

2022-2023 Bacon Academy Roles and Responsibilities

	Amy Begué Principal	Melissa Cyr Assistant Principal	Michael Mal Assistant Principal	Kevin Burke Athletic Director
Direct Reports	<ul style="list-style-type: none"> Assistant Principals Office Professionals Athletic Director All teachers Nurse and nursing paraprofessionals School Safety Officer and Greeter 	<ul style="list-style-type: none"> English, Family and Consumer Science, School Counseling, Special Education, Health and Physical Education Special Education and Brick Paraprofessionals 	<ul style="list-style-type: none"> World Language, Science, Technical Education, Business Paraprofessionals: SRBI, LMS 	<ul style="list-style-type: none"> Coaches Athletic Trainer
Assignments	<ul style="list-style-type: none"> School Improvement Plan School Regulations and Protocols School Safety Budget NEASC Evaluation of certified staff (Mathematics, Social Studies and Fine Arts departments) Evaluation of all staff Interview, hiring of new staff Student supervision for large after hour school events Chair PPT and 504 meetings for Grade 11 students Facilitator of Bacon Leadership Council and teacher leader development Bacon Parent Forum BA Student Advisory Group Design and implement professional development and training for all staff 8th Grade Orientation night Liaison to Youth Manufacturing Program Initiative 	<ul style="list-style-type: none"> Evaluation of the English, Family and Consumer Science, School Counseling, Special Education, Health and Physical Education education staff. Support the special education team through the development of service schedules. Development of the school's Program of Studies. With support from the principal, development of Student Wellness and School Climate plans Supervision of after hour school events Chair PPT and 504 meetings two grades Student Discipline for two grades. Interview, hiring of new staff Student Handbook STAT Team Bullying & Title IX Investigations 	<ul style="list-style-type: none"> Evaluation of: World Language, Science, Technical Education, Business Oversee Math and ELA Scientific Research-based Intervention Teams Interview, hiring of new staff Supervision for large after hour school events With support from the principal, development of Student Wellness and School Climate plans Chair 504 & IEP Meeting Student Discipline for two grades Development of Master Schedule Staff Handbook Standardized testing administration (AP, CT-SAT, PSAT, Universal Screeners, etc.) STAT Team Bullying & Title IX Investigations 	<ul style="list-style-type: none"> Athletic Budget Organize fall, winter and spring sports schedules Adhere to all CIAC guidelines Organize transportation for all teams Maintain Coaching Handbook Manage training for coaches, including all building protocols https://caadinc.org/caadcalendar.pdf

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	Susan McKiernan Assistant to the Administrators	Danielle Bossie Financial Office Professional	Dawn Shea Attendance Office Professional	Angelina Ruzala School Counseling Office Professional	Brianna Alessio School Counseling Office Professional
Assignments	<ul style="list-style-type: none"> Office Manager Coordinate substitutes and daily coverage Reconciles absent management reports/timecards for biweekly payroll. Maintains student discipline logs Scheduling meetings, calendar for administrators and building use Dispatches school security or administrators Manages student obligations Answers all general inquiry phone calls Processes new hire transmittals Onboarding of new hires Inventories and supplies building keys BA Website Weekly Digital backpack updates Processes outgoing seniors checklists Orders, organizes and delivers cap and gowns Assists in the planning and execution of graduation ceremony Assists in school wide event planning and celebrations Schedules field trips and transportation 	<ul style="list-style-type: none"> Receives school wide supply orders from teacher leaders and creates purchase orders using Munis Checks in and validates all received orders to match with purchase orders. Assists with securing supply quotes and vendors Creates RFPs to pay building invoices Pays sports, clubs, and student activity invoices Maintains and reconciles student activity and scholarship accounts MUNIS for building Receives and tracks cash/check deposits Pay to play coordinator Responsible for building level My Payments Plus troubleshooting, account reconciliation and set up Post yearly internal stipend positions, tracks stipends for accounting Responsible for school wide supply inventory and ordering Schedules printer/copier 	<ul style="list-style-type: none"> Maintain student attendance Student attendance letters for truancy, 9th absence. Attendance updates for admin/school counselors School Messenger communication for parents/students PowerSchool assistance for students/staff as needed PowerSchool assistance for office professionals updating DAT tags for transcripts, form letters, object reports, etc. Create new bell schedules in PowerSchool for shortened days, exams, etc to align with schedules for accurate attendance records and more importantly the ability to track students at all time. Student parking permits spreadsheet. 	<ul style="list-style-type: none"> New registrations Norwich Lottery students applications, shadowing and registrations Student Withdrawals Transcripts (Requests and creating) Scholarships (coordinating with donors, collecting and tracking applications) Graduation(all communications to seniors, invitations, ordering diplomas, creating and tracking grad packet information, creating and ordering programs, graduation ceremony event planning, 50 year graduates invites) Supporting role in delivering school counseling curriculum and programming for students (college fair, AP Testing, PSAT, Bobcat Block, 8th Grade visits) Update Clubs & Organizations reference guide Grade Edits/Tracking (grade change requests, duplicate grades stored, blank grades stored, failing grades reports, grades out of sync, Honor Roll) Student schedule edits (add/drops, creating 	<ul style="list-style-type: none"> New registrations Student Withdrawals Transcripts (Requests and creating) Scholarships (coordinating with donors, collecting and tracking applications) Graduation(all communications to seniors, invitations, ordering diplomas, creating and tracking grad packet information, creating and ordering programs, graduation ceremony event planning, 50 year graduates invites) Supporting role in delivering school counseling curriculum and programming for students (college fair, AP Testing, PSAT, Bobcat Block, 8th Grade visits) Update Clubs & Organizations reference guide Grade Edits/Tracking (grade change requests, duplicate grades stored, blank grades stored, failing grades reports, grades out of sync, Honor Roll) Student schedule edits (add/drops, creating

