
M-R
 -Fee waivers
 -Discipline
 -LEA
 -Attendance
 -Credit
 Student Council
 -Marquee
 -Student & video
 announcements
 Parking
 Sterling Scholars
 -Posters in halls
 WL Athletics
 -Fundraisers
 -Mike & Sharon
 -Building rental
 -Drill & Cheer
 -All AD stuff
 Math
 Special Education
 Textbooks
 Textbook Depository
 School Attendance
 Concurrent
 Enrollment
 Math
 English
 Newspaper

Scott

S-Z
 -Fee waivers
 -Discipline
 -LEA
 -Attendance
 -Credit
 504s
 Keys
 POI
 SST
 PLCs
 Professional
 development
 Foreign Exchange
 ESL
 Clubs
 Transportation
 Debate
 Graduation assist
 Teacher
 recognition
 Credit Recovery
 Summer School
 World Language
 CTE/FFA
 Student recognition
 -Weekly/monthly
 -Keys to Success
 -Activity banners
 -Activity Region/State
 awards

Mike

Lockers
 PE Lockers
 Athletic Inventory
 Travel/Field Trips
 Driver's Ed.
 Building Rental
 Lunch Supervision
 Truancy Court Referrals
 Subs
 Vending
 Athletic Director
 -Coaches' training
 -Athletic Board
 -Activity Supervision
 -Activity set-up
 - Activity gate
 -Eligibility
 -Fundraising
 -Officials
 -Busing
 Out-of-State Travel
 Other Duties as needed



Certifying grade changes
 to be done according to
 Departments supervised