

JOB DESCRIPTION – MAJOR FUNCTION

Planning & Facilitating Program Administration

Meet with Tech/Media Committee	Work in booth at Seafood Festival	Update webpage
Preparation of AMTR	Chair leadership team	Ordered cables, air, ink, etc.
Participate in planning for Media & Tech Plan	CO meeting	Phone call to CCC Tech.
Preparing for PO's for tech program	Parking lot duty	Webpage
Meet with student officers of FBLA	Staff Dev. meetings	
Eagle Vision	Breakfast duty	
Chair School Improvement Team	Bus Duty	
Review/modify School Improvement Plan	Run CCC reports	
Work on school budget	Ran AR & STAR reports	
Monitor internet permissions	Surveyed teachers for staff dev. plans	
Open House- 6:30-8:00 p.m.	Composed articles for 9 week newsletter	
Chair tech/media team	Update principal on tech issues	
Birthday party for Lab. Asst.	Price equipment – Microwarehouse	
Gate duty for sports	Suggested ideas for budgeting for tech purchases	
Chaperone football games	Met with guidance on computer testing	
Bus duty 3 days per week	Upgrade from 4 to 5 on lab computer	
Plan custodian breakfast for Custodian Week	Collaborate with media coordinators regarding tech/media plan	
Staff Dev. Log (database)		