

MBSS Administrative Responsibilities 2011 / 2012

John S.	Linda	Luke	John G.
Budget – New Equipment Repair	Budget – Learning Resources / Rebinds	Budget – Departments Spending Approval	Budget – Departments Spending Approval
Parents: General PAC	Parent Ambassador Program Support	Parent Ambassador Program Support	Parent Ambassador Program Coordinator
School Based Success Team	School Based Success Team	School Based Success Team	School Based Success Team
School Goals: SPC Report	Goal 1: Grad Rate (Pyramids of Intervention)	Goal 2: Student Engagement (21 st Century Learning/Kagan)	Goal 1: Grad Rate (School Climate)
Student Discipline: Improve Support Model	Student Discipline: A – G (Bradley)	Student Discipline: O – Z (Maier)	Student Discipline: H – N (Goddard)
TPA's, PGP's and PDP's (staff and admin)	TPA's, PGP's and PDP's	TPA's, PGP's and PDP's	TPA's, PGP's and PDP's
Graduation	Graduation MRP	Graduation	Graduation
1701's	1701 support	Advanced Placement	Aboriginal Program
Athletic Liaison / Athletic PAC/ Student Councils	ACE IT: Hairdressing & Culinary Arts programs	Articulation (GMS/ CNB) and Transitions	Assemblies
Bear Briefs	Alternate Programs	Bagged Lunch Program	Awards / Scholarships
Bear Necessities	Attendance Policy - Referral process	Bill 10	Education Week
Bill 33	Bussing / Bus Supervision Schedule	Bill 33	Field Trips
Clerical and Custodial Supervision	Calendar/Handbook support	Course Selections - (Booklet Schedule & Process)	Media and PR
Community Ambassadors	District Scholarships	FOIPPA	Passport to Education
Community Use Schedule / Liaison	Family Life	Healthy Foods Committee	Parent Teacher Conferencing
Corporate Sponsorships	Parking support	Homerooms	Provincial Exams
Department Head Meetings - Bear Council	Pyramid of Interventions	International and Exchange Students- (ESL)	School Photos
Newsletter	Report Card Timelines - Ministry Data	Lockers	Semester End & Year End Procedures
Noon Hour Supervisors	Safety: OH&S, Fire / Lockdown Drills, Medical Alerts	Parking	Student Agenda
Pro-D Liaison	Staff Handbook: School Opening	Physical Plant: Facilities Improvement	Teacher Assistants
School Planning Council	Student Teachers	Provincial Exams	Timetable Building Support
Staff Meetings	Web Page Maintenance	Technology Refresh	TOC's
Staffing		Timetable Building & Room Allocations	Wall of Heroes / Memorial Wall
Student Leadership: Student Voice, Student Bear Council			Calendar/Handbook
Student Teacher support			
Sunshine			
Three Year Rule			
Vending Contracts			
Departments: Athletics Leadership Library	Departments: Career Programs (<i>Planning & Grad Transitions & WEX</i>) Counseling Home Ec. Special Ed Student Support Services	Departments: Distance Learning Info Tech/Tech Ed Languages Math Science	Departments: PE English Fine Arts Social Studies