


JCHS Principal Roles and Responsibilities

J C H S	<p style="text-align: center;">Deanne Fisher Principal (A-B) Math/Fine Arts</p> <p>Instructional Leadership Athletic Program Liaison Fine Arts Program Liaison Administrative Team Oversight and Leadership Counseling Team Oversight and Leadership Budget Leadership and Planning Lead Teacher Committee Hourly Employees (HR) Staffing/Personnel Issues PTO Graduation Campuswide Communication</p> <ul style="list-style-type: none"> • Emails to Student/Parents • Timely Newsletters 	<p style="text-align: center;">Deanne Fisher Principal</p> <p>Communication Morning Announcements News / Public Relations Student Publications (Legal/Oper.) Liaison to JC Police Department Liaison to Central Office Complaint / Grievance Process Programming and Management Principal Advisory Committee Staff Handbook</p>	<p style="text-align: center;">Julie Bryan Assoc. Principal C&I (C-E) ELA/Practical Arts/IC</p> <p>Evaluation Coordinator Staff Handbook Budget Grievances/ Complaints Lead Teacher Committee Professional Development Master Schedule E20/20 Curriculum alignment PLTW/CTE Textbooks Testing EOC Advanced Academic (AP, DE) Bell Schedules Jaytime Curriculum, Team Mgt Conferences Coordinator Jay10</p>	<p style="text-align: center;">Jordan Chapman Assistant Principal (F-K)F Science/World Lang/Lib/Tech</p> <p>Security/Cameras/ SRO Crisis Management Emergency Drills Keys Senior Activities Pictures, State, Club, Rotary 1:World Technology Leadership Help Desk Distribution District Tech. Liaison Library Clubs and Organizations Pictures (Groups, Students, and Staff) Transitional Activities Dances</p>
	<p style="text-align: center;">Steve Walker Assistant Principal (L-R) Social Studies/PE/Health/ISS</p> <p>Staff Appreciation Campus Facilities Substitutes Coordination, Apprec. JCAC 9th Grade Liaison Home Supports Parking/Transportation Custodial Liaison Maintenance Liaison Cafeteria Liaison Nurses Liaison Discipline Management Data, ISS, Det., Sat. School Equity Liaison Building Phones CPR</p>	<p style="text-align: center;">Jaime Schulte Assistant Principal (S-Z) SPED /Paras</p> <p>SPED RtI Coordination SPED Services and Staff Attendance/Tardies Recognition, Data, Planning, Dances PTO Initial Student 504s Homebound/Virtual Student Handbook</p>	<p style="text-align: center;">Carrie Welch Counseling Director</p> <p>Counseling Team Oversight Master Schedule AP/DE/Pre AP Coordinator 504 Distribution and mngmt Homebound/Virtual processing Graduation Planning Academic Planning Guide Summer School Scholarship Management Registration & Enrollment College/Career Counseling ACT/PACT/ASVAB/Accuplacer/SAT Mentoring Business/TSA's/CTE/Bi Lit Seal</p>	<p style="text-align: center;">Carrie Welch Counseling Director</p> <p>e2020/Launch Management Parent Teacher Conferences Transitional Activities VoIP Phone System High School Webpage DNP Attendance oversight Boys State and Girls State Infinite Campus Oversight</p> <div style="text-align: center;">  </div>

***All Depart. Administrative Leaders are responsible for: Department Instructional Oversight, Student Discipline , Staff Evaluation, Student 504 by alphabet**