

ADMINISTRATIVE RESPONSIBILITIES

ADMINISTRATOR - MARCUS EDMONDSON
11th (A-K) and 12 Grades - Assistant Principal

- 504 Plans
- Achievement Team Meetings
- Bell Schedules
- Building Director of Guidance
- Commencement
- Community Assistants
- Course Selection
- Course Promotion Day
- Crisis Team Member
- EOS/Equity Team
- Faculty Committee
- 11 (A-K)/12 Grade Level Attendance
- 11 (A-K)/12 Grade Level Discipline
- Grading Reminders
- IB Leadership Team
- New Teacher Mentoring
- Office Professionals
- Parent Teacher Conferences
- Professional Development
- Recognition Programs
- Records
- Registration
- Rising Scholars Liaison
- School Improvement Meetings
- School Pictures
- Senior All-Night Party Liaison
- Senior Prom
- Staffing / Master Schedule
- Student Parking
- Substitutes
- Teacher Instruction Leadership Committee (TILC)
- Technology
- WIDA Testing Coordinator
- Saturday School
- Staff Observations & Evaluations
- Truancy
- Liaison to Department:**
Counseling, Science, & Social Studies

ADMINISTRATOR - MICHAEL SUMERTON
10th and 11th (L-Z) - Assistant Principal

- 504 Plans
- 10/11 (L-Z) Grade Level Attendance
- 10/11 (L-Z) Grade Level Discipline
- Achievement Team Meetings
- After Hours Safety Personnel
- Assemblies – 1st and 2nd Semester
- Book Depositor
- College/Career Center
- Crisis Team Member
- EOS/Equity Team Chair
- Faculty Committee
- Emergency Drills/Procedures
- Facilities & Building Maintenance/Custodial Services
- Food Service / Cafeteria
- IB Leadership Team
- Options Liaison
- Personal Project Exposition
- Paraprofessionals
- Professional Development
- Recognition Programs
- School Improvement Meetings
- Staff Observations & Evaluations
- Student Planner
- Surveys
- Teacher Instruction Leadership Committee (TILC)
- Transportation
- Truancy
- Liaison to Departments:** Special Education, Career/Tech. Ed.



HURON HIGH SCHOOL

2727 Fuller Road
 Ann Arbor, Michigan 48105
 Phone: (734) 994-2040
 Fax: (734) 994-2048

IB Head of School
Ché Carter
Principal

- Administrative Team
- Building Budget & Finance
- Calendar
- Capsule Night
- Club Approvals
- Count
- Crisis Team Chair
- Curriculum Committee
- Department Chairs
- EOS/Equity Team
- Faculty Committee
- Field Trip Approvals
- Fundraising Approvals
- IB Leadership Team
- Liaison to the PTSO
- Parent/Principal Coffee Hours
- Overall School Mission and Vision
- School Improvement Team Chair
- SEC Meeting Representative
- School Website
- Staff Observations & Evaluations
- Staffing
- Teacher Instruction Leadership Committee Facilitator (TILC)
- Liaison to Departments:**
English, Mathematics, Media Center, and Nurse/Clinic

ADMINISTRATOR – TONY WHIREN
Athletic Director

- Athletic Booster Club
- Athletic Budget Manager
- Athletic Eligibility
- Athletic Facilities & Maintenance
- Athletic Fundraising, Advertising and Promotion
- Athletic Physicals & Concussion Protocol
- Athletic Staffing and Scheduling
- Athletic Transportation
- Athletic Website
- Club Sports Coordinator
- Coaches Evaluations
- Coaches Meetings
- Crisis Team Member
- EOS/Equity Team
- Event Workers and Security
- Faculty Committee
- IB Leadership Team
- Med Sport Athletic Trainers
- MHSAA Liaison
- MHSAA Coaches Advancement Program (CAP)
- NCAA Clearinghouse
- Operational Compliance
- Post-Season Team Banquets
- Professional Development
- Scholar Athlete Banquet
- School Improvement Meetings
- Screen & Interview Athletic Staff
- SEC AD Meetings
- Sporting Event Supervisor
- Staff Observations & Evaluations
- Teacher Instruction Leadership Committee (TILC)
- Liaison to Departments:**
Health/Physical Education & Art

ADMINISTRATOR – Salvador Barrientes
9th Grade Dean

- 504 Plans
- 8th Grade Middle School Outreach
- 8th Grade Spring Student Orientat (River Rat Exploration Day)
- 9th Gr. August Orientation – Students & Parents
- 9th Gr. Guidance Counseling Team
- 9th Grade Level Attendance
- 9th Gr. Transition Activities/Communications
- 9th Grade Recognition Program
- Achievement Team Meetings
- After School Tutoring Program
- Crisis Team Member
- EOS/Equity Team
- Faculty Committee
- Grade Level Discipline
- IB Leadership Team
- Incoming 9th Grade Parent/Student Orientation
- Link Crew Liaison
- Professional Development
- Staff Observations & Evaluations
- Teacher Instruction Leadership Committee (TILC)
- Truancy
- Testing Liaison to building testing coordinator
- Liaison to Departments:** Music, World Language