

# *Marriotts Ridge High School*

## **Administrative Responsibilities 2011-12**

Dr. Kaufman

Mrs. Bowen

Mr. Rahnama

Mr. Thomas

Mr. Brown (AAM)

A-G Student Management  
A-G 504 Case Management  
A Lunch Supervision

H-N Student Management  
H-N 504 Case Management  
C Lunch Supervision

O-Z Student Management  
O-Z 504 Case Management  
B Lunch Supervision

Activities & Athletics  
Building Management  
D lunch supervision

Department Evaluations  
Activities & Athletics Mgr.  
Assistant Principals  
Bookkeeper  
English  
GT Research  
ITLs  
Principal's Secretary  
School Resource Officer  
Teacher Dev. Liaisons

Department Evaluations  
Front Office Clerical Staff  
Health Assistant/Nurse  
Math  
Media/Media Secretary  
PE/Health  
Testing Assistant  
World Languages

Department Evaluations  
Career Research & Development  
Data Clerk  
Family & Consumer Science  
Fine Arts  
Guidance Secretary  
Pupil Personnel Worker  
Registrar  
Security Assistant  
School Psychologist  
Social Studies  
Student Services

Department Evaluations  
BSAP Transition Assistant  
Technology Education  
Custodial Staff  
Science  
Special Education  
Speech Pathologist

Evaluations  
Head Coaches

(Substitute Lunch Duty)

Lunch Duty A

Lunch Duty C

Lunch Duty D

Lunch Duty B

Duties  
Business Partnerships  
Class Councils  
Community Programs  
Crisis Team  
Financial Management  
Graduation  
Horizon Foundation  
Leadership Academy  
Leadership Team  
National Honor Society  
Professional Development  
PTSA  
Public Relations  
School Partnerships  
SGA Liaison  
Staffing  
Staff Wellness  
Student & Staff Recognition  
Weekly Message

Duties  
Accountability Coordinator  
Assessments (PSAT/HSA)  
Bridge Plans  
Bus Transportation  
Detention  
Extended School  
Health Room  
In School Intervention  
New Teacher Support  
Print Shop/OCE/Riosgraph  
School Improvement Plan  
School Improvement Team  
Substitutes

Duties  
Aspen Parent Portal  
Articulation/Orientation  
Athletics Liaison  
Attendance Team/Attendance  
Evening School/Home & Hospital  
Homewood Liaison  
Interims & Report Cards  
Music Boosters  
Ninth Grade Team  
Peer Mediation  
Scheduling  
Service Learning  
Student Support Team  
Summer School Liaison  
Teacher Web

Duties  
Academic Honor Code  
Alpha Achievers  
ARL Liaison  
Bell Schedules  
BSAP & Rising Scholars  
Emergency Plan/Drills  
Field Trips  
Grounds, Maintenance  
Keys  
MRHS Scholars  
Staff Handbook  
Student Assemblies  
Student Handbooks

Duties  
Assemblies  
Athletics (Finance/Transportation)  
Athletic Associations  
Athletics Ldrshp Council/Steering Team  
Athletic Trainer  
Boosters  
Building Use  
Building Calendar  
Extracurricular Activities  
Fundraising Committee