

2019-2020 P.811Q Staff Roles & Responsibilities

Principal
Nicole Avila

- Coordination and implementation of all chancellor and district initiatives
- Curriculum implementation
- Using Data review to improve student outcomes
- lead evaluator
- Cultivating leadership within organization
- Oversee all administrative functioning
- SLT Chair
- PTA and community liaison
- Oversee the writing of the CEP
- Responsible for implementing all aspects of the IEP
- Managing school budget
- Hiring of staff
- Ensuring safety of students and staff
- Provide appropriate professional development plan for all staff
- Ensure the vision and mission of the school is incorporated into all aspects of the school culture

Assistant Principal of Operations Johnnie Bradford	Assistant Principal Yvette Miguez	Assistant Principal Katis Romig	Assistant Principal	F Status Assistant Principal Janet Healy
<ul style="list-style-type: none"> • Safety Coordinator • Testing Coordinator • Chapter 683 Coordinator • OORS reporter • STARS Supervisor • Related Services Coordinator • STP/C6 Coordinator • Sustainability Coordinator 	<ul style="list-style-type: none"> • Main Site 6:1:1 Supervisor • Site Supervisor 37 • ENL Coordinator • PD Planning Committee Supervisor • Title III Coordinator • LAC Coordinator • Observations 	<ul style="list-style-type: none"> • Site Supervisor 136/822 • Site Supervisor 147 • After School Supervisor • Observations • Budget Coordinator • Purchasing Coordinator • OORS reporter 	<ul style="list-style-type: none"> • Site Supervisor QHST • Main Site 12:1:1 Supervisor • Inclusion Supervisor • Observations • Attendance Coordinator 	<ul style="list-style-type: none"> • Main Site 12:1:4 Supervisor • Observations

Unit Coordinator – Main Site Ali Middleton	Unit Coordinator - QHST Dawn Burdi	Unit Coordinator – 136/822 Maria Petkanas	Unit Coordinator - 37 Lisa Keane	Unit Coordinator - 147 Alyssa Genovese
<ul style="list-style-type: none"> ● Coordinate breakfast, lunch, arrival, and dismissal procedures ● Parent Outreach Coordinator ● Organize coverages for absences ● Ensure all communications from administration to staff or parents is distributed ● Oversee that testing plans are implemented smoothly ● Ordering and maintaining supplies for the unit ● Coordinate trips ● Parent outreach and resolving parent issues ● Site Safety liaison ● Site tours ● Bussing liaison ● Behavior Support ● Classroom Coverages as needed ● Graduation Coordinator ● SLT Chairperson 	<ul style="list-style-type: none"> ● Coordinate breakfast, lunch, arrival, and dismissal procedures ● Parent Outreach Coordinator ● Organize coverages for absences ● Ensure all communications from administration to staff or parents is distributed ● Oversee that testing plans are implemented smoothly ● Ordering and maintaining supplies for the unit ● Coordinate trips ● Parent outreach and resolving parent issues ● Site Safety liaison ● Site tours ● Classroom Coverages as needed ● Bussing liaison ● Behavior Support 	<ul style="list-style-type: none"> ● Coordinate breakfast, lunch, arrival, and dismissal procedures ● Parent Outreach Coordinator ● Organize coverages for absences ● Ensure all communications from administration to staff or parents is distributed ● Oversee that testing plans are implemented smoothly ● Ordering and maintaining supplies for the unit ● Coordinate trips ● Parent outreach and resolving parent issues ● Site Safety liaison ● Site tours ● Classroom Coverages as needed ● Bussing liaison ● Behavior Support ● NYSAA Liaison 	<ul style="list-style-type: none"> ● Coordinate breakfast, lunch, arrival, and dismissal procedures ● Parent Outreach Coordinator ● Organize coverages for absences ● Ensure all communications from administration to staff or parents is distributed ● Oversee that testing plans are implemented smoothly ● Ordering and maintaining supplies for the unit ● Coordinate trips ● Parent outreach and resolving parent issues ● Site Safety liaison ● Site tours ● Classroom Coverages as needed ● Bussing liaison ● Behavior Support 	<ul style="list-style-type: none"> ● Coordinate breakfast, lunch, arrival, and dismissal procedures ● Parent Outreach Coordinator ● Organize coverages for absences ● Ensure all communications from administration to staff or parents is distributed ● Oversee that testing plans are implemented smoothly ● Ordering and maintaining supplies for the unit ● Coordinate trips ● Parent outreach and resolving parent issues ● Site Safety liaison ● Site tours ● Classroom Coverages as needed ● Bussing liaison ● Behavior Support ● STARS Classroom Coordinator ● SANDI/FAST Coordinator

