

## ***Tasks that Principals have performed . . .***

<i>Athletic supervision</i>	<i>Halloween parade organizing</i>	<i>Football coaching</i>
<i>Crisis Intervention Planning</i>	<i>Special program supervision</i>	<i>Cleaning restrooms</i>
<i>Hurricane evacuation planning</i>	<i>Supervising the lobby</i>	<i>Parking lot duty</i>
<i>Court attendance</i>	<i>Sweeping floor in cafeteria</i>	<i>Textbook inventory</i>
<i>Newsletter preparation</i>	<i>Early release scheduling</i>	<i>Marching band judge</i>
<i>Supervising aides</i>	<i>Playground duty</i>	<i>Attendance phone calls</i>
<i>PSAT administrator</i>	<i>Hall monitoring</i>	<i>District training</i>
<i>Organizing student awards</i>	<i>Bus duty</i>	<i>Web site development</i>
<i>Master scheduling</i>	<i>Restroom checking</i>	<i>Athletic league meetings</i>
<i>Mediating fights</i>	<i>Bus driver</i>	<i>Substitute calls</i>
<i>Filing police reports</i>	<i>Special Ed. meetings</i>	<i>Custodian meetings</i>
<i>Fire reports</i>	<i>504 meetings</i>	<i>Homecoming Queen vote</i>
<i>Open house organizing</i>	<i>Counseling students</i>	<i>Head checks (lice)</i>
<i>Lesson plan collecting</i>	<i>Raise/lowering flag</i>	<i>Key distribution</i>
<i>Ordering/managing supplies</i>	<i>Discipline hearings</i>	<i>Fire alarm planning</i>
<i>Bloodmobile organizing</i>	<i>Morning announcements</i>	<i>Filing facility requests</i>
<i>Managing activity accounts</i>	<i>Nurse supervision</i>	<i>Repairing lockers</i>
<i>Picture day scheduling</i>	<i>Home visits</i>	<i>Fixing computers</i>
<i>Assembly organizing</i>	<i>Grant writing</i>	<i>Cheerleader tryout judge</i>
<i>Duty Scheduling</i>	<i>Fund raising</i>	<i>Passing out ketchup packets</i>
<i>Cleaning tables</i>	<i>Putting up bulletin boards</i>	<i>Going to Rotary luncheons</i>
<i>Reading emails</i>	<i>Covering phones</i>	<i>Filling vending machines</i>