

Estacada High School Areas of Responsibility Chart 2009-2010

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Admin Responsibilities Articulation with feeder schools AP / Honors / ACC Build & maintain budgets Business partnerships Communication Curriculum District priorities EHS Boosters Forecasting and curriculum guide Instruction Master Schedule Monday's Musings New course offerings New Oregon Diploma NW Accreditation Parent Focus Group PLC review Professional development Promote shared leadership RTI Safety Committee School Improvement Plan (SIP) Site council Staff handbook Staffing Student advisory committee Student registration TAG Work Samples	Admin Responsibilities Aspire Assemblies Assessment / OAKS Attendance Bell schedules Bus duty Career & College Center Dance Passes Field trips GED Graduation Instruction Keys/building Access (district-wide) Parent conferences Parent volunteers PBS PLC review Safety and security Student handbook Student management Student teachers	Responsibilities ASVAB Bus duty Elementary School Tutors Student parking Student management	Admin Responsibilities Athletics Activities Community School Facilities management (district-wide)	Counseling Responsibilities Junior & Senior Students Master Schedule New Oregon Diploma PBS 504, 11-12 Coordinator	Counseling Responsibilities Freshman & Sophomores Master Schedule New Oregon Diploma PBS 504, 9-10 Coordinator	Responsibilities Assembly/rally staff duty rosters Detention schedule I Team New Oregon Diploma PLC review Site Council (lead) Student Management

The following responsibilities are shared by all of the above:

Activity Supervision

Lunch Supervision

Leadership Team Membership

5:1 Positives to Corrections

**** This document is a living document and will be adjusted as needs and personnel change****