



**Carnage Magnet Middle School  
Administration Responsibilities  
2023 - 2024**



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<b>Overall Student Caseload</b> <ul style="list-style-type: none"><li>• Address student and parent concerns</li><li>• Student behavior</li><li>• Student interventions including MTSS, 504, IEP, LEP, AIG</li><li>• Coordinate with Student Services department</li></ul> <b>Department Leadership</b> <ul style="list-style-type: none"><li>• Administration</li><li>• AIG</li><li>• Arts</li><li>• Athletics</li><li>• ESL</li><li>• Instructional Facilitator</li><li>• Intervention</li><li>• Magnet Program</li><li>• Media Center</li><li>• Office Staff</li><li>• Student Services</li></ul> <b>School Leadership</b> <ul style="list-style-type: none"><li>• Overall School Program</li><li>• School Improvement Team</li><li>• Staff/Human Resources</li><li>• Budget</li><li>• School Communication</li><li>• Professional Development</li><li>• PTSA &amp; Boosters</li><li>• Crisis Team</li><li>• Master Schedule</li><li>• Course Registration</li></ul>	<b>6<sup>th</sup> Grade Student Caseload</b> <ul style="list-style-type: none"><li>• Address student and parent concerns</li><li>• Student behavior</li><li>• Student interventions including MTSS, 504, IEP, LEP, AIG</li></ul> <b>6<sup>th</sup> Grade Counselor Partner:</b> Octavia Oliver <b>Department Leadership</b> <ul style="list-style-type: none"><li>• Child Nutrition</li><li>• Math</li><li>• Social Studies</li><li>• World Languages</li></ul> <b>School Leadership</b> <ul style="list-style-type: none"><li>• School Improvement Process Manager</li><li>• MTSS/Intervention Team</li><li>• Transportation</li><li>• Field Trips</li><li>• Testing</li><li>• School Website</li><li>• Master Calendar</li><li>• Evaluation Matrix &amp; NCEES</li></ul>	<b>7<sup>th</sup> Grade Student Caseload</b> <ul style="list-style-type: none"><li>• Address student and parent concerns</li><li>• Student behavior</li><li>• Student interventions including MTSS, 504, IEP, LEP, AIG</li></ul> <b>7<sup>th</sup> Grade Counselor Partner:</b> Elizabeth Coccarelli <b>Department Leadership</b> <ul style="list-style-type: none"><li>• CTE</li><li>• English Language Arts</li><li>• Healthful Living</li></ul> <b>School Leadership</b> <ul style="list-style-type: none"><li>• School Improvement Team Member</li><li>• Section 504</li><li>• Duty Schedule</li><li>• PowerSchool</li><li>• Beginning Teachers &amp; Mentors</li><li>• EVAAS</li><li>• Volunteers</li></ul>	<b>8<sup>th</sup> Grade Student Caseload</b> <ul style="list-style-type: none"><li>• Address student and parent concerns</li><li>• Student behavior</li><li>• Student interventions including MTSS, 504, IEP, LEP, AIG</li></ul> <b>8<sup>th</sup> Grade Counselor Partner:</b> Holly Neyer <b>Department Leadership</b> <ul style="list-style-type: none"><li>• Science</li><li>• Special Education &amp; Instructional Assistants</li><li>• Custodial</li></ul> <b>School Leadership</b> <ul style="list-style-type: none"><li>• School Improvement Team Member</li><li>• Positive Behavioral Interventions &amp; Supports (PBIS)</li><li>• Alternative Learning Center (ALC)</li><li>• Student Activities &amp; Clubs</li><li>• Facilities</li><li>• Safety &amp; Security</li><li>• Family Events</li></ul>