

Joseph Kerr Middle School
ADMINISTRATIVE RESPONSIBILITIES

Cecil Q. Duke
Principal

*Academic Improvement Plan
 Accountability Report Card
 Articulation
 W/Elementary & HS
 AVID
 Bold Goals
 BTSA (New Teachers)
 Budget
 *Campus/Activities Supervision
 Departments:
 • Counseling
 • Math
 • Physical Education
 • Science
 Department Meetings
 ELL
 Evaluations
 Gate/Honors Program
 Intra-District Transfers
 Leadership Team
 Library
 Master Schedule
 Newsletter
 Mentor Program
 Partnership/Community Plan
 *Professional Learning
 *Promotion/Retention
 School Report Card
 School-wide goals
 School Site Council
 Staffing
 Student Forum
 Staff Meetings
 Suspension Appeals
 TOT

Lisa Vartanian
Vice Principal

*Academic Improvement Plan
 *Campus/Activities Supervision
 Campus Supervisors
 Clerical Staff
 Climate Committee
 Curriculum Support
 Departments:
 • Social Science
 • English
 • Electives
 • Special Ed.
 *Discipline
 Evaluations
 Expulsions
 *Extended Day
 IIPP Coordinator
 Jump Start
 Mandated Cost
 *MYPAS/CSRE - Lead
 *NAEP - Lead
 *Professional Learning
 Promotion Ceremony
 *Promotion/Retention
 *PSAT
 *School Safety Plan
 SLC
 SERT
 *STAR/CAT6
 Student Teachers
 *Student Handbook (Trakerr)
 Summer School
 Web Day

Dolores Moore
Teacher-in-Charge

*Academic Improvement Plan
 Athletics
 Attendance/SARB
 Back-to-School Night
 Campus/Activities
 Supervision
 Custodians/Facilities
 Departments:
 • Activities (ASB)
 *Discipline
 Expulsions
 *Extended Day
 Kerr Charter School
 Mandated Reporter
 *MYPAS/CSRE
 *NAEP
 Parent Coordinator/Booster Club
 *Professional Learning
 *PSAT
 Secondary Experience
 Staff Handbook
 *STAR/CAT 6 - Lead
 Technology: SchoolLoop/SisWeb
 504 Students

* Delineates shared
 Responsibilities