

# Apex High School 2011-2012

## ADMINISTRATIVE TEAM RESPONSIBILITIES

<b>Matt Wight</b> <i>Principal</i>	<b>Jeannette Hill</b> <i>Assistant Principal, Instruction</i>	<b>Kevin Sergent</b> <i>Assistant Principal</i>	<b>Bob Barbour</b> <i>Assistant Principal</i>	<b>Ginger Wooten</b> <i>Assistant Principal</i>
Administrative Interns	AOIT Advisory Board	Business Alliance	Crisis Plan/Team	Copy Room
Budget Manager	Bell Schedules	Cafeteria Staff	Data Analysis	ESchools
Copiers	Beginning Teachers	Community Services	Emergency Operations Plan	Field Trips
Faculty Meetings	Department Chairs			Intervention
Fundraising	Exam Schedule	Custodians	IED-Data Entry	Lunch Supervision
Human Resources	Guest Speakers/Movies	Driver's Education	IEP's/Test Accommodations	Ninth Grade Transition
Lunch Duty Schedule	Homeroom Schedule	Facilities	Lunch Supervision	Parent Orientation
PCE	Lunch Supervision	Fire/Tornado	Teacher Assistants	Professional Development
PTSA/ School Student Clubs/Activities	Master Schedule	Fixed Assets	Teacher/Staff Evaluations	Student Support Team
SACS	Procurement	Keys		Student Handbook
Support Staff	Room Assignments	Lockers	Textbooks	Student Orientation
Teacher/Staff Evaluations	School Improvement Team	Lunch Supervision		Teacher Handbook
Technology/Website	Speakers/Movies	Parking		Teacher/Staff Evaluations
	Student Teachers	Safety and Security		
	Teacher Mentors	Summer School		
	Teacher/Staff Evaluations	Teacher/Staff Evaluations		
		Transportation		
<b>Departments/PLTs</b> CTE Social Studies Support Staff Assistant Principals Athletic Director	<b>Departments/PLTs</b> Math Student Services	<b>Departments/PLTs</b> Healthful Living Fine Arts	<b>Departments/PLTs</b> Foreign Language Science Special Education	<b>Departments/PLTs</b> English Media
<b>Student Behavior Groups</b> Primary Supervision of All Students	<b>Student Behavior Groups</b> Seniors	<b>Student Behavior Groups</b> Juniors	<b>Student Behavior Groups</b> Sophomores	<b>Student Behavior Groups</b> Freshmen