

**ADMINISTRATIVE RESPONSIBILITIES  
2015-2016**

**Dr. Greg Tiemann – Principal (715-6002)**

Administer Board of Education Policy and Procedures	State, District and Accreditation Agency Reports
Administrative Departmental Liaison and Appraisal of Assigned Staff: <b>Science, Department Heads, Administration Team</b>	Hiring of Certified Staff
Administer School Improvement Plan and Strategic Planning Team Process	Leave Approval
Coordinate Staff and Public Communication	Fiscal Management of Building Resources and Programs
RTI+I Data Team Member	Staff Policies and Procedures – Faculty Handbook
Coordinate Graduation	Identify Changes and Improvement to the School Plant and Facilities
Incident Command System: Building Incident Commander	Purchasing Approval
Coordinate the Building Calendar	Student Supervision
Coordinates Academic Letter Awards	Coordinate Faculty Team Meeting

**Dr. Jennifer Allen, Assistant Principal – Curriculum and Instruction and 10<sup>th</sup> Grade Students (715-6007)**

Administrative Departmental Liaison and Appraisal of Assigned Staff: <b>Language Arts, and Speech Services</b>	Student Discipline including Attendance and Tardies to School for <b>10<sup>th</sup> Grade Students.</b>
Leads the RTI+I Data Team	Coordinates and Communicates Curricular and Instructional programs
Leads Core Department Head Meetings	Coordinates Curriculum Publications
PLC Team Leaders	Approves Guest Speakers and Video Material
Student Supervision	Leads Staff Development (District and Building Initiatives)
Approved Dual Enrollment Forms	Coordinates New Teacher and Student Teacher Orientation
Coordinate AP Quarterly Meetings	

**Mr. Harry Grimminger, Assistant Principal – Pupil Services and 9<sup>th</sup> Grade Students (715-6003)**

Administrative Departmental Liaison and Appraisal of Assigned Staff: <b>Social Studies, Guidance, SPED (ACP)</b>	Student Discipline including Attendance and Tardies to School for <b>9<sup>th</sup> Grade Students.</b>
Coordinates Master Scheduling	Coordinates all data processing activities related to student registration, record keeping and accounting.
Coordinates Lunch Schedules	RTI+I Data Team Member
Supervises health services program	Coordinate Parent Conferences
New Student Registration	Coordinate Registration Conferences
Student Supervision	

**Mr. Bob Lamberty, Assistant Principal - Assistant Principal –Assessment and 12<sup>th</sup> Grade Students (715-6004)**

Administrative department liaison and Appraisal of Assigned Staff: <b>Math, Industrial Tech, World Languages (French and German)</b>	Student Discipline including Attendance and Tardies to School for <b>12<sup>th</sup> Grade Students.</b>
Coordinates Student Assessments	Coordinates Advanced Placement Program
RTI+I Data Team Member	Coordinates Faculty Extra Duty Assignments
	Coordinates Re-Teaching and Academic Intervention Plans

**Mrs. Stacy Longacre, Assistant Principal – Safety/Security and 11<sup>th</sup> Grade Students (715-6006)**

Administrative Departmental Liaison and Appraisal of Assigned Staff: <b>Business, FCS, World Languages (Spanish)</b>	Student Discipline including Attendance and Tardies to School for <b>11<sup>th</sup> Grade Students.</b>
Coordinates all Safety and Security Programs and Requirements.	Coordinates Student Handbook
Coordinates Teacher-Mentor Programs	Coordinates Student and Staff Parking
Student Supervision	Supervises Security Staff
Co-Coordinates distribution of keys and after hours security code clearance	Incident Command System: Building Operations Chief
	Coordinates the After School Study Center
	Coordinates Tuesday/Thursday School
	Coordinate PBIS Behavior Intervention Plan

**Mr. Chris Loofe, Assistant Principal - Assistant Principal for Activities (715-6020)**

Administrative department liaison and appraisal of assigned staff: <b>Art, PE, Music, coaches and sponsors</b>	Activities Budget
Student Activities Recognition Programs	Maintenance and Custodial Needs for Events
Nebraska State Activities Association Reports	School Organization Activities and Contests
Coordinates with all booster organizations	Student Supervision Extra Duty Pay Schedules
Approves fundraising activities	Activities Transportation Officials for Athletic Contests
Coordinates and approves field trips	School-Community Use of Facilities including Monitor Extra Curricular/Athletic Eligibility
Student Supervision	Assigns personnel for supervision of activities
Co-Coordinates distribution of keys and after hours security code clearance	Incident Command System – Building Liaison Officer
AP testing site and proctor logistics	Coordinates Back to School Process