



Grace King High School Spring 2017
Teacher Duty Schedule

<i>Teacher's Name</i>	<i>Duty Location</i>	<i>Time of Day</i>	<i>Responsibility description</i>
Colt Colleti	Boy's Restroom	Morning 6:50 – 7:15	During breakfast time, teachers will rotate inside and outside of the restroom to eliminate the use of cigarettes, other illegal drugs and/or inappropriate acts. – Report problems to Ms. Torrado
Saida Mejia	Girl's Restroom	Morning 6:50 – 7:15	During breakfast time, teachers will rotate inside and outside of the restroom to eliminate the use of cigarettes, other illegal drugs and/or inappropriate acts. – Report problems to Ms. Torrado
Katharine DaSilva Elaina Bergeron Aimee Menard Madeleine Hollier Josh Dyer	Gym Foyer	Morning (6:50 am – 7:15 am)	Check for Student ID's, proper uniform, book bags by way of Single Point of Entry (SPOE), 2 teachers will assist with temporary IDs.
Cherlyn Scott Alexandra Norman Meagan Spector	Courtyard	Morning (6:50 am – 7:15 am)	Interact positively with student body, monitor student behavior, observe students for IDs, proper uniform.
Tracey Bullington	AM Bus Log-in 6:50 – 7:15am	Bus Lane (rear)	Ensure that the bus log is retrieved from the front counter. Take a log of each bus entering campus. The log should be surrendered to the administrator on duty.
Cox, Shenetha	PM Bus Log-in 2:40pm – 3:10 pm	Bus Lane Rear	Ensure that the bus log is retrieved from the front counter. Take a log of each bus entering campus and the number of students on each bus (the driver will tell you). The log should be surrendered to the administrator on duty in the gym foyer.
Tyron Tatum	Morning Hall Monitor 6:50 – 7:15am	200 Hallway	*Walk the halls and ensure that students are not in the building prior to the bell. Students should not be using lockers or going to classrooms. BUILDINGS SHOULD BE CLEAR AND EMPTY - If problem occur in the front of the bldg.. Report to Ms. Thomas and Mrs. Berry
Lynette Monterro Jessica Harvey	Saturday Detention in the Cafeteria	8:30 am – 9:30 am	Monitor and supervise students assigned Saturday detention from 8:30am – 9:30am
Yousef Suliman	Morning Hall	300 Hallway	Walk the halls and ensure that students



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	Monitor 6:50 – 7:15am	6:50 – 7:15am	are not in the building prior to the bell. Students should not be using lockers or going to classrooms. BUILDINGS SHOULD BE CLEAR AND EMPTY - If problem occur in the front of the bldg. Report to Ms. Thomas and Mrs. Berry
Jamin Valentine	Rear 400-600 Parking Lot Monitor 6:50 – 7:15		Walk the parking area between the 400 & 600 buildings to the back of the cafeteria to ensure students are not attempting to exit the campus through the front. Additionally, students should be directed to the rear of the campus to SPOE.
Lunch Duty			
Coach Lala	Cafeteria (Teacher/Coach)	1 st Lunch (9 th Graders)	*Monitor Students
Coach Hitchens	Cafeteria (Teacher/Coach)	2 nd Lunch *(10 th – 12 th Graders)	*Monitor Students
Afternoon Duty			
Terri Tahvildari Lisa Turner	PM school back porch/yard duty	Entire School Campus	*Walk campus beginning <i>promptly at 2:35 pm</i> to ensure that students aren't in the hallways prior to the bell. After the bell clear out the courtyard and monitor the back porch until 3:05 pm – Report problems to Mrs. K. Torrado
Betty Uribe Saundra Lewis Kelsie Jones Daniel Feze	PM Front Porch	2:40-3:10pm	Ensure no students exit the front porch area except special needs students. All regular ed. Students should exit the rear of the campus.
Lydia Garza Ariel Haskins Judy Jenkins Harwood Jones	PM Courtyard	2:40pm-3:10pm	Monitor students and help clear courtyard of students during the dismissal process
Afternoon Carpool Duty			
Alverelle Williams (Vacancy 218)	Carpool Back Lot 2:30 – 3:05pm	Traffic Flow	Move throughout back carpool lane and parking lot ensuring parents are parked appropriately, and flow of traffic is moving and traffic flow if effective. Report problems to Ms. Torrado
Jeffrey daSilvaGonske	Freshmen Detention	2:45 – 3:15	Supervisor and administer after-school detentions for 9 th students. Provide reflective and restorative opportunities for students.
Morning Carpool Duty			



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Phillip Ramirez Celeste DeVera	Carpool Back Lot 6:50 – 7:15am	Traffic Flow	Move throughout back carpool lane and parking lot ensuring parents are parked appropriately, and flow of traffic is moving and traffic flow if effective. Report problems to Dr. Macon (will be moving), Coach Lala, and/or Ms. T. Johnson Berry.
Kelly Kent Dan Tague	Back of the 600 Bldg.	6:50 am – 7:15 am	Ensure that no students are exiting the building through the 600 bldg. and also that traffic flow exiting the campus for carpool safely. Report problems to Ms. Berry