



# 2021-2022 EDYTHE J. HAYES MIDDLE SCHOOL ADMINISTRATIVE STRUCTURE



DAVE HOSKINS (PRINCIPAL)				KRIS CHURCH (ASSOCIATE PRINCIPAL)				MATTHEW SHERRARD (ASSOCIATE PRINCIPAL)			
EVALUATIONS AND AREAS OF SUPERVISION (Cognia Indicators 1.6, 1.7)				EVALUATIONS AND AREAS OF SUPERVISION (Cognia Indicators 1.6, 1.7)				EVALUATIONS AND AREAS OF SUPERVISION (Cognia Indicators 1.6, 1.7)			
<b>LANGUAGE ARTS</b>	<b>SCIENCE</b>	<b>ADMINISTRATION</b>	<b>FRONT OFFICE</b>	<b>MATH</b>	<b>EXCEPTIONAL CHILDREN</b>	<b>MTSS</b>	<b>PARA EDUCATORS</b>	<b>SOCIAL STUDIES</b>	<b>VOCAL &amp; INSTRUMENTAL</b>	<b>ENGINEERING/TECH</b>	<b>CUSTODIANS</b>
Adams, Taylor Bayes, Susan Best, McKenna Finley, Amy Goforth, Alexis Hyde, Lauren- chair Koop, Ro Maggard, Kelly Snodgrass, Susan Woods, Emily	Bartley, Willie Bohannon, Jessica- chair Heaton, Tim Hutchinson, Suzanne King, Kathryn Livingood, Jon Margan, Alexis Russell, Lana Shanks, Shelby Sizemore, Morgan	Church, Kris Cote, Laura Ford, Alan Gardner, Timia Hall, Sammy Hayden, Jonna Moore, Jessica Sherrard, Matt Straub, Andrea VanHoose, Ashlee	Ashcraft, Brett Asher, Jody Bradley, Diane Cornett, Becki Kiser, Nikki Mack, Carla	Anderson, Derrick Donahue, Jon Hall, LeAnn Hyde, Phil- co-chair Kidder, Jill Malley, Maddie Meece, Kelsey- co-chair Menke, Jessica Poindexter, Tim Powell, Emily	Fikert, Justina Gilmer, Laura Horton, Terrell Lakes, Leighann Lamb, Brenda Logan, Morgan Marshall, Laura Quire, Amy Ransdell, Peyton Shadd, Erica Stacy, Tori Thrash, Shea Wells, Tara Whitnell, Emily Wright, Mandy	Dean, Donald Dove, Patrick Foster, Teresa Litteral, Bonnie Pack, Jason	Bensberg, Elaine Coleman, Ramona Deaton, Dawn Graves, Mike Rucker, Jason Shearer, Kristi Smith, Dale	Bishop, Blake Castillo, Brandon Deener, April Hollon, Colleen Kitchen, David- chair Logan, Abel Madison, Ashley Railey, Steve Randolph, Ashley White, Casey	Bowling, Kevin Francis, Sara Kite, April Levey, Emily Summers, Laura	Hardin, Art Rister, Val Stone, Clabe	Alija, Elez Alija, Fidan Chenault, Eddie Gunter, Johnny Henson, Ty
<b>WORLD LANGUAGE</b>	<b>BIOMEDICAL SCIENCES</b>						<b>DHH INTERPRETERS</b>	<b>PROFESSIONAL SERVICES</b>	<b>VISUAL &amp; CREATIVE</b>		
Eisea, Megan Lofton, Jasmine	Davis, Haley Hawkins, Amy Morgan, Miller						Moore, Jan Stephens, Susan	Grigsby, Teresa Payne, Nick Nall, Kegan	Bennett, Steve Brack-Jones, Yolanda Willoughby, Carl		
		26 (52) walkthroughs per month	39 evaluations per year				27 (54) walkthroughs per month	39 evaluations per year		24 (48) walkthroughs per year	29 evaluations per year
COMMITTEES (Cognia Indicator 1.9)				COMMITTEES (Cognia Indicator 1.9)				COMMITTEES (Cognia Indicator 1.9)			
<b>ACADEMY PREP/ILP</b>	<b>ALP</b>	<b>CSIP / WRITING</b>	<b>PROF. DEVELOPMENT</b>	<b>KAGAN COACHING</b>	<b>MTSS BEHAVIOR</b>	<b>MTSS MATH</b>	<b>MTSS READING</b>	<b>CHARACTER ED / SEL</b>	<b>FOUNDATIONS- STAFF</b>	<b>FOUNDATIONS- STUDENTS</b>	<b>PUBLIC RELATIONS</b>
