



## Administrative Assignments

**2021 – 2022**

<b>Scott Wihongi</b> Principal	<b>Emily Bird</b> Assistant Principal	<b>Jon Jensen</b> Assistant Principal
Accreditation Activity Supervision AP College Board Athletics – Region VI/UHSAA Liaison Budgets/Finance Chamber/Rotary Community Advisory Council (TOSH) Contract Secretaries Curriculum/Instruction Data (School) Department Chairs (SLT) Evaluations - Licensed Evaluations – Classified Full Fee/Overnight Travel Approval FTE Budget Faculty Meetings Graduation Master Schedule PBIS/MTSS PTSA Professional Development Risk Management School Community Coun./Land Trust Social Media (MHS Facebook) Spartan Strong Committee Spartan Spec. Spring Coord. Student Fines Stipends (coach, advisor, etc.) Textbooks Timeforce – Full Time/Counseling Sec. TSSA/School Improvement Vending Website	<b>Students L – Z</b> Attendance/Tuancy Citizenship Policy/Remediation Fee Waivers Graduation Requirements I.E.P. Meetings Non-Resident Permits Safe UT Tips Student Issues/Discipline <hr/> Activity Supervision Calendar – Master/School Dude Cheerleader/Drill Coaches Clubs Custodial Supervisor Display Case Rotation ELL Liaison Evaluations- Licensed Facility Requests (School Based) FLEX Intervention Committee Hall/Lunch Monitor Duty LEA Liaison (Sp.Ed.) Part-time Secretaries PBIS/MTSS (Academic/Behavior) Poster/Flier Approval Professional Development Student Support (S.S.T.) Student Advocates/Mentors Student Government (SBO) Student Gov. Instagram (Sp. Nation) Timeforce – Head Cust./Main Off. Sec.	<b>Students A – K</b> Attendance/Tuancy Citizenship Policy/Remediation Fee Waivers Graduation Requirements I.E.P. Meetings Non-Resident Permits Safe UT Tips Student Issues/Discipline <hr/> Activity Supervision Aspire Athletics – ADs/Coaches Bell Schedules Bus & Field Trip Requests/Approval Emergency Drills Evacuation Plan Evaluations- Licensed Evaluations- Classified Part Fundraising FLEX Class Committee Hall/Lunch Monitor Duty Lunch Schedules Section 504 Liaison Spartan Spec. Fall Coord. SRO/Security Mentors-Parking Student Aides Student Support (S.S.T.)-Chair Utah Aspire+ Testing Coordinator Tech. Support/Replacement Timeforce – Part Time Secretaries
<b>Department/PLC Supervisor</b>	<b>Department/PLC Supervisor</b>	<b>Department/PLC Supervisor</b>
Science, CTE/CE WBL/CTE-CE Coordinator Main Office Counseling Office Librarian Instructional Coach	ELA, Social Studies, World Lang., SPED Attendance/Citizenship Office	Math, P.E., Vis. Art Perf. Art, Drivers Ed. Security Office Custodians