

2019-2020 Administrators Roles and Responsibilities

Head of School - Eric M. Anderson	Chief Operating Officer - Allen Stafford	Director of Human Resources - Franny Silcott
Strategic Planning	Finances/Budget	Employee services
k-12 Growth	Coordinantes RFP process	Payroll and Benefits
School climate/culture	Health services	Compliance/trainings
Discipline	Consolidated grant	Coordinates PHRST
Coordinate and meet with team leaders	Aquatics	Handles grievances
Professional development	Building/Grounds	DDOE HR liaison
IB	Food services	Certification/Licensure
Board liaison	Unit count	Update salary schedules
external partnerships	Transportation	Employment Ads
Curriculum and instruction	Security	Interviews
Development/fundraising	Rentals	Hiring Process
DPAS lead	Student handbook/Code of conduct	Substitutes- Frontline
Coordinate and meet with department coordinators	Civil rights data	
Employment	Serve on CBOC Committee	
Daily schedule	Maintain financial databases	
Expeditions		
Coordinate event coverage		
Student life		
Field Trips		
Directly Supervises:	Directly Supervises:	
Allen Stafford	Allen Perrine	
Franny Silcott	Maria Edgerton	
Janet Owens	Andi Davis	
Tom Peet	Iliana Gonzales	
Gina Derrickson	Steve Oscar - Not DPAS	
Steve Bastianelli	Mark Albert	
Team Leaders - Not-DPAS	Marilou Conlin	
Department Coordinators -Not DPAS		
Andrea Rogers		
Anne Rando		