



Hapeville Charter Career Academy

*A Fulton county public charter high school
in partnership with Atlanta Technical College*

Candace S. Bethea, Principal
cbethea@hapevillecharter.org

2017 – 2018 DUTIES AND RESPONSIBILITIES

Administrator	Grades	Duties and Responsibilities
Candace Bethea Principal	Grades 9-12	<ul style="list-style-type: none"> ○ All duties and responsibilities assigned ○ Art ○ Board Meetings ○ Classroom Walkthrough Rotations ○ Faculty Handbook ○ Faculty Meetings ○ Graduation ○ Instructional Leadership Team ○ LKES ○ Media Relations ○ Overall Supervision of all personnel ○ Progress Monitoring ○ Request for Leave ○ School Improvement Leadership Team ○ Social Studies ○ Staff Recognition ○ Student Recognition ○ Supervision ○ Title I ○ Total Operation of the School ○ School Improvement Leadership Team ○ Weekly Newsletter ○ World Languages

Home of the Hornets

6045 Buffington Road
Atlanta, Georgia 30349

T: (404) 766-0101
F: (404) 941-1102



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Administrator	Grades	Duties and Responsibilities
Stacy Henry Assistant Principal	Grade 9	<ul style="list-style-type: none"> ○ 504 Plans ○ Attendance ○ Classroom Walkthrough Rotation ○ Community Relations/Outreach ○ Field Trips ○ Free & Reduced Lunch Forms ○ Grade Level Town Hall Meetings ○ Professional Development ○ Professional Learning Communities ○ Progress Monitoring ○ PTCO ○ School Calendar ○ Services for Exceptional Children (SEC) ○ Support Person of the Year ○ Teacher Keys Effectiveness Systems (TKES) Presentations and Compliance ○ Teacher of the Year ○ Title I ○ TKE ○ RTI ○ School Improvement Leadership Team ○ Math

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Winston Gordon Assistant Principal	Grade 10	<ul style="list-style-type: none"> ○ Administrative Late Day Rotation ○ Athletics ○ Classroom Walkthrough Rotation ○ Clubs & Organizations ○ Custodial Services ○ Discipline ○ Facilities ○ Fundraising ○ Grade Level Town Hall Meetings ○ ISS ○ Keys ○ Lockers ○ Lunch Supervision ○ Operations ○ Parking Decals ○ Phone List ○ Positive Behavioral Interventions and Support (PBIS) ○ Professional Learning Communities ○ Progress Monitoring ○ Radio Protocols ○ Radios ○ Room Assignments ○ Safety ○ School Improvement Leadership Team ○ School Map ○ School Marquee ○ School Supervision ○ Science ○ Textbooks ○ Tutorials

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Vonterrisa McKinney Assistant Principal & Guidance Counselor	Grades 11-12	<ul style="list-style-type: none"> ○ Academic Signing Day ○ Advanced Placement (AP) ○ Bell Schedules ○ Classroom Walkthrough Rotation ○ College Visits ○ Curriculum Guide ○ English ○ Enrollment ○ E-School ○ Full Time Equivalent (FTE) ○ Fulton Virtual ○ Grade Level Town Meetings ○ Grading Standards and Practices ○ Graduation ○ Guidance ○ Master Schedule ○ Move on When Ready (MOWR) ○ Open House ○ Opening Day Procedures ○ Parent Conference ○ Peer Facilitators/Teaching Aides ○ Professional Learning Communities ○ Progress Monitoring ○ Progress Reports and Report Cards ○ Student Registration/Withdrawals ○ Talented and Gifted (TAG) ○ TKES ○ Transcripts ○ Testing ○ School Improvement Leadership Team ○ World Languages

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Keydrick Barlow Athletic Director	Grades 9-12	<ul style="list-style-type: none"> ○ Athletic Booster Clubs ○ Athletic Budget ○ Athletic District Contact ○ Athletic Documentation ○ Athletic Signing Days ○ Athletics Calendar ○ Athletics Facilities ○ Concession Stands ○ GHSA ○ Physicals ○ School Improvement Leadership Team ○ Supervision of Coaches ○ Trainers
Tracy McClure MOWR, WBL, & Community Partnerships Director	Grades 9-12	<ul style="list-style-type: none"> ○ Atlanta Technical College Liaison ○ Classroom Walkthrough Rotation ○ Community Partnerships ○ CTAE ○ Health and PE ○ Move on When Ready ○ Positive Behavioral Interventions and Support (PBIS) ○ Professional Learning Communities ○ Progress Monitoring ○ School Improvement Leadership Team ○ School Marquee ○ School Pictures ○ School Website ○ Staff Recognition ○ Student Support Services ○ Student Recognition ○ TKES
Chantrise Holliman Director of Professional Learning	Grades 6-12	<ul style="list-style-type: none"> ○ Classroom Walkthrough Rotation ○ Common Board Configuration ○ Instructional Coaching ○ New Teacher Induction Program ○ Professional Learning Communities ○ Professional Learning ○ School Improvement Leadership Team

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