

Bob Graham Education Center Assistant Principal Responsibilities 2016-2017

Elizabeth Hernandez – Grades Pre-K - K @ PLC	James Jackimczuk – Grades 1-2	Annette Riveron – Grades 3-4	Jesus Mesa – Grades 5-8
<ul style="list-style-type: none"> ·After School Care Program ·Bilingual Department ·Cafeteria Duty (PLC) ·Curriculum (Pre-K-5th) ·Data Chats (Pre-K –5th Grade) ·Data Chats Preparation (Pre-K – 8th Grade) ·Discipline (PLC) ·Dismissal (PLC) ·EESAC ·Everything “Of the Year” ·FCAT/SAT Testing ·Gradebook Manager ·Hearing & Vision Screenings ·Master Scheduling (Pre-K-5th) ·Open House ·Out of Area Student Transfers ·Pacing Guides (K-8th, Bilingual & SPED) ·Parent Conferences ·Retentions (ELL K-2nd) ·School Climate Surveys ·School Improvement Plan ·Teacher Scheduling (Pre-K-5th) ·Traffic Arrival/Dismissal PLC ·Tutorial/Intervention Program (Before/After/Saturday/TPD) ·Textbooks (PLC) ·VPK Program ·Walk Safe 	<ul style="list-style-type: none"> ·Accreditation ·AED Compliance ·Awards (Liaison & Invites) ·Boy Scouts/Girl Scouts ·Cafeteria Duty ·Contests ·Data Analysis Preparation/Chats (1st-2nd) ·Discipline ·Elections ·Elementary Cafeteria Duty ·Fair Assessment ·FCAT/FSA/SAT/ EOC Testing ·Interim Assessments Schedule & Prepare Assessments (K-8th) ·Interim Assessments (Scanning) ·Miami Dolphins Liaison ·Parent Conferences ·Retentions (General Ed. 1st – 2nd) ·Technology ·Textbook (Pre-K-8th) ·Transportation ·Weekly Bulletin 	<ul style="list-style-type: none"> ·Beautification Committee ·Cafeteria Duty ·Certification ·Discipline ·Elementary Cafeteria Duty ·Five Star Liaison ·Interns/Field Experience ·Parent Academy ·Parent Conferences ·Parent Involvement ·Professional Development ·Retentions (3rd-5th) ·Scheduling (Pre-K-5th) ·SST Packet Review (K-8th) ·Third Grade Portfolios ·Tutorial/Intervention Program (Before/After/Saturday/TPD) ·SPED ·Summer School (Elem.) 	<ul style="list-style-type: none"> ·Awards (6th – 8th) ·Cafeteria Duty ·Clubs/Intramurals ·Curriculum (MS) ·Custodians ·Data Chats (6th – 8th) ·Discipline ·Middle School Cafeteria Duty ·Parent Conferences ·Retentions (MS) ·Safety Committee (CIRT) ·Scheduling (MS) ·Security Monitors/Café Monitors ·Special Area Department ·Summer School (MS) ·Supplements ·Traffic Arrival/Dismissal