



RQ Mills Elementary 2015-2016

Campus Roles and Responsibilities Matrix

As of 7-31-15

Principal	Assistant Principal	Assistant Principal	Instructional Coach (RLA)	Instructional Coach (RLA)	Instructional Coach (Math)
Tonya S. Clark	Gerardo Hernandez	Sharri Zachary	Maria Roman	LaQueta Williams	Erma Chriss
<p><u>Instructional Content Area:</u></p> <p>ACE Initiatives</p> <p>New Teacher (Support)</p> <p><u>TEI:</u></p> <p>Observations & Feedback</p> <p>SPOT/Extended Per Eval Roster</p> <p><u>3R:</u></p> <p>Per schedule</p> <p><u>Instructional/Operational:</u></p> <p>Action Plan</p> <p>Master Scheduling</p> <p>ILT/Grade levels/FAC</p> <p><u>Operations</u></p> <p>Campus Mission & Communication</p> <p>Internal/External</p> <p><u>Parent Groups:</u></p> <ul style="list-style-type: none"> ▪ SBDM ▪ PTA ▪ PTA Board <p><u>Purchasing/Budget</u></p> <p>199,211,PTA, 485</p> <p><u>Facilities (Lead)</u></p> <p><u>Parent Workshops</u> (Support)</p>	<p><u>Instructional Content Lead:</u></p> <p>Reading/LA & Social Studies</p> <p><u>TEI:</u></p> <p>Observations & Feedback</p> <p>SPOT/Extended Per Eval Roster</p> <p><u>3R:</u></p> <p>Per schedule</p> <p><u>Instructional/Operational:</u></p> <p>Arrival/Dismissal Procedures</p> <p>Grade Placement</p> <p><u>Compliance</u></p> <p>SST & 504 Admin</p> <p>LPAC Admin</p> <p>Attendance Committee</p> <p>TAG</p> <p><u>Discipline & Referrals</u></p> <p>Lead (3-5)</p> <p>Support (PK-2)</p> <p><u>State & Local Testing</u></p> <p>ACP/TELPAS (Lead)</p> <p>STAAR (Support)</p> <p><u>Textbook Custodian</u></p> <p>Other duties as assigned</p>	<p><u>Instructional Content Lead:</u></p> <p>Math & Science</p> <p><u>TEI:</u></p> <p>Observations & Feedback</p> <p>SPOT/Extended Per Eval Roster</p> <p><u>3R:</u></p> <p>Per schedule</p> <p><u>Instructional/Operational</u></p> <p>Summer School</p> <p>Cafeteria Procedures</p> <p>TA Schedules</p> <p>Weekly Bulletin & EFM</p> <p><u>Compliance</u></p> <p>Speech (ARDS)</p> <p>RTI (Lead)</p> <p>Student Recognition (support)</p> <p><u>Discipline & Referrals</u></p> <p>Lead (PK-2)</p> <p>Support (3-5)</p> <p><u>State & Local Testing</u></p> <p>STAAR (Lead)</p> <p>ACP/TELPAS (Support)</p> <p>Other duties as assigned</p>	<p><u>Instructional Initiatives:</u></p> <p>Weekly/Bi-Weekly Professional Development</p> <p><u>Data</u></p> <p>Disaggregate data (Including All in Learning)</p> <p><u>Literacy Library:</u></p> <p>Orders</p> <p>Upkeep/Organization</p> <p>Training</p> <p>I station</p> <p><u>TEI -</u></p> <p>Student Learning Objectives (SLO)</p> <p>Lead Development & Support for Teachers</p> <p>Classroom Observations & Feedback Coaching Sessions for Teachers</p> <p>Classroom Observations & Feedback Coaching Sessions for Teachers</p> <p><u>Instructional/Operational</u></p> <p>Dyslexia Administrator (Lead)</p> <p>DRA (Lead)</p> <p>After School Tutoring (Support)</p> <p>Data Meetings (Support)</p> <p>Check & Review Lesson plans & Instructional Maps & Provide written feedback per content schedule</p> <p>Instructional Resources/Manipulatives: Ordering & Inventory</p> <p>Other Duties as assigned</p>	<p><u>Instructional Initiatives:</u></p> <p>Weekly/Bi-Weekly Professional Development</p> <p><u>Data</u></p> <p>Disaggregate data (including All in Learning)</p> <p><u>Campus Wide Writing Plan</u></p> <p>Achieve 3000</p> <p><u>TEI -</u></p> <p>Student Learning Objectives (SLO)</p> <p>Lead Development & Support for Teachers</p> <p>Classroom Observations & Feedback Coaching Sessions for Teachers</p> <p><u>Instructional/Operational</u></p> <p>RTI (Support)</p> <p>After School Tutoring (Lead)</p> <p>DRA (Support)</p> <p>Data Meetings (Support)</p> <p>Check & Review Lesson plans & Instructional Maps & Provide written feedback per content schedule</p> <p>Instructional Resources/Manipulatives: Ordering & Inventory</p> <p>Other Duties as assigned</p>	<p><u>Instructional Initiatives:</u></p> <p>Weekly/Bi-Weekly Professional Development</p> <p><u>Data</u></p> <p>Disaggregate data (including All in Learning)</p> <p>Reasoning Minds</p> <p>StemScopes</p> <p><u>TEI -</u></p> <p>Student Learning Objectives (SLO) Lead Development & Support for Teachers</p> <p>Classroom Observations & Feedback Coaching Sessions for Teachers</p> <p><u>Instructional/Operational</u></p> <p>Grade Speed Administrator</p> <p>New teacher Support (Lead)</p> <p>After School tutoring (Support)</p> <p>Data Meetings (Support)</p> <p>Check & Review Lesson plans & Instructional Maps & Provide written feedback per content schedule</p> <p>Instructional Resources/Manipulatives: Ordering & Inventory</p>

