

## ADMINISTRATIVE ASSIGNMENTS FOR 2020-2021

<b>Management Areas</b>	<p style="text-align: center;"><b>Sean McCabe</b> Principal 349-5202 Secretary: Linda Pelin</p>	<p style="text-align: center;"><b>Steve Lysenko</b> (Academy &amp; 9<sup>th</sup> Grade) Assistant Principal 349-5229 Secretary: MaryJean McQuilkin</p>	<p style="text-align: center;"><b>Amy Sullivan (10<sup>th</sup> Grade)</b> Assistant Principal 349-5231 Secretary: Vicki Diaz</p>	<p style="text-align: center;"><b>Michael Calzi (11<sup>th</sup> Grade)</b> Assistant Principal 349-5211 Secretary: Julie Hill</p>	<p style="text-align: center;"><b>Jessica Silsby (12<sup>th</sup> Grade)</b> Assistant Principal 349-5221 Secretary: Maria Bash</p>
<b>Instructional</b>	<p>Curriculum Supervision in all areas (focus on Art, FACS, Music, Social Studies, P.E./Health and Technology) Facilitate/support BPT Teacher Leader Meetings Master Schedule – Staffing</p>	<p>Curriculum Supervision of Social Workers, World Languages, and SHS Academy Director of World Languages (7-12)</p>	<p>Curriculum Supervision in Math and Special Education</p>	<p>Curriculum Supervision in Business, ELA, ESOL, and Library Director of Business (9-12)</p>	<p>Curriculum Supervision in Counseling and Science Director of Science (6-12)</p>
<b>Personnel</b>	<p>Supervision of Ass't. Principals Teacher Supervision in Art, FACS, Music, Social Studies, P.E./Health and Technology and non-tenured staff Supervision of Principal Office Secretaries, Substitute Teachers, Nurses Supervision of Security Guards Supervision of Greeters Supervision of ALC</p>	<p>Teacher Supervision of Social Workers, World Languages, and SHS Academy</p>	<p>Teacher Supervision in Math and Special Education Supervision of Psychologists, Transition Coordinator, Speech Pathologist Supervision of Classroom Aides</p>	<p>Teacher Supervision in Business, Earth Science, ELA, ESOL, and Library Supervision of Clerical Staff in Main Office Cafeteria Aides</p>	<p>Teacher Supervision in Science Supervision of Clerical Staff in Counseling/Infinite Campus</p>
<b>Student</b>	<p>NHS Academic Eligibility AIS Senior Project Principal's Hearings Management of Honor Passes Coordination of Outside Counselors Liaison for our Music Boosters and Interscholastic Athletics Sources of Strength</p>	<p>Activities, Attendance, Discipline, &amp; Honor Passes for the Class of 2024 Dash2Change WeMoCo Liaison Student Planners</p>	<p>Activities, Attendance, Discipline, &amp; Honor Passes for the Class of 2023 Academic Eligibility IST (FBA/BIP) 12:1:1 Programs 504 Coordinator Mentoring Coordinator Academic Workshop Detention 9<sup>th</sup> Grade Orientation Homecoming</p>	<p>Activities, Attendance, Discipline, Parking &amp; Honor Passes for the Class of 2022 Assembly/Advisement Coordinator Graduation Ceremony Lockers Clubs and Activities DWI Assembly and Arrive Alive Class Elections</p>	<p>Activities, Attendance, Discipline, &amp; Honor Passes for the Class of 2021 CARE Team Liaison Coordinator Achievement Awards and Academic Letters Parking/PEP Passes Report Cards (Interim Reports, Honor Roll, and Academic Excellence) SIDONG Liaison</p>
<b>Resource</b>	<p>Building Budget Preparation Budget for Art, FACS, Music, Social Studies, P.E./Health and Technology Building Upkeep Building/Facility Use Requests Staff Newsletter (The Ranger Report)</p>	<p>Budget for World Languages and SHS Academy</p>	<p>Budget for Math and Special Education</p>	<p>Budget for Business, ELA, and Library High School Performing Arts Center - reservations and use</p>	<p>Budget for Counseling and Science</p>
<b>Other</b>	<p>District/Building Calendar Community Relations Departmental and Building Inventory NYSED Reports Scholarship Committee Teacher Attendance Threat Assessment and Support Team</p>	<p>Parent/Teacher Conferences Fire Drills/Emergency Procedures</p>	<p>C.S.E. Liaison Annual Reviews Open House Testing Schedule (Regents and Final Exams) Special Education Test Mods for Regents Exams Social Media Coordinator</p>	<p>ID Pictures Teacher Handbook CTED Report School-to-Career Advisory Council Technology Resource Liaison BEDS Forms SUPA/Dual Credit Information Opening Day Backup for Schedule</p>	<p>Master Schedule Scheduling Information Night AP Exams Backup for Graduation</p>