2022-2023 Central Office Staff Assignments

	<ul style="list-style-type: none"> • Maintains personnel emergency contact information • Schedules RAPTOR emergency drills, troubleshoots staff issues, maintains drill records • General office professional duties that may include: answering phones, faxing, filing, mailings, answering emails, running reports, answering questions for parents, students and faculty 	<p>maintenance, yearly shredding and other services as needed</p> <ul style="list-style-type: none"> • Assists in graduation planning and execution • Substitutes for attendance OP when needed. • General Office Professional responsibilities: answering phones, responding to emails, report requests by faculty, assisting students, issuing parking permits, troubleshooting for Parents/students/faculty • Student work papers 		<ul style="list-style-type: none"> • Grade Edits/Tracking (grade change requests, duplicate grades stored, blank grades stored, failing grades reports, grades out of sync, Honor Roll) • Student schedule edits (add/drops, creating sections, creating Independent studies, class override requests, creating student schedules for new school year) • Naviance (uploading transcripts, scheduling college visits, uploading tests scores, trouble shooting for students/parents) • Senior and Underclassmen Award Nights (organizing outside awards and class awards, parent notifications, creating certificates) • Academic Award Breakfast • 504 Scheduling • Organizing of student cumulative records (breaking down graduated Seniors into 50 yr records and 7 year shred, removing & shredding 50 year files, organizing incoming freshman files) • Communicate departmental needs to teachers (gradebook requests, scheduling 	<p>sections, creating Independent studies, class override requests, creating student schedules for new school year)</p> <ul style="list-style-type: none"> • Naviance (uploading transcripts, scheduling college visits, uploading tests scores, trouble shooting for students/parents) • Senior and Underclassmen Award Nights (organizing outside awards and class awards, parent notifications, creating certificates) • Academic Award Breakfast • 504 Scheduling • Organizing of student cumulative records (breaking down graduated Seniors into 50 yr records and 7 year shred, removing & shredding 50 year files, organizing incoming freshman files) • Communicate departmental needs to teachers (gradebook requests, scheduling requests, meetings) • Update school counseling website • General Office Professional responsibilities (scheduling student meetings with counselors, contacting parents, answering
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2022-2023 Central Office Staff Assignments

				<ul style="list-style-type: none">requests, meetings)<ul style="list-style-type: none">• Update school counseling website• General Office Professional responsibilities (scheduling student meetings with counselors, contacting parents, answering phones, responding to emails, report requests by faculty, assisting students, PowerSchool troubleshooting for parents/students/faculty)• Management of student records	phones, responding to emails, report requests by faculty, assisting students, PowerSchool troubleshooting for Parents/students/faculty)
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