



# 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"> <li>○ All duties and responsibilities assigned</li> <li>○ Art</li> <li>○ Board Meetings</li> <li>○ Classroom Walkthrough Rotations</li> <li>○ Faculty Handbook</li> <li>○ Faculty Meetings</li> <li>○ Graduation</li> <li>○ Instructional Leadership Team</li> <li>○ LKES</li> <li>○ Media Relations</li> <li>○ Overall Supervision of all personnel</li> <li>○ Progress Monitoring</li> <li>○ Request for Leave</li> <li>○ School Improvement Leadership Team</li> <li>○ Social Studies</li> <li>○ Staff Recognition</li> <li>○ Student Recognition</li> <li>○ Supervision</li> <li>○ Title I</li> <li>○ Total Operation of the School</li> <li>○ School Improvement Leadership Team</li> <li>○ Weekly Newsletter</li> <li>○ World Languages</li> </ul>

## Home of the Hornets

6045 Buffington Road  
Atlanta, Georgia 30349

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

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

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

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

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