

**Mr. Elvin Hazell, Assistant Principal**

Reporting Time 7:10 a.m.

<b>Curricular Responsibilities</b>	Social Studies, Unified Arts
<b>Staff Supervision</b>	All staff in above listed curricular areas, Cafeteria, Custodial and Security
<b>Grade Level Responsibility</b>	Freshman

**Duties:**

- Anti-bullying Liaison
- Afterschool/Summer Programs
- Athletic Programs & Administrative Coverage of Games
- Campus Cleanup Schedule & Monitor
- CAP Internal Suspension Staffing/Procedures/Curriculum
- Detention Schedule
- Discipline Committee/Plan
- Discipline Management System/Monitor Referrals
- Discipline Reports/SRO Reports Reconcile/Data Teachers
- Drills/Fire/Tornado/Evacuation Procedures
- EEO Liaison
- Event-Volunteer Appreciation
- Facilities Repairs/Maintenance
- Family Night Showcase a Program/Department (December & April)
- FISH Reports
- Free/Reduced Lunch Program
- Grants- CSC/HUF
- Hall Sweeps
- STAR System
- Juvenile Justice Reports/SRO Mentoring
- Keys & Radios- Distribution/Collection
- OCLC liaison
- Opening of School materials Distribution and Collection
- Parking/Permits Students & Staff/VIP/Monitor
- Police Reports/Subpoenas/Victim/Tracking
- Safety Plan/School Security/Cameras/Procedures etc.
- School ID's Staff/Students/Subs/Visitors
- Signage/Banners
- SMART Bond – Facility deficiencies
- Student Insurance Coordinator
- Student of the Week Board (Front Lobby)
- Student Recognition (Athletics, Academic, Social, Career)
- Supervision Schedule
- Surveys
- Transportation/Bus Schedule and Passes
- Universal Precautions
- Vending Machines