

Gateway High School

Administration Duties & Responsibilities

2023-2024

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