

# Marty Richburg

## Assistant Principal for Student Services

1. Discipline: responsible for all aspects of discipline at Hardaway with the exception of female dress code
2. Develop and monitor supervision of school:
  - A. morning supervision
  - B. restroom supervision
  - C. afternoon supervision
  - D. central detention duty
  - E. secure police supervision for events/activities
3. Transportation Director:
  - A. distribution of student bus passes
  - B. bus discipline
  - C. extracurricular trips
  - D. unloading/loading
4. Student locker distribution and maintenance
5. Clear campus in the evening
6. Attend appropriate meetings
7. Teacher evaluations
8. Attend appropriate meetings
9. Attendance office (check-ins and check-outs). 9<sup>th</sup> grade attendance officer.
10. Athletic manager:
  - A. Ticket control – secure assets
  - B. Event reports for activities involving tickets
  - C. Schedule security
  - D. Eligibility compliance officer
  - E. Game manager
11. Approve students for all release requests (trips).
12. Supervision of extracurricular activities/events
13. All other duties assigned by the principal