					Other duties as assigned
Counselor	Media Specialist	Nurse	Parent Instructor	Inclusion	Office Manager
Tamika Russell	Susan Vlach	Vacant	LaToya Richardson	Mohamad Morshed	Maribel Ramirez
Individual & Small Group Counseling Class Guidance Volunteers (Support) Coordinate Resources: Youth & Family Psy/Social Services Character Development (Lead) Student Recognition (Lead) Class Meetings Service Projects Event Chair: College Going Culture Red Ribbon Week Kindness Week Anti-Bullying Awareness Behavior Support CPS Support Other duties as assigned	Library Rotation (K-2) Reading Events: Book Fair & RIF Website (Support) Social Media (Support) Student Response Systems Tech Training/Contact Accelerated Reader Book Orders Other duties as assigned	Clinic Disability Determinations SST member CPS Support ADD/ADHD Support Coordinated Health Team Uniforms (Support) Vision/Hearing Screening Health Notices/Alerts Other duties as assigned	School Messenger Tuesday Folders PTA Meetings (Lead) Uniforms (Lead) Donations (Lead) Food Baskets, Coats, etc. Brighter Bites Volunteer Coordinator Volunteer Appreciation Special Events Other duties as assigned	Case Manage SpEd records Inclusion Support Saxon Behavior Support SST member Other duties as assigned	Payroll Substitutes Activity Fund Purchasing Aesop Field Trips (Lead) Budget 199, 211, PTA, 485 Title I Compliance On-line School Calendar (Support) Other Duties as assigned

EDC	Campus Tech/TA	Art	Music	P.E.	TAG .5
Annabelle Porras	Manuel Chavez	Ron Oliver	Mr. Rotibi	Van Taylor	Takiyah McMillian-Wallace
<p>Enrollment</p> <p>Grades/Cums</p> <p>Records Management</p> <p>Attendance/Tardies</p> <p>Serve on Attendance Committee</p> <p>Parent Portal</p> <p>Summer School</p> <p>Other duties as assigned</p>	<p>Computer Lab Rotation (3-5)</p> <p>IStation (K-2)</p> <ul style="list-style-type: none"> ▪ Schedule ▪ Manage log in & Data ▪ Reports <p>Reasoning Minds (2-3)</p> <ul style="list-style-type: none"> ▪ Schedule ▪ Mange log in & Data ▪ Usage Incentives <p>TTM (3-5)</p> <ul style="list-style-type: none"> ▪ Schedule ▪ Manage log in & data <p>Achieve 3000 (3-5)</p> <ul style="list-style-type: none"> ▪ Schedule ▪ Manage log in & data <p>Schoolwide On-line Calendar (Lead)</p> <p>Social Media (Lead)</p> <p>Website (Lead)</p> <p>Technology Maintenance</p> <p>Digital Resources (Lead)</p> <p>Technology Orders</p> <ul style="list-style-type: none"> ▪ Projectors ▪ Bulbs ▪ Apps ▪ Programs <p>Other duties as assigned</p>	<p>Art Rotation</p> <p>Teacher and Volunteer Awards & Special Projects</p> <p>Arts Partner Coordinator</p> <p>AM Duty</p> <p>School Beautiful Projects</p> <p>Other duties as assigned</p>	<p>Music Rotation</p> <p>Piano Lab</p> <p>Monthly PTA Programs w/ Student performances</p> <p>Little Kid's Rock</p> <p>AM Duty</p> <p>Other duties as assigned</p>	<p>P.E Rotation</p> <p>Field Day</p> <p>Coordinated Health Team Lead</p> <p>Safety Coordinator</p> <p>Other duties as assigned</p>	<p>TAG rotation</p> <p>TAG testing & compliance</p>

Teacher Leaders	Instructional Leadership Team ILT	Initiative Leads	After School Coordinator	Committee Chairs	
<u>Grade Level Chairs:</u> K: A. Calumpiano 1: S. Bailey -Lard 2: J. Deuren 3: J. Mendoza 4: M. Valdez 5: K. Shannon Specials: Ron Oliver TA: McIntyre	PK -2: RLA: Dee Ann Rath PK -2: Math: Deuronen 3:5: RLA: Harold Pierce 3-5: Math: Andrew Molina 3-5: Science: Arrington	New Teacher Support Chair: Erma Chriss TEI Experts: Ana Garcia Ron Oliver (2) Focus Groups: FAC Members: (2) PK-2: (2) 3-5: (2) Special Areas:	Candice Francis Schedule Documentation of activities and support offered	Hospitality: Diversity: Science Fair: 3-5 Science ILT Fall Festival: Attendance committee:	
PK TA (BIL)	PK TA	PK TA	Teacher Assistant	Teacher Assistant	
Ms. Garza	Ms. Mosley	Ms. Laws	Ms. McIntyre	Ms. Maly	
PK Support AM & PM Duty Café Duty LPAC Support Dyslexia Facilitator	PK Support AM & PM Duty Café Duty LPAC Support	PK Support AM & PM Duty Café Duty	K - 2 nd grade Support AM & PM Duty Café Duty Dyslexia Facilitator	3 rd - 5 th grade support AM & PM Duty Café Duty	