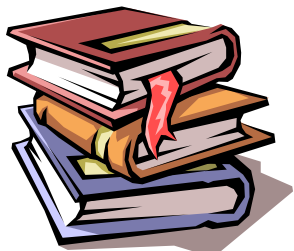


EISENHOWER HIGH SCHOOL ORGANIZATIONAL & RESPONSIBILITIES CHART (2011 – 2012)



**Rod Elam
Principal**

HIRING:
Certified / Classified
Public Relations

COORDINATOR OF ALL AREAS:
Budget
Certified-Classified Staff/Evaluations
Counselors
Departments/Instruction
Secretaries
Building/Physical Plant
Fire & Disaster Drills
Food Service
Publications/Newsletters
In-School Suspension
Discipline & Attendance
Activities
Athletics/Cheer/Pom
GEAR-UP
Staff Development*
Advanced ED
Reading

**Assistant Principal
Jay Lehr
9th grade***

Area Supervisor

Business
Math

Work Orders
Chancery
Gradebooks
Drop Outs
Testing*

**Assistant Principal
Regina DeLoach
9th grade***

Area Supervisor

English

Staff Development*
Testing*
Homeless Students
Federal Aid

**Assistant Principal
Dana Weryavah
11th grade**

Area Supervisor

Foreign Language
Social Studies

ISD/SAC
Crime Stoppers
Security
Safe School Com.
United Way

**Assistant Principal
Steve Harwell
12th grade**

Area Supervisor

PE
JROTC
Vocational
Fine Arts

Maintenance
Cafeteria
Textbook
Bus Incidents
At Risk Students

**Assistant Principal
Jack Hanna
10th grade**

Area Supervisor

Individual Ed
Science

HOPE
Homebound/based
504 Coordinator
Athletics
Planning Team
Advanced ED
Title IX

**Activities Director
Danna Bross**

Student Congress

Activity Schedules
Master Calendar
Building/Facilities Use
Public Relations
Planning Team
PTSA
Safety Committee
Marquee
Assemblies
Graduation
Trophy Cases
Staff Dev. Com.
Supervision
Lawton Leadership

Counselors

Enrollment Bulletin
Enrollment/Schedules
Guidance
G/T Programs
Health Services
Scholarships
Homework Requests
Sr. Awards Assembly
Academic Reception
Testing/AP, Assist/EOI
In-School Program
Mentorship Program
Internship Program
Career Day
College Night
Graduation
ELL

Additional Assistant Principal Duties

Discipline & Attendance, 504, IEP & regular Conferences for Grades
Assigned Departments
Teacher Hiring
Teacher Evaluation
Curriculum & Instruction
Curriculum Walk Throughs
Master Schedule

**Athletics
Bruce Harrington**

Supervise Coaches
in all sports
Health Forms
Athletic Equipment

**Library/Media Specialist
Patricia Treadwell**

Library Operations
Library Assistant
Audio/Video Equipment
Media Materials