

JAMS Administrative Responsibilities 2019-2020

PRINCIPAL

Steve Richardson

72205

Budget
Certificated Hiring
Communication
Community Liaison
Curriculum/Instruction
District Liaison
Evaluations: Non-Tenured
FAC
Illuminate
Leadership
Main Office Staff
Master Schedule
New Parent Tours

Parent Education
Parking
Pathway articulation
PTSA
School Site Council
School Site Plan
Staff Development
Tutoring Programs

Departments

6th Grade
Advisory
Counseling
Immersion
Language Arts
Mathematics

ASSISTANT PRINCIPAL

Joseph Eure

72217

504 Plans
5th grade Parent Meeting
5th grade Student Tour
Activities/Student Leadership
Affidavits
Attendance
Attendance Office Staff
Curriculum/Instruction
Custodial
ELAC/Community Liaison
Emergency Plan
Enrollment/Permits
Evaluations
Facilities
IEP's (attend)
Independent Study PE
Outside Agencies & Counseling
Security (Miller & Wilson)
Community Liaison
SST Facilitator/MSST
Student Handbook
Student Teachers
Summer School
Transition 5th-6th

Departments

7th Grade
ELD
Humanities
Physical Education/ISPE
Social Studies
Vision

ASSISTANT PRINCIPAL

Martha Chacon

72206

504 Plans
Attendance
Attendance Office Staff
Curriculum/Instruction
Evaluations
Grading
IEP's (attend)
Illuminate
Ineligibility
Library/Media
Master Calendar/Facilities Permit
Paras
Promotion
School Calendar
SART/SARB
SMPD Liaison
Student Data
Summer School
Technology (Overton)
Telephones
Testing – State & District
Website
Yearbook
Transition 8th -9th

Departments

8th Grade
AVID
Electives: Exp Wheel, Span
Science
Special Education
VAPA