<table>
<thead>
<tr>
<th><strong>Administrative Assignments 2016-2017</strong></th>
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</table>

**Tom Sherwood**
- **Departments**
  - Social Studies
  - Health/PE

**Steve Bailey**
- **Departments**
  - A-D Attend/Discipline
  - Science
  - Sp Ed/LEA

**Roberto Jimenez**
- **Departments**
  - E-J Attend/Discipline
  - CTE
  - World Languages

**Jana Crist**
- **Departments**
  - K-P Attend/Discipline
  - Language Arts
  - Arts (Performing & Visual)

**Ryan Durant**
- **Departments**
  - Q-Z Attend/Discipline
  - Math

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**Academic Standards**
- Athletics
- Accreditation

**Curriculum**
- Activities Letter
- Emergency Procedures

**Early Graduation**
- Advertising Banners
- Risk Management/Safety

**Pass/Fail Approval**
- Booster Clubs
- Faculty Advisory Comm.

**Reduced Schedule**
- Budgets
- Home & Hospital

**Accreditation**
- Contracts
- Guest Speakers

**SCC (School Comm Coun)**
- Cheer
- Hall Monitors

**CSIP/Land Trust**
- Drill
- Magnets

**Finances**
- Playing Fields/Floors
- Senior Awards Night

**Budgets/Payroll**
- UHSAA
- Special Programs

**Purchase Orders**
- BLT
- LIA

**Fundraising Approval**
- SCC
- Signs/Displays

**Faculty Meetings**
- Alumni Liaison/Archives
- School Beautification

**Media Spokesman**
- Master Schedule
- Student Handbook

**Personnel/Staffing/Hiring**
- Class Changes
- Testing

**Physical Facilities**
- Lunch Assignments
- Textbooks

**Policies**
- Midterms
- College Application Week

**Region 3 Chairperson**
- Building Scheduling
- Overnight Travel

**Registration**
- Community Meetings
- College Application Week

**School Operations**
- District Meetings
- Evening Travel

**Security**
- Rentals
- Community Meetings

**Supplies**
- Calendar/Supervision
- Performing Arts

**Teacher Checkout**
- Bus Request
- SBO/Student Govt

**Teacher Orientation**
- Field Trips
- Activity Cards

**Technology Committee**
- School Activities
- Assemblies

**Web Page**
- Weekly Schedule
- Dances/Stomps

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**Accreditation**
- Accident Reports/OSHA
- Graduation

**Emergency Procedures**
- Graduation
- Hall Passes

**Risk Management/Safety**
- Emergency Kits
- ID Badges/Keys

**Faculty Advisory Comm.**
- Physical Facilities
- Bells

**Home & Hospital**
- Lockers
- Security

**Guest Speakers**
- School Beautification
- Security

**Hall Monitors**
- Student Handbook
- School Beautification

**Magnets**
- Signs/Displays
- AT-Risk/Diggers

**Senior Awards Night**
- PTSA Liason
- Fundraising

**Special Programs**
- LIC
- Teacher Mentors

**LIA**
- Student Handbook
- Link Crew

**Student Handbook**
- Textbooks
- Freshman Orientation

**Testing**
- College Application Week
- Publications

**Textbooks**
- Building Scheduling
- Newspaper/Yearbook

**Building Scheduling**
- Community Meetings
- Literary Magazine

**Community Meetings**
- District Meetings
- BLT Agendas

**District Meetings**
- Rentals
- Posters/Banner Approvals

**Rental**
- Calendar/Supervision
- McKinney Vento

**Calendar/Supervision**
- Bus Request
- Parent Teacher Conferences

**Bus Request**
- Field Trips
- Activity Cards

**Field Trips**
- School Activities
- Assemblies

**School Activities**
- Weekly Schedule
- Dances/Stomps

**Weekly Schedule**
- Marquee
- Photography

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**Finance**
- Supplies
- Photography

**Budgets/Payroll**
- Transportation
- BLT

**Purchase Orders**
- BLT Agendas
- McKinney Vento

**Fundraising Approval**
- SBO/Student Govt
- Parent Teacher Conferences

**Teacher Checkout**
- Parking
- Activity Cards

**Teacher Orientation**
- Parking
- Assemblies

**Technology Committee**
- Web Page
- Parking

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**Web Page**
- Marquee
- Photography

**Marquee**
- Parking
- Assemblies

**Photography**
- Parking
- Dances/Stomps

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**Marquee**
- Parking
- Assemblies

**Photography**
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**PLT**
- Attendance Appeals
- Clubs

**Faculty Meeting Agenda**
- Graduation
- Hall Passes

**Faculty Meeting/PD Rolls**
- Emergency Kits
- ID Badges/Keys

**Faculty Relicensure Certs.**
- Physical Facilities
- Bells

**Social Committee**
- Lockers
- Security

**Staff Policy Book**
- School Beautification
- Security

**Staff Appreciation**
- Admin Assist.
- Birthdays

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**Sterling Scholars**
- National Honor Society
- Night School

**National Honor Society**
- BLT Agendas
- Posters/Banner Approvals

**Night School**
- SBO/Student Govt
- Activity Cards

**SBO/Student Govt**
- Activity Cards
- Assemblies

**Activity Cards**
- Assemblies
- Dances/Stomps

**Assemblies**
- Dances/Stomps
- Photography

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**Web Page**
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**Marquee**
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