

**CITY HONORS SCHOOL**  
**CHART OF ADMINISTRATOR RESPONSIBILITIES: 2020-2021**

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



# City Honors School: Supervisory Responsibilities

## 2020-2021 School Year



<b>ELA</b>	<b>Grade 5/6</b>	<b>World Languages/ENL</b>	<b>Other Special Education</b>
<b>Belge</b>	<b>Butler</b> (grade 5 lead)	Castillo	<b>STARS Grade 7</b>
+Ceraso + <i>McQuiller</i>	Reiss	Connell (PT)	+ <b>Sbriglia</b> (MS Sp. Ed. Lead) + White
+Coffey + <i>Pellow</i>	Switalski	Didas	+Wellington + <i>Mazurek</i>
McDermott	+Lamm + <i>Miller</i>	Jennings	
O'Neil-White (PT)	+MacIntyre + <i>Roberson</i>	M. Johnson	<b>STARS Alternate Assessment</b>
Shea	Paterson	Kankolenski	+deGrandpre + <i>Redmond</i>
Virchillo-Franke	<b>Serwon</b> (grade 6 lead)	Lu	+Smith + <i>Hartman</i>
Weaver-Amenta	Wolff	McClain (PT)	
Ziolkowski		<b>Roche</b>	<b>RR/CT</b>
	<b>Science</b>	Zheng	+Dinelli
<b>Social Studies</b>	Bittinger		+Keller
Casseri	Cal	<b>Mathematics</b>	+Mrugala
Dorsheimer-Collesano	Clafin	+*Barleben + <i>Tinubu</i>	+Pfohl-Powers (PT)
+ <b>Gillotti</b> (HS Sp. Ed. Lead) + <i>Bannister</i>	+Coats + <i>Gibson</i>	Bement	
Howson	+Cronin + <i>Tinubu</i>	+Browne + <i>Stepney</i>	<b>Music</b>
Kaderbeck	Minervino	Mills	Butler-Ceppaglia (PT)
Ross	<b>Mueckl</b>	Przybyla	Newton
Serotte	Ologge	<b>Stephens</b>	<b>Sharratt</b>
<b>Ziolo</b>	Richards	Vukelic	Steiner
	Sauer	Welton	
<b>Speech</b>	Scarozza	Zasowski	<b>PE/Health</b>
*Aughey (PT)			<b>Juergens</b>
*DePasquale	<b>CTE</b>	<b>Art</b>	Krause
	Bullock	Dylewski	Kudla
<b>Librarian</b>	<b>Frischholz</b>	Moda-Lowinger	Moretta
*Holden + <i>Bolden</i>	Randel	<b>Root</b>	Yager
	Wojtowicz (PT)		
<b>Coordinators</b>			<b>Counselors</b>
*Moses	<b>Instructional Coach</b>	<b>SST</b>	*Allman
*Banas	*Cammarata (PT)	*VanRemmen	*DiMare
		*Vinkle	*Williams
<b>Kresse</b>	<b>McDow</b>	<b>Hamilton</b>	<b>Hannah</b>
20 + 2 PT + 3 AP	22 + 1 PT	20 + 2 PT	19 + 2 PT
<small>Teacher Assistants/Aides are evaluated by the same administrator evaluating their classroom teacher.            *Non-3112D    +Special Education Teachers    (PT) APPR from Central Office    Bold = Lead Teacher</small>			