



# City Honors School: Supervisory Responsibilities



## 2023-2024 School Year

<b>Dr. Kresse</b>	<b>Ms. Hamilton</b>	<b>Mrs. Hannah</b>	<b>Ms. McDow</b>
<b>ELA</b>	<b>World Languages/ENL</b>	<b>Other Special Education</b>	<b>Grade 5/6</b>
Belge	Castillo	+Dinelli	Becker
+Coffey + <i>Pellow</i>	Didas	<b>+Sbriglia</b> (MS Sp. Ed. Lead) + <i>Polk</i>	+Blocho + <i>Minella</i>
+Kantorski + <i>Hartmann</i>	Hart	+Sorri	<b>Butler</b> (grade 5 lead)
Meyers	Jennings	+Wellington + <i>Mazurek</i>	+Hudecki + <i>Lott</i>
O'Neil-White	Johnson	<b>Music</b>	+Koeppel + <i>Miller</i>
<b>Shea</b>	Lu	Czyz	+MacIntyre + <i>Roberson</i>
Virchillo-Franke	<b>Roche</b>	<b>Saxon</b>	Paterson
Weaver	Zheng	Talford	Reiss
Ziolkowski	Zicari	Sharratt	Switalski
<b>Social Studies</b>	*Dokshansky	<b>PE/Health</b>	<b>Wolff</b> (grade 6 lead)
Brandquist	*McNab (PT)	Follett (PT)	<b>Science</b>
Casseri	<b>Mathematics</b>	Krause	Cal
Dorsheimer-Collesano	+Barleben	Kudla	Davies
+ <b>Gillotti</b> (HS Sp. Ed. Lead) + <i>Akther</i>	Bement	Longman	+Farrell + <i>Gibson/Osman</i>
Kaderbeck	+Browne	Moretta	Minervino
Ross	Ferer	<b>Yager</b>	Mueckl
Serotte	Mrugala	<b>Counselors/SST</b>	Ologge
<b>Ziolo</b>	Przybyla	* <b>Allman</b> (counselor lead)	Richards
<b>Speech</b>	<b>Stephens</b>	*Dunkleman	<b>Sauer</b>
*Aughey	Welton	*Williams	Scarozza
*DePasquale	Zasowski	*Russell	Vandehei
<b>Librarian</b>	<b>Art</b>	*VanRemmen	+ <b>Vacant</b> SPED Science + <i>Banister</i>
*Holden	<b>Dylewski</b>	*Dirr	<b>CTE / Inst. Coach and Reading</b>
<b>Coordinators</b>	Moda-Lowinger	*LoTempio (PT)	<b>Frischholz</b>
*Banas	Root		Hecker
*Moses			Randel
			Wojtowicz
			*Cammarata (PT)
			*DeGraff (PT)

Teacher Assistants/Aides are evaluated by the same administrator evaluating their classroom teacher.

\*Non-3012-d

+Special Education Teachers

(PT) APPR from Central Office

Bold = Lead Teacher

<b>Dr. Kresse</b>	<b>Ms. Hamilton</b>	<b>Mrs. Hannah</b>	<b>Ms. McDow</b>
<b>Supervise, Support &amp; Evaluate:</b>	<b>Supervise, Support &amp; Evaluate:</b>	<b>Supervise, Support &amp; Evaluate:</b>	<b>Supervise, Support &amp; Evaluate:</b>
Assistant Principals, ELA, Social Studies, Speech, Library, IB MYP-DP – See Chart + Teacher Assistants and Aides	Art, Mathematics, World Languages and ESOL – See Chart + Teacher Assistants and Aides	Music, Physical Education/Health, School Counselors and SST – See Chart + Teacher Assistants and Aides	Science, CTE, Grade 5/6, Instructional Coach – See Chart + Teacher Assistants and Aides
<b>Liaise with/for:</b>	<b>Liaise with/for:</b>	<b>Liaise with/for:</b>	<b>Liaise with/for:</b>
Families, Lead teachers, CHS/FMP Foundation, Head Engineer/Facilities, Say Yes Buffalo, Alumni Relations, OSL, Exchange Students w/ Allman, Community/Media Relations, IB Programs, Community School Partnership w/ Hannah	Clerical Staff, Instructional Technology, School Nurse (Immunizations & COVID), NYS Seal of Biliteracy	Extended Learning Time Program, Community School Partnership w/ Kresse, Food Services, Attendance, Student Support Services, Special Education, Athletics, Extracurriculars, PTSCO, Parent Engagement Liaison, Wellness Committee, Security, Emergency Procedures	Data Champions-OSA, SBMT, Student Teachers/Student Observers
<b>Daily/Weekly/Monthly Tasks:</b>	<b>Daily/Weekly/Monthly Tasks:</b>	<b>Daily/Weekly/Monthly Tasks:</b>	<b>Daily/Weekly/Monthly Tasks:</b>
Building Committee, <i>Faculty Notes</i> , <i>Hilltop Notes</i> , School Treasury, <i>School Messenger</i> Communications w/ Hamilton, Staff Meetings, Website oversight, SBMT & PTSCO Committee Member, BPS Partnership Program, Café as needed.	Cafeteria supervision (Period 4 + Period 7 EF), Staff attendance, Teacher and TA coverage (AESOP), Payroll reconciliation and approval (ExecuTime), Student laptop support, Team Proofreader/editor, <i>School Messenger</i> Communications w/Kresse	Cafeteria supervision (Period 6 + Period 7 CD), Weekly SST Meetings, Accommodations Coverage, School Master Calendar, Facilities Booking, Textbook/Instructional Supply Purchasing, Field trip approval and coordination	Alternate Instruction, Cafeteria supervision (Period 5 + Period 7 AB), data verification, Woz Ed Programs, SBMT Admin Coordinator
<b>Special/Seasonal Projects/Tasks:</b>	<b>Special/Seasonal Projects/Tasks:</b>	<b>Special/Seasonal Projects/Tasks:</b>	<b>Special/Seasonal Projects/Tasks:</b>
Student Placement Presentations, AP/College Board w/Allman Faculty Hiring Committees, Building-based Professional Development, Start of School Operations, Fosdick Field Project, Graduation w/Banas, Counselors & Brandquist, Moving Up Day & 8 <sup>th</sup> Grade Trip w/Sharratt, Start-of-School Operations w/ Hamilton, DASA w/Dirr, Open House, Cardinal Craze	Distribution / Collection of laptops, School Based Budget Spreadsheet, Faculty Handbook, Student Handbooks (2), AP/IB Testing Scheduling & Proctors w/ Banas & Allman, End-of-Year Procedures Handbook w/Hannah, Master Scheduling w/Hannah	Emergency Response Plan, January/June Regents Testing w/Wright, Placement Testing, Youth Risk Behavior & School Climate Surveys, End of Year Procedures Handbook w/Hamilton, Prom w/Ferer, PSAT, SATs and Summer School w/School Counselors, Master Scheduling w/Hamilton	BEDS Data, SCEP & DTSDE w/ Cammarata and SBMT, NYS ELA & Math 5-8 w/Cammarata, NAEP Testing w/ Cammarata, Summative Data Handbook, DBA's w/Cammarata