

Associate Director-Administrative

AUGUST

- Coordinate Pre-Service
- Hire staff as needed
- Build training plan
- Attendance Tracking
- New Staff Orientations
- Meetings
 - Management Team Meeting
 - Administrative Team Meetings

SEPTEMBER

- Hire staff as needed
- Ensure Training Plan is updated
- Attendance Tracking
- New Staff Orientations
- Meetings
 - Management Team Meeting
 - Administrative Team Meetings

OCTOBER

- Coordinate In-Service
 - Hire staff as needed
 - Revise Training Plan
 - Attendance Tracking
 - Meetings
- Management Team Meeting
- Administrative Team Meetings

NOVEMBER

- Coordinate In-Service
 - Hire staff as needed
 - Revise Training Plan
 - Attendance Tracking
 - Meetings
- Management Team Meeting
- Administrative Team Meetings

JANUARY

- Coordinate In-Service
 - Hire staff as needed
 - Revise Training Plan
 - Attendance Tracking
 - Wage comparability study
 - Budget process
 - Meetings
- Management Team Meeting
- Administrative Team Meetings

FEBRUARY

- Coordinate In-Service
- Hire staff as needed
- Revise Training Plan
- Attendance Tracking
- Budget process
- Meetings
 - Management Team Meeting
 - Administrative Team Meetings
 - Budget

MARCH

- Coordinate In-Service
- Hire staff as needed
- Revise Training Plan
- Attendance Tracking
- Meetings
 - Management Team Meeting
 - Administrative Team Meetings

APRIL

- Coordinate In-Service
 - Hire staff as needed
 - Revise Training Plan
 - Attendance Tracking
 - Meetings
- Management Team Meeting
- Administrative Team Meetings

MAY

- Coordinate In-Service
 - Hire staff as needed
 - Revise Training Plan
 - Attendance Tracking
 - Meetings
- Management Team Meeting
- Administrative Team Meetings

JUNE AND JULY

- Coordinate Pre-service
- Hire staff as needed
- Revise Training Plan
 - *Start building next school years training plan
- Attendance Tracking
- Meetings
 - Management Team Meeting
 - Administrative Team Meetings