

## ECMS Administrator Assignments 2019-2020

Nikia Davis-Principal		
Shandua Ellis Assistant Principal	Melissa Lopez Assistant Principal	Elizabeth Bennett Administrative Intern
Administrative Supervision: Thursday/Friday	Administrative Supervision: Wednesday/Friday	Administrative Supervision: Tuesday/Friday
ELA, Special Education, Instructional Support, Office Staff, Student Services, Social Studies, ALC/ISS	Science, Math, Custodians, Intervention, CNS, CTE, WL/ESL	Fine Arts, Social Studies, PE, CNS, ALC/ISS
Discipline: 7th & 8th grade	Discipline: 6th & 7th grade	Discipline: 6-8 Grade
AM Duty (7:45-8:15)	AM Duty (7:45-8:15)	AM Duty (7:45-8:15)
Carpool/Bus Ramp	Transportation/Circulation	Transportation/Circulation
PM Duty (3:00-3:00)	PM Duty (3:00-3:30)	PM Duty (3:00-3:30)
Bus Ramp/Carpool	Transportation/Carpool	Transportation/Carpool
Lunch Duty	Lunch Duty	Lunch Duty
7th grade & 8 <sup>th</sup> grade	6 <sup>th</sup> grade & 7th grade	6th-8th grade
<b>Responsibilities:</b>	<b>Responsibilities:</b>	<b>Responsibilities:</b>
<ul style="list-style-type: none"> <li>-Instructional Leader</li> <li><b>PLT Coach-</b> <i>ELA, Special Education, Social Studies, Instructional Support</i></li> <li>-Approval of videos, supplemental text and guest speakers</li> <li>-Bell Schedules</li> <li>-Benchmark/Common Formative Assessments</li> <li>-Board Advisory Council Meetings/PTSA Liaison</li> <li>-Classroom Walkthroughs</li> <li>-Crisis and Emergency Operations</li> <li>-E-schools Contact</li> <li>-eCats Contact</li> <li>-Fall &amp; Spring Festival</li> <li>-Grade Level Awards Liaison/Graduation</li> <li>-Grades/Powerteacher &amp; Power Schools/Parent Portal</li> <li>-Grants Contact</li> <li>-Handle Staff/Student/Parental Concerns</li> <li>-Home Hospital/504s</li> <li>-IMPVision</li> <li>-Interviewing and recommending school personnel</li> <li>-LEA Representative</li> <li>-Leading Professional Development</li> <li>-Master Schedule &amp; Registration backup</li> <li>-Open House</li> <li>-Observations and evaluations</li> <li>-Oversee all C &amp; I issues related to respective departments</li> <li>-Oversee all concerns related to designated grade level</li> <li>-Professional Development planning and implementation</li> <li>-STEM</li> <li>-Student Clubs and Activities</li> <li>-Supervision during school day and extracurricular events after school</li> <li>-Technology Integration (CANVAS/BYOD)</li> <li>-Volunteers</li> <li>-WakeLearns Contact</li> </ul>	<ul style="list-style-type: none"> <li>-Instructional Leader</li> <li><b>PLT Coach-</b> <i>Math, Science, WL/ESL, CTE</i></li> <li>-Beginning Teacher Support Program</li> <li>-Bell Schedule</li> <li>-Benchmark/Common Formative Assessments</li> <li>-Board Advisory Council Meetings and PTSA meetings as needed</li> <li>-Classroom Walkthrough</li> <li>-EVAAS Roster Verifications</li> <li>-Exploratory Enrichment</li> <li>-Facilities (Calendar, Building Usage, Keys, Work Orders)</li> <li>-Fall &amp; Spring Festival</li> <li>-Field Trips</li> <li>-Grade Level Awards Liaison/Graduation</li> <li>-Handle Staff, Student and Parental Concerns</li> <li>-Imp Academy</li> <li>-Interviewing and recommending school personnel</li> <li>-Intervention - iReady/-Tier II/Tier III</li> <li>-LEA Representative</li> <li>-Leading Professional Development</li> <li>-Master Schedule &amp; Registration backup</li> <li>-NC Exams/Testing</li> <li>-New Teacher/Staff Orientation</li> <li>-Observations and evaluations</li> <li>-Oversee all C &amp; I issues related to respective departments</li> <li>-Oversee all concerns related to designated grade level</li> <li>-PTSA Liaison (celebrations &amp; attend meetings as needed)</li> <li>-Schedule Pick-Up/Meet</li> <li>-SIRS</li> <li>-STEM</li> <li>-Substitutes (Short Term/Long Term)/-Teacher coverage schedule</li> <li>-Supervision during school day and extracurricular events after school</li> <li>-Transportation Contact</li> </ul>	<ul style="list-style-type: none"> <li>-Instructional Leader</li> <li><b>PLT Coach-</b> <i>PE, Fine Arts, Social Studies</i></li> <li>-Benchmark/Common Formative Assessments</li> <li>-Classroom Walkthrough</li> <li>-Fall &amp; Spring Festival</li> <li>-Field Trips</li> <li>-Grade Level Awards Liaison/Graduation</li> <li>-Handle Staff, Student and Parental Concerns</li> <li>-IMPVision</li> <li>-Interviewing and recommending school personnel</li> <li>-iReady/-Tier II/Tier III</li> <li>-Leading Professional Development</li> <li>-Lockers</li> <li>-Oversee all C &amp; I issues related to respective departments</li> <li>-School Pictures</li> <li>-School Website</li> <li>-School-wide tardies/Student IDs</li> <li>-Social Networking</li> <li>-STEM</li> <li>-Student Clubs and Activities</li> <li>-Supervision during school day and extracurricular events after school</li> <li>-Technology Integration (BYOD)</li> </ul>