Payne, Nick- chair Brack-Jones, Yolanda Davis, Haley Grigsby, Teresa Hawkins, Amy Levey, Emily Sizemore, Morgan Stone, Clabe	VanHoose, Ashlee- chair Anderson, Derrick Bayes, Susan Deener, April Heaton, Tim Kidder, Jill Lofton, Jasmine	Hall, Sammy- chair Gilmer, Laura Kitchen, David Morgan, Alexis Poindexter, Tim Straub, Andrea Woods, Emily Wells, Tara	Koop, Ro- co-chair Miller, Morgan- co-chair Bohannon, Jessica Morgan, Alexis Marshall, Laura Nall, Kegan Randolph, Ashley Willoughby, Carl	Bohannon, Jessica- chair Brack-Jones, Yolanda- APP Gilmer, Laura- ECE Hall, LeAnn- math Litteral, Bonnie- language arts Railey, Steve- social studies Straub, Andrea- ECE	Moore, Jessica- chair Pack, Jason- co-chair Bartley, Willie- Tier 2 6th Hyde, Phil- Tier 2 8th Koop, Ro- Tier 2 8th Madison, Ashley- Tier 2 7th Quire, Amy Railey, Steve- Tier 2 7th	Meece, Kelsey- chair Donahue, Jon- Tier 2 7th Dove, Patrick- Tier 2 all grades Fikert, Justina Foster, Teresa- Tier 3 Hall, LeAnn- 8th reteach Menke, Jessica- 6th reteach Powell, Emily- 7th reteach	Hyde, Lauren- chair Best, McKenna- Tier 2 6th Dean, Donald Litteral, Bonnie- Tier 3 Maggard, Kelly- Tier 2 8th Stacy, Tori Whitnell, Emily	Gardner, Timia- chair Bowling, Kevin Hutchinson, Suzanne Patel, Sonal Hardin, Art Hollon, Colleen King, Kathryn Snodgrass, Susan	Hayden, Jonna- chair Bishop, Blake Castillo, Brandon Finley, Amy Kite, April Logan, Morgan Ransdell, Peyton Shadd, Erica Summers, Laura	Ford, Alan- chair Adams, Taylor Thrash, Shea Goforth, Alexis Horton, Terrell Logan, Abel Russell, Lana Wright, Mandy	Mack, Carla- chair Eisea, Megan Francis, Sara Livingood, Jon Malley, Maddie Rister, Val Shanks, Shelby White, Casey
Classified member Shearer, Kristi	Classified member	Classified member	Classified member Bradley, Diane	Classified member	Classified member Graves, Mike	Classified member	Classified member Deaton, Dawn	Classified member Ashcraft, Brett Smith, Dale	Classified member Asher, Jody Bensberg, Elaine	Classified member Kiser, Nikki Rucker, Jason	Classified member Coleman, Ramona Cornett, Becki
<b>Tasks/Charges</b> Develop Panther Promise Project Develop plan for community partners Review current courses Make recommendations for changes Develop plan for ILP implementation Monitor ILP usage	<b>Tasks/Charges</b> Review monthly ALP student data Serve as probation committee Recommend changes to placement policy Review GT service plans Recommend GT/ALP programming Develop minority recruitment plan Develop plan for student removal	<b>Tasks/Charges</b> Use data to develop school goals Write progress notes for each goal Recommend changes to goals Develop strategies for goals Present progress to SBDM council	<b>Tasks/Charges</b> Plan monthly faculty meetings Work with admin on PD focus Coordinate with others on PD Develop PD plan Work with admin on equity focused PDs Culturally Responsive Teaching and Learning	<b>Tasks/Charges</b> Conduct Kagan walkthroughs Conduct coaching sessions with individual teachers Present monthly best practices	<b>Tasks/Charges</b> Review student data Determine student entrance/exit in tiers Recommend programming Recommend instructional changes	<b>Tasks/Charges</b> Review student data Determine student entrance/exit in tiers Recommend programming Recommend instructional changes	<b>Tasks/Charges</b> Review student data Determine