

| <b>2020-21 OCJH Admin Responsibilities</b>   |  |   |
|--|--|---|
| <b>Diane Wanamaker</b>   | <b>Theron Murphy</b>   | <b>Brady Shaw</b>   |
| Fine Arts  | Math   | CTE   |
| English  | Science  | Special Ed  |
| Media Center   | World Languages  | Social Studies  |
| PLC, Instructional Coaches/Data Spec   | Counseling   | Physical Ed/Health  |
| Secretaries  | Innovative Learning Coach  | Copy Center   |
| Custodians   | SAC/Advocates  | School Tech   |
|  | L-Re w/Mike, Rj-Z w/Lucilla  | A-D w/Tami, E-K w/Brad  |
| BYU Partnership Principals Academy   | Timpanogos Cluster 6Cs Pilot Group<br>SEL Committee (Tami attends)                     | District Vision for Learning Committee<br>District Literacy Committee (Lucilla attends) |
| School Leadership Team<br>Instructional Team<br>IT Planning Group<br>Faculty Meeting | Student Success Team w/Mike B<br>SEL Working Group w/Tami and Ashlynn<br>Staff Meeting | Faculty Council w/ Mike R<br>Technology Committee<br>ELL Team<br>PR Team                |
| Student Council w/ Travis  | SLC Coalition Oversight/Planning<br>"Video Productions Team" w/ Mike R                 | Hope Squad w/ Brad  |
| Master Schedule  | Thursday Videos w/ Mike R  | LEA   |
| PD Days  | Student Recognition w/ Rebecca   | 504s  |
| Evaluations  | Faculty Recognition w/ Rebecca   | Website w/ Rebecca  |
| Finances   | Opening Culture Videos w/Mike R  | Social Media--  |
| PTSA   | After-school Activities, Intramurals   | Skyward Admin   |
| SCC (SIP, Stakeholder Report, Trustlands)  | Risk Mgt/Safety/First Responders - Curtis  | Opening Faculty Video   |
| Work Orders  | Student Teachers / Substitutes   | Welcome Back Faculty BBQ w/ Rebecca   |
| Student & Faculty Handbooks  | 6th grade day (w/ Counselors)  | SIMS (Summer in Middle School)  |
| Parent Newsletter  | 7th grade day/activity (w/Counselors)  | Assemblies  |
| Daily Announcements  | August New Teacher Induction w/Angela  | Athletics / Building Rentals (w/ Rebecca)   |
| Yearbook   | Eagle Academy w/Angela   | Bell Schedules  |
| Testing / Testing Coordinator  | Grounds  | Room Assignments  |
| All Gifted Programs  | Accreditation  | Keys w/Jamie  |
| Textbooks  | Calendar w/Rebecca   | Buses   |
|  | Parent Teacher Conference / Open House<br>Cherae and SCC parent                        | Lunch Supervision   |