

**2013-2014**

<b>HOB Roles &amp; Responsibilities</b>	<b>Santiago</b>	<b>Steve</b>	<b>Henriquez</b>	<b>Zulema</b>	<b>Robinson</b>	<b>Booth</b>	<b>Dean</b>
Discipline Referrals	X	X	X				
Truancy	X	X	X				
Teacher Observations	X	X	X				
KTV Announcements	X	X	X				
School Advisory (SAC)	X	X	X				
Chaperone Dances/Concerts	X	X	X				
Teacher Orientation	X	X	X				
Student / Teacher Handbooks	X	X	X				
Teacher Aide Supervision Schedule	X						
Field Trip Schedule / Transportation Req.	X						
Master Calendar	X		X	X			
Student Accident Reports	X						
Teacher of the Year Election	X						
504 Plans					X	X	
Uniforms / Dress Code	X	X	X				
Buses / Evacuation Drills		X					
Textbooks / Bookroom		X					
Lunch Schedules / Tables		X					
Fire Drills / Fire Ext. / Reports		X					
Locker Assignments		X					
Plaques & Awards		X					
Maintenance Requests / Capital Outlay		X					
Radios		X					
Student Council Elections	X						
ACE Paperwork	X	X					
PGPs	X	X	X				
Custodial Supervision	X	X	X	X			
PLCs	X	X	X				
Data Meetings	X	X	X				
Lesson Study	X	X	X				

Barber	Wardlow	Nurses
	X	
	X	

X

X