

2023-2024 ADMINISTRATIVE ASSIGNMENTS SHS

Management Areas	Sean McCabe Principal 349-5202 <i>Secretary: Julie Hill</i>	Tyler Torres <i>(9th Grade)</i> Assistant Principal 349-5211 <i>Secretary: Jessica Henneman</i>	Jess Silsby <i>(10th Grade & Academy)</i> Assistant Principal 349-5229 <i>Secretary: MaryJean McQuilkin</i>	Ingel Schmidt <i>(11th Grade)</i> Assistant Principal 349-5221 <i>Secretary: Pat Van Vleck</i>	Natalie Kirisits <i>(12th Grade)</i> Assistant Principal 349-5231 <i>Secretary: Jen Macomber</i>
Instructional Focus	School Climate & Culture Facilitate BPT Faculty Meetings Teacher Leader Meetings ELA, Music, World Language	CRE (Equity)/SEL ESOL/Special Education	Assessment & Data Driven Instruction Content Focused Coaches Academy, Social Studies	Blended Learning/ Digital Conversion Counselors, Science, Math	Safety/Wellness Art, Business, FACS, PE/Health, Technology
Personnel	<ul style="list-style-type: none"> 9th-12th Multi-Grade Level Team Teachers ALC Assistant Principals Attendance Department Aides Drug & Alcohol Counselor Greeters Main Office Clerical Nurses Registrar Security Guards Social Workers Substitute Teachers Un-tenured staff 	<ul style="list-style-type: none"> 9th Grade Team Teachers AP Office Clerical Classroom Aides Psychologists Speech Pathologist Test Mod Room Aide Transition Coordinator 	<ul style="list-style-type: none"> 10th Grade Team Teachers Academy Academy TA Academy Social Worker AP Office Clerical 	<ul style="list-style-type: none"> 11th Grade Team Teachers AP Office Clerical Counseling Counseling Clerical Staff Data Management Specialist 	<ul style="list-style-type: none"> 12th Grade Team Teachers AP Office Clerical Cafeteria Aides Librarian/Library Aides Honors Study Hall Aide
	<ul style="list-style-type: none"> Code of Conduct/Restorative Practices DITEP GSA STUGO Lockers Principal Advisory Group Principal's Hearings Referral Data Senior Project Sources of Strength Threat Assessment Management & Mitigation 	<ul style="list-style-type: none"> 12:1:1 Program 504 Coordinator Detention Equity Summit NHS (peer tutoring) 	<ul style="list-style-type: none"> MTSS 	<ul style="list-style-type: none"> Academic Awards and Academic Excellence Week Coordinator Grade Reporting (5W/10W, Honor Pass Designation) Academic Eligibility Planner/Student Handbook Homecoming Help 	<ul style="list-style-type: none"> 9th Grade Orientation Academic Workshop Clubs and Activities <ul style="list-style-type: none"> 100 Days, Class Elections Homecoming PAC Tech Crew SIDONG Liaison PEP passes Graduation Ceremony/Elementary Walkthrough
Other	<ul style="list-style-type: none"> Building Budget Preparation Building/Facility Use Requests Capital Projects/Custodians/Facilities District/Building Calendar Departmental and Building Inventory eHallpass NYSED Reports Opening Day Paper Scholarship Committee Staff Attendance Staff Newsletter (Ranger Report) Staffing Teacher Attendance Reporting 	<ul style="list-style-type: none"> AP Exams Case Managers C.S.E. Liaison District Equity Committee Special Education Test Mods for Exams SSD Coordinator Test Mod Room Testing Schedule (Regents & Local) NYSESLAT 	<ul style="list-style-type: none"> BPT Schedule backup Teacher Handbook TIG 	<ul style="list-style-type: none"> AIS Open House Parent/Teacher Conferences Graduation Backup Technology Liaison (<i>Impero/Go Guardian</i>) Master Schedule Supervisions 	<ul style="list-style-type: none"> APEX Learning Coordinator Announcements/Multimedia BEDS Bookstore District Threat Assessment Mtgs. Dual Credit (MCC, SUPA, etc.) Emergency Procedures/Fire Drills Photos/ID's School-to-Career Advisory Council/CTED Report WeMoCo Yearbook

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