

BHS ADMINISTRATOR DUTIES

2008-2009

(updated 7.25.09)

Administrative Duties--BHS

Manny Triana

Discipline, Academics, Attendance, 504, ARDs: Srs. (M-Z)
Primary Appraiser: Science and Sp Ed Skills
Master Schedule
SASI Administrator
PEIMS Administrator
Appraiser for Skills Teaching Assistants
Co-Chair Counselor Staffing
Plan Incoming 9th grade Parent Information Night
Administrator in charge when principal is off campus
Budget
Hiring/Recruitment Team
Duty & Supervision of Student Activities
Other Duties Assigned by Principal

Duty Station:

7:00-7:35 600 Cross Hall
Passing Period 600 Cross Hall
2:45-3:15 East Parking Lot

Ben Bholan

Discipline, Academics, Attendance, 504, ARDs: Srs (A-L)
Oversee all aspects of Curriculum & Instruction
Pri App: Math and SpEd VAC, MAC, Resource, PASS
Staff Development/Exchange Days
Adv Acad: Dual Credit / AVID / IB / AP / Ac Dec
Administrator for 9th grade Teaming
Credit Recovery/Tutorials
Co-Chair Counselor Staffing
ESL Administrator and Testing Coordinator
Admin over graduation and senior awards
Grant Administrator: Vision 20/20, DOP
Duty & Supervision of Student Activities
Other Duties Assigned by Principal

Duty Station:

7:00-7:35 500 Crosshall
Passing Period 500 Cross Hall

Andro Kemp

Discipline, Academics, Attendance, 504, ARDs: 9 - 11 (K-O)
Primary Appraiser: Social Studies and Health/PE
Lockers
Administrator for Fitness Gram Testing
Admin for increasing parent involvement
Supervise Security Officers
Metal Checks/Crisis Plan/Lockdown Drills
Student Parking / Transportation
Fire/Inclement Weather Drills
Admin for student council
Project SOAR/Latino Mentoring Grant
Duty & Supervision of Student Activities
Other Duties Assigned by Principal

Duty Station:

7:00-7:35 500 hall west
Passing Period 500 hall west
2:45-3:15 West Parking Lot

Keith Johnson

Discipline, Academics, Attendance, 504, ARDs: 9-11 (P - S)
Primary Appraiser: Science and Fine Arts
Substitute Management System
Coordinate Student Schedule Pick-Up
Administrator in charge of daily announcements
Textbooks - Distribution and Accountability
Admin for increasing community involvement
Sub Orientation/Communications/Management
Admin for ID Badges
Admin for Drill Team
Duty & Supervision of Student Activities
Other Duties as assigned by Principal

Duty Station:

7:00-7:35 Atrium
Passing Period Atrium/Locker Banks

Iris Williams

Discipline, Academics, Attendance, 504, ARDs: 9-11 (A-E)
Primary Appraiser: Social Studies and CATE
Teacher/Student Handbooks
Phone System/PhoneMaster
Teacher Duty Station Assignments
Saturday School/Mid-Week Detention
ISS/CHOICES
Administrator for TAKS Testing/Retesting
Coordinate Student Due Process Assemblies
Meet the Teacher Night/Open House
Duty and Supervision of Student Activities
Other Duties as Assigned by Principal

Duty Station:

7:00-7:35 Cafeteria
Passing Period 400 hall outside WL food lab
2:45-3:15 500 vending/West Foyer/West Lot

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2:45-3:15 East Parking Lot

Darlene Owens

Discipline, Academics, Attendance, 504, ARDs: 9-11 (T - Z)
Primary Appraiser: English, Business, and Tech Apps
New Teachers/Mentoring/Training
Student Teachers/Observers/Visitors
Records Management
Admin for Cheerleading
Master Calendar/Fundraiser Calendar
Prom
Publicity for events/Marquee/Website
End of semester/End of year activities
Freshman First Event
Supervision of Student Activities
Other Duties as Assigned by Principal

Duty Station:

7:00-7:35 400 Hallway outside WL food lab
Passing Period Library
2:45-3:15 Atrium/Sweep to west parking lot

2:45-3:15 500 Crosshall/South Side

Michelle Trussell

Discipline, Academics, Attendance, 504, ARDs: 9-11 (F-J)
Primary Appraiser: English and LOTE
Responsible for Building/Physical Plant
Administrator supervising custodial staff
Keys
Work Orders
Fixed Asset Inventory
UIL Administrator
Administrator for 21st Century Grant
Maverick Concession Committee Rep
Administrator for Student Recognition
Administrator in charge after M. Triana
Duty and Supervision of Student Activities
Other Duties as Assigned by Principal

Duty Station:

7:00-7:35 300 Hallway by Gym
Passing Period 300 Hallway by Gym
2:45-3:15 300 Hallway by Gym/Blacktop