

<b>Team Leaders</b>	<b>Department Coordinators</b>	<b>Special Education Coordinator - Art Doakes</b>
Team budget	DDOE Liaison	DDOE Liaison
Lead team meetings (maintain minutes/agendas)	Lead Standard Prioritization Process	Lead and Schedule IEP Meetings
Coordinate team operations	Lead Department Meetings	Provide PD for General Ed Staff
Coordinate Team Special Events	Oversee fidelity of Department Protocols	IEP Case Management
Coordinate Team Expeditions	Lead Development of Proficiency Scales	Compliance Monitoring
Maintain Student Data(discipline/academic)	Manage Department Budget	504 Plans
Liaison to administration	Department Supply Orders	Student Eligibility Determinations
Team Schedules (Regular and Modified)	Coordinate Yearly Course Offerings	
	Coordinate Professional Memberships	
	Liaison to Administration	
	Participate in Hiring Department Members	
	Manage Department Specific Student Clubs	

<b>IT - Jeff Shade</b>	<b>6-9 School Counseling - Kathy Roberts</b>	<b>10-12 School Counseling - Debbie Fees</b>
Troubleshooting	MS Master and student Schedule(s)	HS Master and Student Schedules
1-to-1 Technical Assistance	RTI	Edmentum
Logins and Passwords	SSP	College Counseling
Cyber Security	Middle School Academic Counseling	HS Academic Counseling (10-12)
Maintain Equipment Inventory	9th Grade Academic Counseling	Course Booklet
Network Administration	Academic Challenge	Course Selection
DDOE Liaison	Dual Environment	IB and College Board
	Edmentum	College Visits
	Mental Health counseling/referrals 6-12	Scholarships