

# 2022-2023 William J. Johnston Middle School Roles & Responsibilities

	Chris Bennett Principal	Stacy Ewings Assistant Principal	Michele Morgan Executive Assistant to Principal	Donna Duckworth Administrative Assistant
<b>Direct Reports</b>	<ul style="list-style-type: none"> <li>• Assistant Principal</li> <li>• Administrative Assistants</li> <li>• Custodians</li> <li>• Cafe manager</li> <li>• Teachers</li> <li>• Paras</li> </ul>	<ul style="list-style-type: none"> <li>• Teachers</li> <li>• Paras</li> </ul>	<ul style="list-style-type: none"> <li>• Substitutes</li> </ul>	
<b>Assignments (Building Level)</b>	<ul style="list-style-type: none"> <li>• Evaluation of Assistant Principal</li> <li>• Evaluation of Math, Science &amp; Applied Academic Teachers</li> <li>• School Safety</li> <li>• School Budget</li> <li>• Interview, hiring of new staff</li> <li>• Master Schedule</li> <li>• Building Maintenance</li> <li>• PPT &amp; 504 facilitator</li> <li>• Monitor PLC's/curr development</li> <li>• WJ Team Leaders</li> <li>• Parent and community communications</li> <li>• School Improvement Plan</li> <li>• PTO liaison</li> <li>• Parent drop off/PM busses and Pick up</li> <li>• WJ Crisis &amp; Support Team</li> <li>• Planning of Professional development</li> <li>• Supervision of after school events (dances, etc.)</li> </ul>	<ul style="list-style-type: none"> <li>• Evaluations of English, Social Studies, World Language &amp; Special Education teachers (25 people)</li> <li>• Monitoring curriculum development and support teachers throughout the process</li> <li>• PLCs and training for teachers</li> <li>• Interviewing and hiring of new staff/substitutes</li> <li>• Student schedules</li> <li>• SBAC testing coordinator</li> <li>• PPT &amp; 504 facilitator</li> <li>• WJ Team Leaders</li> <li>• School Improvement Plan</li> <li>• Planning of Professional development</li> <li>• Parent drop off/PM busses and Pick up</li> <li>• Staff duties and lunch schedules</li> <li>• WJ Special Education meetings</li> <li>• Supervision of after school events (dances, etc.)</li> </ul>	<ul style="list-style-type: none"> <li>• Office Manager</li> <li>• Anticipate needs of administrators</li> <li>• Scheduling meetings, calendar</li> <li>• School Messenger</li> <li>• Digital Backpack/website</li> <li>• Frontline Absences manager</li> <li>• PS Scheduling/change in classes</li> <li>• Purchase orders</li> <li>• Budget/Munis</li> <li>• Time Sheets</li> <li>• Assign substitutes where needed throughout the day.</li> </ul>	<ul style="list-style-type: none"> <li>• Answer main telephone line; backup Executive Assistant line when needed</li> <li>• Attendance</li> <li>• New student enrollment</li> <li>• Cumulative Files</li> <li>• Liaison between districts and students (withdrawing/enrolling)</li> <li>• Guest greeting/Front counter</li> <li>• Social Media</li> <li>• Management of student records</li> </ul>
<b>Assignments (District Level)</b>	<ul style="list-style-type: none"> <li>• DCT Committee</li> <li>• DEI Committee</li> <li>• Safety Committee</li> </ul>	<ul style="list-style-type: none"> <li>• EL Committee</li> <li>• Professional Growth and Development</li> <li>• Health and Safety Committee</li> <li>• Student Wellness Committee</li> </ul>		