

Bob Graham Education Center

Assistant Principal Responsibilities

2017-2018 (Revised 11-6-17)

Annette Riveron – Grades Pre-K - K @ PLC

- Administrative Walk Throughs (monthly calendars)
- After School Care Program
- Attendance/Truancy
- Beautification Committee
- 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)
- FCAT/FSA/SAT Testing
- Five Star Liaison
- Gradebook Manager
- Gifted
- Health Screenings/Health Records
- Interns/Field Experience
- Open House
- Out of Area Student Transfers
- Pacing Guides (K-8th Bilingual & SPED)
- Parent Conferences
- Parental Involvement & PTSA
- Professional Development
- Retentions (ELL)
- School Climate Surveys
- Teacher Scheduling (Pre-K-5th)
- Traffic Arrival/Dismissal PLC
- Tutorial/Intervention Program (Before/After/Saturday/TPD)
- Textbooks (PLC)
- VPK Program
- Walk Safe

James Jackimczuk – Grades 1-4

- Accreditation
- AED Compliance
- Awards (Liaison & Invites) (Pre-K-8th)
- Boy Scouts/Girl Scouts
- Cafeteria Duty (Elementary)
- Contests
- Data Analysis Preparation/Chats (K-8th)
- Discipline
- Elections
- Fair Assessment
- FCAT/FSA/SAT/EOC Testing
- Interim Assessments Schedule & Prepare Assessments (K-8th)
- Interim Assessments (Scanning)
- Miami Dolphins Liaison
- Parent Conferences
- Retentions (1st-4th)
- Technology
- Textbooks (Pre-K-8th)
- Third Grade Portfolios
- Transportation
- Weekly Bulletin

Elizabeth Hernandez – ESE (Pre-K-8th)

- Cafeteria Duty (Elementary)
- Certification
- Discipline
- EESAC
- ESE
- Everything of the Year
- Master Scheduling
- Parent Academy
- Parent Conferences
- School Improvement Plan
- SST Packet Review (K-8th)
- Teacher Scheduling (Pre-K-5th)
- Tutorial/Intervention Program (Before/After/Saturday/TPD)
- Summer School (Elem.)

Jesus Mesa – Grades 5-8

- Awards (6th-8th)
- Cafeteria Duty (MS)
- Clubs/Intramurals
- Curriculum (MS)
- Custodians
- Data Chats (6th – 8th)
- Discipline
- Parent Conferences
- Retentions (MS)
- Safety Committee (CIRT)
- Scheduling (MS)
- Security Monitors/Café Monitors
- Special Area Department
- Summer School (MS)
- Supplements
- Traffic Arrival/Dismissal