Transition Linkage Coordinator Beth Altmann	Parent Coordinator Sonja Sylvers	IEP Coordinator Christine Moore
<ul style="list-style-type: none"> ● Travel training coordinator ● Organization and structuring activities for a community based vocational training program ● Preparation, organization and distribution of documents related to vocational training stipends for students. (e.g., VTEA grants). Coordination of funds. Employee Trainee Program, etc. ● Establishing and maintaining community/business liaison. ● Securing employment opportunities for students with disabilities. ● Providing professional development workshops in the areas of job development and transition to staff and parents. ● Assist students at our high school sites in obtaining necessary documents related to work and travel (e.g., working papers, ½ fare cards, ID cards). ● Arrange for diagnostic vocational evaluation with Access-VR. ● Facilitating transition planning for all students at all sites for post- secondary options. ● Act as a resource and provide referral information and application assistance to parents for requested services. ● Establish and maintain contacts with agencies which provide services to our students (e.g.,OPWDD, Access-UR) 	<ul style="list-style-type: none"> ● Increase parent involvement in the school by working with all school, parent and community organizations ● Monthly parent newsletter ● Serve as a facilitator for parent and school community concerns ● Conducts outreach to engage parents in their children's education ● Organize and attend regular parent meetings and events around topics of key concerns to parents ● Works with the school parent association, where needed ● Maintain ongoing contact with community organizations that are involved with providing services to the school's education program ● Organize back to school and other events to welcome new and existing students and their families ● Survey Coordinator 	<ul style="list-style-type: none"> ● School Implementation Team Liaison ● Oversee the IEP team process for the entire school population ● Monitor compliance ● Organize training for appropriate school personnel. ● Oversee aspects of IEP development, diagnostic assessments and annual/triennial reviews. ● Facilitate IEP process, information exchange, preparation and scheduling for IEP meetings. ● Review IEP documents for clerical issues and completion prior to IEP Team meetings. ● Conduct staff development on IEP development and SESIS ● Work closely with the Assistant Principals with IEP data collection and analysis of academic goals and objectives ● Work with school administration on key initiatives for the organization. ● Attend administrative meetings and provide feedback on staff issues.

Pupil Accounting Secretary Nora Valentin	Payroll Secretary Nancy Robison	Payroll Secretary Marilyn Godel-Biaggi	Family Worker Ariel Swotinsky	Family Worker Lourdes Morales	
<ul style="list-style-type: none"> ● Pupil Accounting (Students) ● ATS reports: PID , SVER ● Tracking Referrals from Placement ● Parent letters ● Promotion in Doubt (letters prepared & mailed) ● Chapter 683 (Reports) ● Immunizations, Vision, Hearing ● Inventory (school equipment) ● Posting Coordinator ● Telephone Repair Liaison ● Principal's Secretary 	<ul style="list-style-type: none"> ● Payroll - Administrators; Pedagogues; Nurses; Therapists; Parent Coordinator ● HR Liaison ● Sub Central Liaison AM ● Leaves Specialist ● Sub Central Liaison ● Worker's Compensation – Therapists; Nurses; Parent Coordinator ● Line of Duty Injury – Pedagogues ● Maintain Personnel Files ● Health Benefits – Pedagogues; Therapists; Nurses; Parent Coordinator ● Per Session Teachers 	<ul style="list-style-type: none"> ● Payroll – Paraprofessionals; School Aids; Sub Paras ● HR Liaison ● Worker's Comp for Paras and School Aids ● Personnel Files for Paras and School Aids ● Health Benefit Assistance Paras & School Aids ● Per Session Paras & School Aids ● Leaves Specialist 	<ul style="list-style-type: none"> ● SESIS Liaison ● STARS Programmer ● GSF Coordinator 	<ul style="list-style-type: none"> ● Sign In Boards ● Time and Attendance ● Check Distribution ● Student Records Coordinator ● Archives ● Student Records requests ● Translation support 	
Hilda Nunez Supervising School Aide, Main Site	Denise Vadi School Aide, Main Site	Maria Maiolo School Aide, 37	Sharon Toriello School Aide, 136/822	Bethania Santana School Aide, 147	Cleo Zarb School Aide, QHST
<ul style="list-style-type: none"> ● Bussing ● Cafeteria Coverage ● Line of Duty ● SESIS Faxing 	<ul style="list-style-type: none"> ● Bus Boards ● Bus Violations ● Attendance ● Trip Coordinator ● Copier Point Person ● Locking/Unlocking doors for trips 	<ul style="list-style-type: none"> ● Bussing ● Staff and student attendance ● Copier ● Supply ordering ● Student records ● Cumulative files ● Attendance/Numbers 	<ul style="list-style-type: none"> ● Staff and student attendance ● Copier ● Supply ordering ● Student records ● Cumulative files 	<ul style="list-style-type: none"> ● Bussing ● Staff and student attendance ● Copier ● Supply ordering ● Student records ● Cumulative files 	<ul style="list-style-type: none"> ● Bussing ● Staff and student attendance ● Copier ● Supply ordering ● Student records ● Cumulative files