

**Murray Language Academy  
Administration Organization  
2013-14**

**Principal  
Greg Mason**

**Instruction/Personnel**

1. REACH Evaluations
2. Custodial Workers
3. Hiring
4. Coordination of teams and committees
5. Data Analysis
6. Coordination of staff Meetings
7. Grants
8. Policy Making
9. Grade-level Meeting

**Building and School Operations**

1. Safety and Security
2. Budgeting
3. Purchasing
4. Impact Scheduling
5. Kindergarten Enrollment
6. Supervisor of custodial Staff

**Community/ Parent Relations**

1. LSC/PTO
2. CIWP
3. Business relations/partners
4. N.S.P. (UC) program
5. Website

**Clerk**

**Ramona Dickson**

- Office Manager
- Internal Accounts
- Payroll
- Lunch Applications

**Assistant Principal**

**Youlanda Snowden**

- REACH Evaluations
  - Formal and Informal
  - Murray Feedback Visits
- Student Discipline
- Grade-level Meetings

- RtI Coordinator
- Field Trips/Assemblies
- Accident/Incident reports
- New Students Registration/coordination
- Monitoring of Grades in Impact
- Special Ed Schedules
- Emergency Drills
- Student Teachers/Observation Hours
- All Sports
- All Before and After School Programs
- School Master Calendar
- Dashboard
- Quarterly Murray Wildcat
- New Student Enrollment(except for Kindergarten)
- Transportation
- CHAMPS
- Morning and Afternoon duty
- Medical Compliance
- Summer School
- PSRP Duties/schedules
- As directed by the Principal

**Counselor/Case Manager**

**Angela Watts**

- FIE/IEP scheduling and coordination
- 504
- Special Education Team Leader
- Bilingual Coordinator
- ISAT Test Coordinator
- STLS
- Records
- Explore Assessment
- Home Language Survey

**Chief Engineer, Al Williams**

**Lunch Room Manager, Janine Robinson**

**World Language Department Chair  
Amy Hammerand**