



Hapeville Charter Career Academy

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

Richard Fowler, Principal
rfowler@hapevillecharter.org

2021-2022 Duties and Responsibilities

Administrator Grades Duties and Responsibilities		
Richard Fowler Principal	Grades 9-12	<ul style="list-style-type: none"> ○ All duties and responsibilities assigned ○ Administrative Late Day Rotation ○ Administrative Team ○ Board Meetings ○ Classroom Walkthrough Rotations ○ Faculty Handbook ○ Faculty Meetings ○ Graduation ○ Instructional Leadership Team ○ LKES/TKES ○ Math ○ Media Relations ○ Overall Supervision of all personnel ○ Professional Learning ○ Professional Learning Communities ○ Progress Monitoring ○ PTSA ○ Request for Leave ○ School Calendar ○ School Improvement Leadership Team ○ Social Studies ○ Staff Recognition ○ Student Recognition ○ Supervision ○ Title I ○ Total Operation of the School ○ School Improvement Leadership Team ○ Weekly Newsletter
Winston Gordon Assistant Principal	Grades 9-10	<ul style="list-style-type: none"> ○ Administrative Meetings ○ Art ○ Athletics ○ Classroom Walkthrough Rotation ○ Clubs & Organizations ○ CTAE ○ Custodial Services ○ Discipline ○ Facilities

Home of the Hornets



6045 Buffington Road T: (404) 766-0101
 Atlanta, Georgia 30349 F: (404) 941-1102

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Candace S. Bethea, Principal
 cbethea@hapevillecharter.org

2020-2021 Duties and Responsibilities

		<ul style="list-style-type: none"> ○ Field Trips ○ Fundraising ○ Grade Level Town Hall Meetings ○ Health & PE ○ 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 ○ TKES ○ Tutorials
<p>Aranya Knox Assistant Principal</p>	<p>Grades 11-12</p>	<ul style="list-style-type: none"> ○ 504 Plans ○ Academic Signing Day ○ Advanced Placement (AP) ○ Advisement ○ Administrative Meetings ○ Assessment Schedule ○ Attendance ○ Bell Schedules ○ Classroom Walkthrough Rotation ○ College Visits ○ Counselors ○ Curriculum Guide ○ Dual Enrollment

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2020-2021 Duties and Responsibilities

		<ul style="list-style-type: none">○ English○ Enrollment○ Full Time Equivalent (FTE)○ Fulton Virtual○ Grade Level Town Meetings○ Grading Standards and Practices○ Graduation○ Guidance○ Infinite Campus○ Master Schedule○ Open House○ Opening Day Procedures○ Parent Conferences○ Peer Facilitators/Teaching Aides○ Professional Learning○ Professional Learning Communities○ Progress Monitoring○ Progress Reports and Report Cards○ RTI○ School Improvement Leadership Team○ Services for Exceptional Children (SEC)○ SST○ Student Registration/Withdrawals○ Talented and Gifted (TAG)○ Testing○ TKES○ TKES Presentations and Compliance○ Transcripts○ World Languages
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<p>Winston Gordon Athletic Director</p>	<p>Grades 9-12</p>	<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 ○ Supervision of Coaches
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2020-2021 Duties and Responsibilities

		<ul style="list-style-type: none"> ○ Trainers
<p>LaBrea O'Neal MOWR, WBL, & Community Partnerships Director</p>	<p>Grades 9-12</p>	<ul style="list-style-type: none"> ○ Atlanta Technical College Liaison ○ Classroom Walkthrough Rotation ○ College Visits ○ Community Relations/Outreach ○ Community Partnerships ○ Dual Enrollment ○ Leader of the Year ○ Professional of the Year ○ Progress Monitoring ○ School Improvement Leadership Team ○ School Marquee ○ School pictures ○ School Website ○ Staff Recognition ○ Student Recognition ○ Student Support Services ○ Teacher of the Year ○ TKES ○ Wellness

Alexes Green and
LaTricia Gladden
Deans of Instruction

- All Professional Learning Communities
(attend, facilitate, etc... on Monday and Tuesday)
- Data Disaggregation
- Faculty and Staff Handbook
- Informal Feedback
- Instructional Coaching
- Monitor and Review Weekly Lesson
Plans
- Newsletter
- Professional Learning
- Talented and Gifted (TAG)
- Weekly Classroom Visits (Wednesday – Friday)

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