

**Ms. Kamara Sanon, Assistant Principal**

Reporting Time 7:10 AM

<b>Curricular Responsibilities</b>	Science, Magnet Programs, CTACE, Media Center, & World Languages
<b>Staff Supervision</b>	All staff in above listed curricular areas & Clerical
<b>Grade Level Responsibility</b>	Seniors

**Duties:**

- Aspiring Leaders
- Advanced Placement
- Communication/Marketing
  - Marquee, Parent link, Website
  - Intercom Announcements
  - Quarterly Newsletter- Newbold
- Clinic
- Credit Recovery
  - Broward Virtual
  - Florida Virtual
- Data Collection & Reporting
- Dual Enrollment
- Event Coordination and Organization
- Family Night Showcase a Program/Department (January, May)
- Graduation
- In-service
- Interns/Field Experience Teachers/Job Shadowing
- Magnet Open House (January) and other showcases
- Personalization Committee
- Planning Week Coordination
- Professional Development
  - Pre-Planning Week Activities
  - Common Planning Teams
  - Professional Learning Communities
  - Early Release Day Activities
- SAC/SAF- SACS Accreditation/School Improvement Plan/Voting
- SMART Bond-Media, Stem Labs, Enhancement
- Student Affairs
- Substitutes
- Tier
- Volunteers