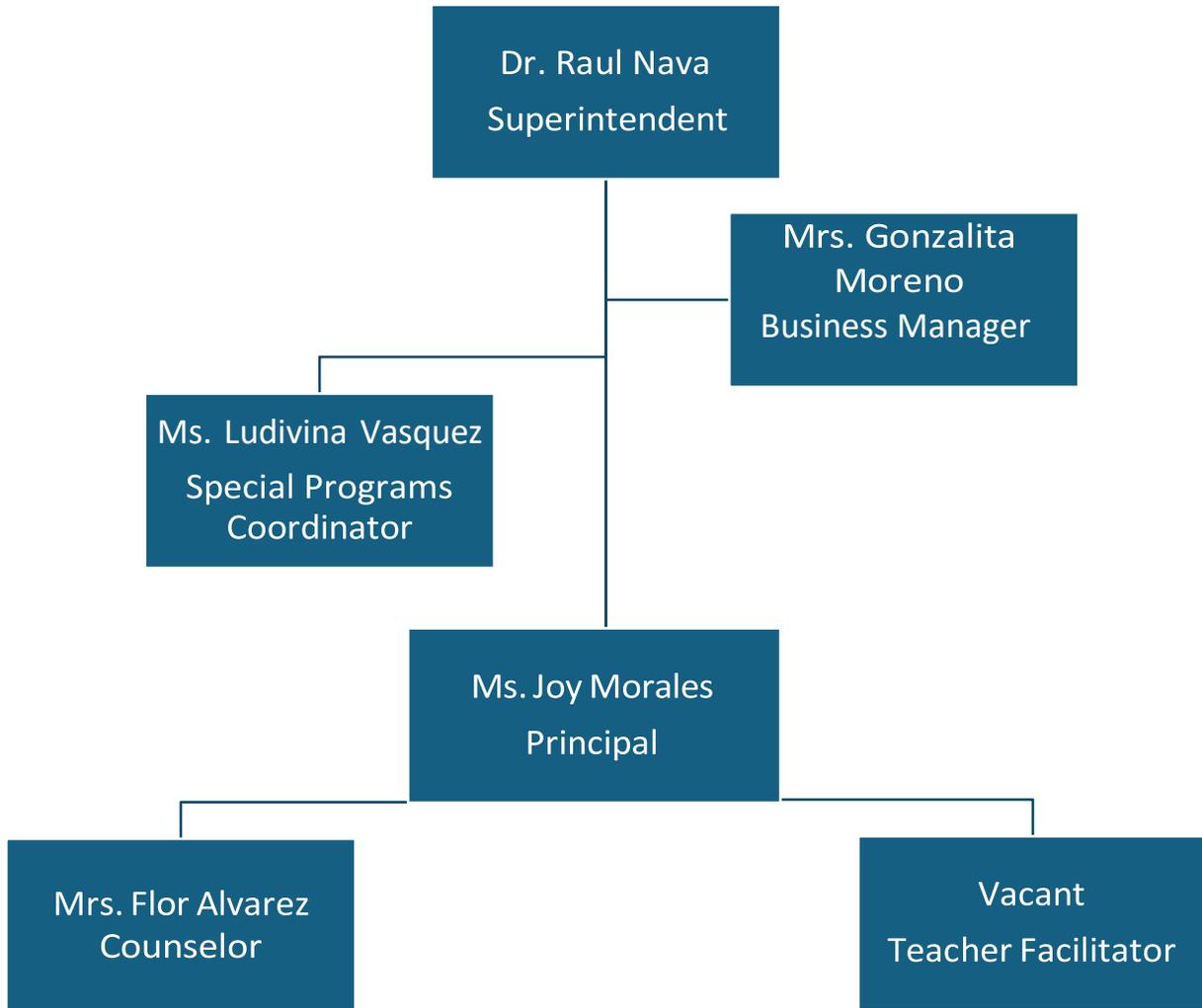




Excellence in Leadership Academy

District/Campus Leadership Organizational Chart & Duties 2024-2025



Board Approved: February 25, 2025

Description of Duties

Superintendent:

- District operations
- District Improvement Plan (DIP/CIP)
- Site-Based Decision-Making Committee/CNA
- TEA Accountability Reports/District TAPR
- Board Meetings
- Faculty meetings
- Discipline support
- T-PESS
- Master Schedule
- Summer School
- Enrollment / Recruitment
- Community Events
- Attendance
- PEIMS
- LPAC
- District budget
- Human Resources
- Special Education
- Instructional Rounds / Walkthroughs
- VECTOR Training monitoring C reporting
- Grants
- Compliance Officer
- Campus Safety and Threat Assessment Team

Business Manager:

- Budget
- Finances
- Payroll
- Human Resources
- Child Nutrition Program
- Facilities
- Maintenance
- Technology
- ELA Website support
- Teacher Substitutes
- Inventory of Fixed Assets
- Grants

- Board Public Relations
- Community Events
- Admin duties as assigned

Principal:

- Campus operations
- District Improvement Plan (DIP/CIP)
- Site-Based Decision-Making Committee/CAN
- Data Analysis/ Data Disaggregation
- T-TESS
- Professional Development
- Master Schedule
- Summer School
- Teachers C staff duty schedules (AM, PM, Lunch)
- Special Programs support
 - Special Education with Dyslexia
 - Section 504
 - Multiple Tiered Support System, MTSS
 - Emergent Bilingual
- Textbook Coordinator
- Lesson Plans
- Instructional Rounds/Walkthroughs
- Grade Level Meetings
- PLCs
- Campus TAPR
- Testing support
- Campus budget
- PO Approvals
- Discipline
- ARD Meetings
- Faculty meetings
- Attendance monitoring
- PEIMS
- Campus Newsletter
- VECTOR Training monitoring C reporting
- Extracurricular duty
- Parent / Teacher Organization
- Parent Conferences

Teacher Facilitator:

- Professional Development
- Instructional support
- Lesson Plans
- T-TESS
- Grade Level Meetings
- PLCs
- Data Analysis/ Data Disaggregation
- Master Schedule
- Textbooks' Coordinator
- MTSS support
- Discipline
- ARD Meetings
- Extracurricular Programs
- Tutorials (afterschool and Saturday)
- Summer school
- Morning announcements
- Class Dojo
- Facebook
- LPAC
- Testing Coordinator
- Testing Accommodations for all populations (SpEd, Rtl, Sec 504, EB,)
- DMAC Management and reporting
- Lead4ward reports and resources
- AR Data Reports and Reading Goal Accomplishments
- Admin duties as assigned

Counselor:

- Individual and group counseling
- Gifted and Talented (GT) Program
- Response to Intervention/ MTSS Program
- Social Emotional Learning (SEL) Program
- Safety Coordinator
- Leadership Rallies
- Morning announcements
- Students C Staff celebrations, including but not limited to:
 - Student birthdays
 - Faculty C staff birthdays
 - Veteran's Day
 - Red Ribbon Week

- Dr. Seuss Reading Across America
- MS Student Council
- Yearbook
- Special programs testing plan and accommodations
- Family Involvement
- Professional Development
- Parent Conferences
- Character Education
- Team Building
- Fundraising
- Admin duties as assigned

Special Programs Coordinator:

- Special Education Program/Services
- Special Education Program/Compliance
- Section 504 Program
- MTSS/RtI Program
- Special programs Instructional Support
- Special programs testing plan and accommodations
- Frontline Software Program
- Admin duties as assigned