

2022-2023 Colchester Elementary School

	Judy O'Meara Principal	Meghan Amado Assistant Principal
Direct Reports	<ul style="list-style-type: none"> ● Assistant Principal ● PK-2 Teachers ● PK-2 Special Education Teachers ● 4 Speech and Language Pathologists ● School Psychologist ● Social Worker ● Special Areas Teachers & LMS ● Paraprofessionals ● Office Professionals ● Front Entrance Security Person ● Building Maintenance & Custodial Staff 	<ul style="list-style-type: none"> ● PK-2 Teachers ● PK-2 Special Education Teachers ● 4 Speech and Language Pathologists ● School Psychologist ● Social Worker ● Special Areas Teachers & LMS ● Paraprofessionals ● Office Professionals ● Front Entrance Security Person ● Building Maintenance & Custodial Staff
Assignments	<ul style="list-style-type: none"> ● Evaluation and Observations of Assistant Principal, Kindergarten & Grade 2 Teachers and Special Educators, Reading Coach, Unique Learners & BASES Special Educators, 2 Remedial Reading Teachers, Office Professionals, Nurse, Paraprofessionals ● School Safety, Drills, Crisis Team ● CES Budget and Purchases ● Interview, hiring of new staff ● Planning of Professional Development ● Work in curriculum areas to support staff with all phases ● Planning for Staff and Leadership Team Meetings ● Responsible for School Improvement Plan ● Responsible for Preschool Improvement Plan, NAEYC Website, NAEYC Accreditation, ECHO Entry, School Readiness Grant and Meetings, Preschool Team Meetings ● Discipline of Kindergarten and Grade 2 ● Administrator for PPT for Kindergarten and Grade 2 ● Responsible for Staff Attendance and Coverage ● Coverage for Recess and Lunch as needed ● Crisis Team Member and Responder to Student 	<ul style="list-style-type: none"> ● Evaluation and Observations of Preschool & Grade 1 Teachers and Special Educators, Math Coach, Speech and Language Pathologists, Specialists ● Interview, hiring of new staff ● Planning of Professional Development ● Planning for Staff and Leadership Team Meetings ● Responsible for School Improvement Plan ● Responsible for Preschool Improvement Plan, NAEYC Accreditation, School Readiness, Preschool Team Meetings ● Discipline of Preschool and Grade 1 ● Administrator for PPT for Preschool and Grade 1 ● Coverage for Recess and Lunch as needed ● Crisis Team Member and Responder to Student Support Calls ● Initiate and run 504 Meetings ● Leader of Student Wellness, Technology, Behavior, and Academic Teams ● Responsible for Initial PPT for Birth to 3, Preschool, and Grade 1 ● PTO Liaison ● Liaison to C3 and all unions ● Scheduling ● Buses

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	<p>Support Calls</p> <ul style="list-style-type: none"> ● Initiate and run 504 Meetings ● Member of Student Wellness, Technology, DCT, Behavior, and Academic Teams ● Responsible for Initial PPT for Kindergarten and Grade 2 ● PTO Liaison & Attend all PTO Events ● Liaison to C3 and all unions ● Parent Drop off and Pick Up ● Monitor Student Attendance & Hold Attendance Meetings ● CT SEDS Expert ● Kindergarten Orientation 	<ul style="list-style-type: none"> ● CT SEDS Expert ● Bus Discipline ● Kindergarten Orientation ● Preschool and Kindergarten class placement ● Work in curriculum areas to support staff with all phases
State / Federal Reporting	<ul style="list-style-type: none"> ● Office of Early Childhood Registry ● ED166 ● ED165 	<ul style="list-style-type: none"> ● School Readiness Monthly Roster, attendance, and fees collected