student entrance/exit in tiers Recommend programming Recommend instructional changes	<b>Tasks/Charges</b> Develop character ed lessons for bi-monthly implementation Review programs and presenters for possible assemblies Develop implementation plan for Mawi learning (SEL) Develop lessons focused on real world equity issues for class discussions	<b>Tasks/Charges</b> Develop and expand monthly staff rewards Plan after school events for staff Plan holiday celebration and end of year celebration Review Tier I behavior data Recommend Tier I program changes Develop celebrations for staff accomplishments Annual staff and parent foundations survey	<b>Tasks/Charges</b> Develop student incentives Work with community partners for rewards Plan pep rallies Review Tier I behavior data Recommend Tier I program changes Develop plan for Panther Store Develop plan for student accomplishments Annual student Foundations survey	<b>Tasks/Charges</b> Maintain social media accounts Maintain "good news" for staff meetings, SBDM, website Develop marketing tools for communication Develop Bainbridge and Buckhorn area engagement plans Work with PTSA for programming Develop topic specific videos for website (eOS, Parent Portal, etc...) Develop plan to increase teacher & staff attendance in PTSA
<b>Cognia Indicators</b> 2.5, 3.6	<b>Cognia Indicators</b> 1.3, 1.10, 3.5	<b>Cognia Indicators</b> 2.2, 2.8, 3.5	<b>Cognia Indicators</b> 1.1, 1.2, 1.8	<b>Cognia Indicators</b> 2.1, 2.7, 2.9, 2.10	<b>Cognia Indicators</b> 2.1, 2.7, 2.9, 2.10	<b>Cognia Indicators</b> 2.1, 2.4, 2.9, 2.10	<b>Cognia Indicators</b> 2.1, 3.1, 3.2	<b>Cognia Indicators</b> 2.3	<b>Cognia Indicators</b> 2.3	<b>Cognia Indicators</b> 2.12, 3.3, 3.4	<b>Cognia Indicators</b>
Other areas of supervision				Other areas of supervision				Other areas of supervision			
Budget and finance Diane Bradley	Technology Sammy Hall	SBDM Cognia: 1.4, 1.5, 3.8	6th grade discipline	Department chairs Cognia: 2.5, 2.6, 2.11, 3.7	Attendance Nikki Kiser (attendance)	Data analysis	7th grade discipline	Athletics	PTSA Carla Mack	Team leaders Cognia: 2.5, 2.6, 2.11, 3.7	8th grade discipline
Administration Focus Areas				Department Chair Focus Areas				Team Leader Focus Areas			
Address active supervision with staff- Sherrard Redesign peer mediation for Restorative Practices- Hayden & Mack On time grading and grade entry in IC- Hoskins, Church, & Sherrard Minorities in ALP- Hoskins Minority staff recruitment- Hoskins Badges, metal detectors- Sherrard & Ashcraft Morning news- Hoskins Focus on partnerships with tech schools to insure fidelity with our course offerings- Ford, Hoskins, Sherrard Improve feedback on walkthroughs- Church, Hoskins, Sherrard				On time grading and grade entry in IC Data analysis and PDSA Content specific PD Retrain teachers on eOS and Kagan structures- Pack, Kagan coaches Streamline leadership & pre-teaching class- VanHoose, Nall				On time grading and grade entry in IC Recommendation for students in groups (UK, Project Aware, Circles, Rock Circles, 3G) Student buy in on rewards Behavior with substitutes Team day restructuring eOS and hallpasses			