

## 2020-2021 WMS 7th- Asst. Principal Responsibilities

<b>Mrs. Jana Jones- AP</b>
Lunch Duty
Drill/Cheer Tryouts
Hall Duty – Before/After School and Passing Period
ARDs
Present at In-Service
Attend School Functions
Campus Improvement Team/CIP
PLCs
WAIP
<b>Specific Duties &amp; Responsibilities</b>
<b>Discipline 7th Grade</b>
<ul style="list-style-type: none"> <li>● 504 Annual 7th Grade Meetings</li> <li>● Grade Recovery</li> <li>● Cycle Recovery</li> <li>● Credit Recovery</li> <li>● 504 Annual 6<sup>th</sup> Grade Meetings</li> <li>● Title 1/Title 1 Crate</li> <li>● Staff Learning Meetings</li> <li>● Review 360 Questions</li> <li>● SST/504 Coordinator</li> <li>● New Teacher Academy/Project Goal</li> <li>● BEST Administrator</li> <li>● Campus Improvement Team</li> <li>● Testing Administrator/PSAT/MAP</li> <li>● Loss of Privilege</li> <li>● Canvas Administrator</li> <li>● STEAMPosium</li> <li>● Athletics</li> </ul>
<b>Other Duties As Assigned</b>
<b>Evaluation Responsibilities</b>
<ul style="list-style-type: none"> <li>● SCIENCE</li> <li>● SOCIAL STUDIES</li> <li>● ATHLETICS/PE</li> <li>● RAC</li> </ul>