

CITY HONORS SCHOOL
CHART OF ADMINISTRATOR RESPONSIBILITIES: 2015-2016

Dr. Kresse	Mrs. Barinas	Ms. Hamilton	Mrs. Hannah
<ul style="list-style-type: none"> - Admissions - Alumni Relations (FMP & CHS) - AP/College Board Liaison (Tanevski- primary) - Budget Management/Finance (with Maracle) - Building Committee Member - CHS Foundation Liaison (w/ Doody & Banas) - <i>CHS View</i> Liaison (with Banas) - Dignity for All Students Act (DASA) - End of School Operations - Engineering/Facilities Liaison - Foreign Exchange Students (with Allman) - Fosdick Field Project - Graduation (with Banas & counselors) - IB MYP and DP Liaison - Lead Teacher Liaison - Oversight of teacher posts & duties - Professional Development Coordination - PTSCO Relations - Public/Community Relations - SBMT Member - SCEP Planning - Faculty/Staff Hiring Committees - Staff Meetings - Start of School Operations Lead - Summer School Lead - Supervision, Support, and Evaluation of instructional staff - Website oversight (with Banas & Gillotti) 	<ul style="list-style-type: none"> - Admissions - BEDS - Café Supervision/Operations - Cafeteria Manager Liaison - Common Formative Assessments (CFAs) - Data Verification - End of School Operations - Instructional Coaching Liaison - Master Scheduling - NAEP - NYS 5-8 Testing (with Cammarata) - Seal of Biliteracy - School Based Inquiry Team Lead (SBIT) - Sister School Programs (with WL faculty) - Start of School Operations - Student Teachers/Observer - Substitute Teachers - Summer School - Supervision, Support, and Evaluation of Instructional Staff - Supervision of teacher posts & duties 	<ul style="list-style-type: none"> - Admissions - AP/IB Test Scheduling (with Banas & Tanevski) - Café Supervision/Operations - Common Formative Assessments (CFAs) - Data Verification Lead - End of School Operations Lead - Handbooks- Faculty/Student (with Maracle) - Master Scheduling - Office Staff Supervision - Safe & Civil Schools Team - SCEP Planning Lead - <i>School-Connects</i> Communication Coordinator - Site Based Management Team (SBMT) Admin Lead Liaison - Start of School Operations - Substitute Teachers Lead - Summer School - Supervision, Support, and Evaluation of Instructional Staff - Supervision of teacher posts & duties 	<ul style="list-style-type: none"> - Admissions Chair - Announcement Staff Supervision - Athletics & Extracurricular supervision - Attendance Liaison w/ Cranston - Café Supervision/Operations Lead - College Planning & Curriculum Guides (with counselors) - Data Verification - Emergency Procedures / Fire Drills - End of School Operations - Event & Facility Scheduling - Learning Excursion Approval & Coordination - Master Calendar (with Gillotti) - Master Scheduling Lead - Moving Up Day Oversight - NYS Regents Testing (with Allman) - PTSCO Admin Lead Liaison - Safety & Security Coordination - Say Yes! Liaison - Start of School Operations - Summer School - Supervision, Support and Evaluation of instructional staff - Supervision of teacher posts & duties - Textbook / Instructional Supply Ordering (with Maracle) - Wellness Committee
<i>Administrator Contact for:</i>	<i>Administrator Contact for:</i>	<i>Administrator Contact for:</i>	<i>Administrator Contact for:</i>
<ul style="list-style-type: none"> - Social Studies - Science - IB Middle Years Program (MYP) - IB Diploma Program (DP) 	<ul style="list-style-type: none"> - Grade 5 - Grade 6 - Career and Technical Ed (CTE) - World Languages 	<ul style="list-style-type: none"> - Mathematics - ELA - Art - Speech - Library 	<ul style="list-style-type: none"> - Special Education - School Counselors/SST - Physical Education/Health - Music - Teacher Assistants & Aides