

**2017-2018 HAGERTY HIGH SCHOOL
ADMINISTRATIVE ASSIGNMENTS AND RESPONSIBILITIES**

PRINCIPAL – MARY WILLIAMS

Evaluation – Assistant Principals, Deans, SAM, Bookkeeper, Executive Secretary, Security
Instructional Leader
School Safety and Environment

Duties assigned to all Assistant Principals include Discipline, Evaluations, MTSS Support, Night Duties, New Teacher Induction, PBS Support, School Safety, and Testing Assistance

ASSISTANT PRINCIPAL – CHRISTY BRYCE – Building 1

Activities Calendar
Evaluation of PLATO, Science, Fine Arts, PE, Clerical
Facility Use Scheduling
Graduation
Higher Course Liaison
Senior Awards Night
Student Activities/Fundraising
Summer School (Transition)

ASSISTANT PRINCIPAL – GISELA COTTO – Building 3

Advanced Placement Program
Dual Enrollment
Evaluation of English, Reading, Technology, Media, Clerical
Guest Speakers
Teach-In Coordinator
Textbooks

ASSISTANT PRINCIPAL – DOUG MILLER – Building 1

Clinic
Evaluation of ESE, Social Studies, Clerical
504s
Substitutes

ASSISTANT PRINCIPAL – ANGEL ROCHA – Building 7

At-Risk/Transition Tracking (school-year)
Evaluation of Applied Technology, ROTC, World Languages and Clerical
Graduation
MTSS
Open House
Professional Development
SACS

ASSISTANT PRINCIPAL – JESSE WALKER – Building 1

Attendance and Records
Curriculum Coordination
Curriculum Guide
Curriculum Night and Registration
Department Chair Liaison
Evaluation of Guidance, Math, and Clerical
Master Schedule
PTSA Liaison

SCHOOL ADMINISTRATION MANAGER – CAMILLE CASSARA – Building 9

Bell and Exam Schedules
Evaluation of Clerical
Student Orientation/Schedule Pick-up
Student Planners
Teacher Interns
Testing Coordinator

DEAN OF STUDENTS – PAULA CRUICKSHANK – Building 7

Detention Schedule
Dividend School Volunteer Coordinator
PBS Administrator
Partners in Excellence Coordinator
Recognition/Hospitality
SAC Liaison/SIP
SACS Liaison
Senior Awards Night
Student Re-Entry

DEAN OF STUDENTS – ROY DECOSTA – Building 3

Emergency Plans
Evaluation of Custodians
Facility Maintenance
Fire Drills and Code Red Drills
Keys
Lockers
Sonitrol Liaison
Student Re-Entry
Transportation
Work Orders

ATHLETIC DIRECTOR – JAY GETTY – Building 1

ASSISTANT ATHLETIC DIRECTORS – BRANDI MALKOVICH AND STEVE MIKLES

Athletic Department
Athletic Facility Use Schedule
Booster Club Liaison
Cheerleading
Event Duty Roster
Field Trips
FHSAA Reporting
Gender Equity Compliance
Marquee
Student Assistants
Student and Faculty Parking
Vending