

Mrs. Alice Thurston, Intern Principal

Second in Command

Reporting Time 7:10 a.m.

Curricular Responsibilities	ESE, Math
Staff Supervision	All staff in above listed curricular areas, Student Assessment Specialist and Tech Liaison
Grade Level Responsibility	Juniors

Duties:

- Employee of the Year
- End of Semester/Year Check out
- Event- Graduation/Sanon
- Faculty Handbook
- Faculty Meetings- Agendas and Sign In sheets
- Family Night Showcase a Program/Department (November & March)
- Grades/Pinnacle- Interim Reports/Quarter Grades/Report Card Distribution
- Grant Coordinator
 - Carl Perkins
 - JFG Grant
 - Lucky Kids Grant
 - Miscellaneous
- Leadership Team- Agendas and Sign In Sheets
- Leases/Contracts
- Master Calendar
- Obligations
- Partners in Education
- Professional Development
- Property & Inventory
- Recognition Teachers/Students/Staff (STAR)/Harrison
- Student Activities-SGA, Clubs, Classes, Organizations, Fundraising, etc.
- Testing- Oversee scheduling and coordination
 - ACCESS (ESE)
 - All EOC's
 - ASVAB
 - FSA ELA
 - CELLA
 - PERT
 - PSAT, ACT, SAT
 - Industry Certification Tests
- Textbooks-Distribution/Collection/Orders
- Technology