

MHS ADMINISTRATIVE ASSIGNMENTS 2023-2024

Quinn Linde Principal	Emily Bird Assistant Principal Students P-Z	Jon Jensen Assistant Principal Students A-G	Tori Gillett Administrative Intern Students H-O
Accreditation Activity Supervision AP College Board Bell Schedules Budgets/Finance Chamber/Rotary Community Advisory Council (TOSH) Curriculum/Instruction DATA Department Chairs (SLT) Evaluations-Classified Evaluations-Licensed Faculty Meetings Fee Approval Fee Waivers FTE Budget Graduation "I" Grade Lunch Schedules Marquee Master Schedule Overnight Travel Approval PBIS/MTSS Professional Development PTSA Risk Management School Community Council (SCC) /Land Trust Schoolwide Tech Student Fines Stipends (coach, advisor, etc.) Textbooks/Chromebooks TSSA/School Improvement	Attendance/Truancy Citizenship Policy Citizenship "U" Remediation Fee Waivers Graduation Requirements I.E.P. Meetings 504 Meetings Non-resident permits Safe UT Tips Student discipline Murray "U" <hr/> Activity Supervision Calendar—Events Cheer Coach Drill Coach ELL Liaison Home Visit Program Lead Library/Maker Space Lifetouch scheduling PBIS/MTSS Professional Development (Lead) Registration School Dude School Facebook Acct (Assistant) Schoolwide Disclosure SPED LEA Liaison Student Government (SBO) Student Gov. Instagram (Spartan Nation) Student handbook (M Book) Student Support Team (SST) Proprio (Lead) Work Based Learning (Lead)	Attendance/Truancy Citizenship Policy Citizenship "U" Remediation Fee Waivers Graduation Requirements I.E.P. Meetings 504 Meetings Non-resident permits Safe UT Tips Student discipline Murray "U" <hr/> Activity Supervision Utah ASPIRE + Athletics/Esports Athletic Director Bus and Field Trip/Approval Curriculum/Instruction Display Case Rotation Fundraising Google Spaces (Lead) In-School Suspension Online Registration Parking Policy/Tickets PBIS/MTSS Recovery (Tier II, III) School Community Council (SCC) /Land Trust Section 504 liaison Security Mentors Student Aides Student Support Team (SST)-Lead Student Success/Credit	Attendance/Truancy Citizenship Policy Citizenship "U" Remediation Graduation Requirements I.E.P. Meetings 504 Meetings Non-resident permits Safe UT Tips Student discipline Murray "U" <hr/> Activity Supervision ACT Assessment Clubs DATA ELL Liaison (Language Acquisition Program) Emergency Drills Evacuation Plan FLEX-Spartan Vision, Character Strong Home & Hospital Services/Home Visits Graduation (Lead Committee) Hall/Lunch Monitor Duty PBIS/MTSS Poster/Flyer approval Spar On Newsletter Spartan Closet Spartan Strong Incentives SRO Student Support Team (SST) Wellness Center
Department/PLC Supervisor	Department/PLC Supervisor	Department/PLC Supervisor	Department/PLC Supervisor
CTE/CE WBL/CTE-CE Coordinator Instructional Coach Main Office	Custodians ELA Performing Arts SPED	Driver's Ed. P.E. Science Social Studies	Attendance/Citizenship Office Counseling Office Math Visual Arts World Language
Time force	Time force	Time force	Time force
Contract/Full time Secretaries (Main and Counseling)	Custodians Para educators	Part-time Secretaries Student Advocates/Mentors	Security
Region 10 Chair UHSAA Executive Committee	Region 10 Instrumental Music Chair	Region 10 Boys Tennis Chair	Region 10 Cross Country Chair