

CITY HONORS SCHOOL
CHART OF ADMINISTRATOR RESPONSIBILITIES: 2019-2020

Dr. Kresse	Ms. McDow	Ms. Hamilton	Mrs. Hannah
<ul style="list-style-type: none"> - Admissions Presentations - Afterschool Program (w/Hannah) - Alumni Relations - AP/College Board Liaison (w/Allman) - School Treasury w/ Maracle - Building Committee Member w/Rotating AP - CHS Foundation Liaison w/Faculty Reps - <i>CHS View</i> Liaison - Dignity for All Students Act (DASA) Lead - Disproportionality Root Cause Team Lead - Chief Engineer/Facilities Liaison - Foreign Exchange Students w/ Allman - Fosdick Field Project - Graduation (w/ Banas, Howson & counselors) - International Baccalaureate (w/Banas & Moses) - Lead Teacher Liaison - Oversight of teacher posts - Professional Development Coordination - PTSCO Relations - Public/Community Relations - Say Yes! Liaison - SBMT Member - SCEP Planning - Faculty/Staff Hiring Committees - Sister School Programs w/ Kaderbeck - Staff Meetings - Start of School Operations Lead - Supervision of teacher/TA posts - Supervision, Support, and Evaluation of Instructional Staff – See Color Chart - Technology Leadership Team - Website oversight 	<ul style="list-style-type: none"> - AESOP/Substitutes -backup - Afterschool Program Supervision - BEDS -School and Teacher - Café Supervision/Operations - Data Verification - District Based Assessments (DBAs) w/ Coach - End of School Operations - Free and Reduced Lunch Enrollment - Global Scholars Program w/ Faculty - NYS 5-8 Testing w/ Cammarata - SCEP Planning w/ Cammarata - Data Driven Instruction - Start of School Operations - Student Teachers/Observers, including UB World Languages - Supervision, Support, and Evaluation of Instructional Staff – See Color Chart - Summative Data Handbook - Supervision of teacher/TA posts - Technology Leadership Team 	<ul style="list-style-type: none"> - AESOP - Afterschool Program Supervision - AP/IB Test Scheduling w/ Banas & Allman - Café Supervision/Operations - Clerical Staff Supervision - Confucius Institute Liaison - Data Verification Lead - DTSDE School Review Lead - End of School Operations Lead - Handbooks- Faculty/Student (with Maracle) - Master Scheduling - Payroll Verification w/ Maracle - SCEP Planning Lead - Seal of Biliteracy - <i>School Messenger</i> Communication Coordinator - Site Based Management Team (SBMT) Admin Lead Liaison - Start of School Operations - Summer School Liaison - Supervision, Support, and Evaluation of Instructional Staff – See Color Chart - Supervision of teacher/TA posts - 1:1 Technology Liaison 	<ul style="list-style-type: none"> - Admissions Test Liaison - Afterschool Program w/ Kresse - Announcement Staff Supervision - Athletics & Extracurricular supervision - Attendance Liaison w/SST - Café Supervision/Operations Lead - Cafeteria Manager Liaison - College Planning & Curriculum Guides (with counselors) - Data Verification - Emergency Procedures / Fire Drills - End of School Operations - Event & Facility Scheduling - Field Trips Approval & Coordination - Master Calendar - Master Scheduling Lead - Moving Up Day Oversight w/ Counselors - NYS Regents Testing w/ Williams - PTSCO Admin Lead Liaison - Safety & Security Coordination - Start of School Operations - Supervision, Support, and Evaluation of Instructional Staff – See Color Chart - Supervision of teacher/TA posts - Textbook / Instructional Supply Ordering w/ Cammatara - Wellness Committee Lead Liaison
<i>Administrator Contact for:</i>	<i>Administrator Contact for:</i>	<i>Administrator Contact for:</i>	<i>Administrator Contact for:</i>
<ul style="list-style-type: none"> - ELA - Social Studies - Speech, Library - IB Programs (MYP & DP) 	<ul style="list-style-type: none"> - Grade 5 & 6 including STARS - Science - Career and Technical Ed (CTE) - Instructional Coach 	<ul style="list-style-type: none"> - Art - Mathematics - World Languages 	<ul style="list-style-type: none"> - Music - Physical Education/Health - School Counselors/SST - Special Education 7-12 including RR/CT



City Honors School: Supervisory Responsibilities

2019-2020 School Year



ELA		Grade 5/6	World Languages/ENL	Other Special Education
+Baker + <i>Pellow</i>		Butler	Castillo	
Belge		Reiss	Connell (PT)	STARS Grades 7/8
DiLeo		Switalski	Didas	+Franke-Sbriglia + <i>White</i>
+K. Johnson/*Ceraso + <i>McQuiller</i>		+Lamm + <i>Miller</i>	Jennings	+Wellington + <i>Mazurek</i>
McDermott		+MacIntyre + <i>Roberson</i>	M. Johnson	
O'Neil-White (PT)		Paterson	Kankolenski	STARS Alternate Assessment
Shea		Serwon	Lu	+deGrandpre + <i>E. Smith</i>
Virchillo-Franke		Wolff	Mcclain (PT)	+Smith + <i>Patterson, Redmond</i>
Ziolkowski			Roche	
		Science	Zheng	RR/CT
Social Studies		Cal		+Dinelli
Casseri		+Coats + <i>Gibson</i>	Mathematics	+Keller
Dorsheimer-Collesano		+Cronin + <i>Ford</i>	+*Barleben + <i>Ford</i>	+Mrugala
+Gillotti + <i>Berneski</i>		Heimburger	Bement	
Howson		Kresic	+Browne + <i>Green</i>	Music
Kaderbeck		Minervino	Jurich	Butler-Ceppaglia (PT)
Ross		Mueckl	Przybyla	Lyon (PT)
Serotte		Ologge	Stephens	Newton/*Odden
Ziolo		Richards	Vukelic	Sharratt
		Sauer	Yeostros	
Speech		Scarozza	Zasowski	PE/Health
*Aughey (PT)				Juergens
*DePasquale		CTE	Art	Krause
		Bullock	Dylewski	Kudla
Librarian		Frischholz	Moda-Lowinger	Moretta
*Holden + <i>Bolden</i>		Randel	Root	Yager
		Wojtowicz (PT)		
Coordinators				Counselors
*Moses		Instructional Coach	SST	*Allman
*Banas		*Cammarata (PT)	*VanRemmen	*Bertucci
			*Vinkle	*Williams
Kresse	McDow	Hamilton	Hannah	Teacher Assistants/Aides are evaluated by the same administrator evaluating their classroom teacher. *Non-3112D +Special Education Teachers (PT) APPR from Central Office
20 + 2 PT + 3 AP	22 + 1 PT	20 + 2 PT	19 + 2 PT	