

## Gateway High School

### Administration Duties & Responsibilities

**2023-2024**

<b>Mr. James Long</b>	<b>Evaluations</b>
Budget Department Chairs SAC District School Board Community Athletics Let's Talk Clubs	Fine/Performing Arts JROTC PE BEST VE Asst Principals IB Coordinator Instructional Coaches Executive Secretary Bookkeeper Athletic Director
<b>Mrs. Georgette Paul-Zin</b>	<b>Evaluations</b>
Budget Master Schedule Guidance Dual Enrollment IB SAI Plan Report Cards/Progress Reports ESE/504's Stocktake PLC's Graduation	ELA/Reading Instructional Mentors ESE teachers ESE Para RCS Student Senate Guidance Counselors Guidance Secretary Receptionist Nurse
<b>Ms. Myrmarie Graw</b>	<b>Evaluations</b>
Threat Assessment Team Teacher Certification FTE/Data Verification MTSS/Graduation Title 1 ELL College & Career Testing Coordinator Out-of-Field- Compliance Acceleration Advance Placement (AP) Field Trips	Social Studies Science CTE ESOL Paras Data Entry Clerks College & Career Counselor
<b>Mrs. Darline Valcin</b>	<b>Evaluations</b>
Technology/IT Textbooks PBIS New Teacher Mentors Security/EMS/Drills Transportation Custodians/Facilities Attendance/Truancy Facilitron (Calendars/Events) Discipline/Student Services SIP Bell Schedules	Math AVID World Language Edgenuity Instructional Mentors Deans Media Specialist Custodians ISS Campus Monitor Attendance Clerks