# Western Carolina University - The Catamount School, 2025-2026

## Individual Roles & Responsibilities

### College of Education & Allied Professions, Dean (Winter)

- Superintendent of The Catamount School/WCU Chancellor's Designee (re Lab School)
- Emergency Point of Contact
- Supervision of School Funds (state and federal)
- Liaison to UNC System Office re Lab Schools
- Represent Catamount School at State and UNC System Meetings (including the Board of Governor's Sub-Committee on Lab Schools)
- Monthly Communication Meeting w/Principal and STL Director
- Principal Evaluation
- Maintain and Facilitate Relationship with JCPS Leadership
- Service on TCS Leadership Team
- Final Decision on Appeals (promotions, long-term suspensions/expulsion, other)
- TCS Advisory Board Member (Co-Chair with JCPS Superintendent)
- Facilitate Reporting, Summaries, Other re The Catamount School
- Ensure Submission and Approval of CCIP (e.g., School Improvement Plan, Title I & IDEA funds, etc.) in InfoEd
- Review Appeals (i.e., promotions, long-term suspensions/expulsion)

### TCS Principal (Lunsford)

- Represent Catamount School at State and UNC System Meetings (including the Board of Governor's Sub-Committee on Lab Schools)
- Liaison to UNC System Office re Lab Schools
- Testing Coordinator
- 504 Plan Coordinator
- English Learner (EL) Coordinator
- School Safety/Crisis Plan coordinator
- Teacher & Staff Supervision & Evaluation
- Administrative Support Supervision & Evaluation (i.e., Database/PowerSchool Manager)
- Comprehensive Continuous Improvement Plan (CCIP) Coordinator
- Coordinator of Instructional Supplies
- Facilitate School Improvement Plan
- Leader of Schoolwide Behavior Management/Discipline/School Conduct Code
- Facilitate Implementation of PBIS & MTSS
- Staff Team Leader – School Curriculum, Instruction, and Organization
- Facilitate Alignment of School Initiatives/Activities with Mission and Vision
- Maintain and Facilitate Relationship with SMHS Leadership
- Maintain Weekly Home Communications via One Call Now
- Regional Representative for Testing, Curriculum, and CCIP
- Liaison to Parent Organization (including attendance at meetings and events)
- Accountable for Field Transportation (e.g., means, funds, drivers)

- Present for Afterschool Events, as needed

**School of Teaching and Learning Director (Tracy)**
- Service on Monthly TCS Leadership Team Meetings to Discuss Teacher Prep, Clinical Placements, STL Faculty Involvement, etc.
- Service on TCS Leadership Team, as needed
- Other duties as assigned

**School Administration Program Director (Von Dohlen)**
- Supervision of Principal Interns
- Other Committees & Service, as needed

**Homeless Liaison (Lunsford)**
- Coordinate Homeless Survey of The Catamount School.
- Conduct a Needs and Assessment and Develop Action Steps.
- Print and Post the TCS Homeless Education Policy in at least two places around the school and also post to the website. This Policy Must Describe the McKinney-Vento Education of Homeless Children and Youth Assistance Act, which is the Primary Piece of Legislation Dealing with the Education of Children and Youth Experiencing Homelessness. The Policy Must Also Clearly List Resources Available to Families.
- Annual Action Steps Lead by Homeless Liaison: Teacher Training, Communication on Policies and Procedures, Identification and Sharing of Resources with Staff and Families
- Coordinate the Development of a TCS Advisory Board Policy or Present to the Board a UNC System Lab School Policy (for adoption at all laboratory schools).

**Technology Liaison (Nickles)**
- Web Site Creation and Maintenance
- Maintain JCPS-WCU IT Relationship (including coordination of lease)
- Coordination of IT Hardware & Software Needs

**Financial Officer (Cain/Smith)**
- College-Level Oversight for Budget Projection/Planning/Building for The Catamount School
- Electronic Submission of Budget Requests for Federal Funds via LINQ
- Electronic Submission of Quarterly Reimbursement Requests, via NCDPI's Cash Management System, Upon Review and Approval of Request by the Controller
- Liaison between CEAP and WCU Administration and Finance for Matters Related to The Catamount School Fund Set Up, Use and Reporting
- Secretary to the Catamount School Advisory Board
- Other Duties, as assigned

**Administrative Support/WCU Campus (Cain)**

- First Point of Contact for The Catamount School Regarding WCU Administrative Functions
- Liaison between the School of Teaching and Learning and the Catamount School for Administrative Needs, as well as liaise with the CEAP Dean's Office, as needed.
- Provide Staff Training and Oversight for TCS on Matters Related to Purchasing, Catamart, P-Card, Chrome River Travel, General Budget Record Keeping, and Reconciliation of Expenditures.
- Prepare Budget Report & Notes prior to each TCS Advisory Board Meeting, Meet with Dean to Review in Advance of Meeting

**Administrative Support & Database Manager, TCS Campus (Karup)**

- Data Entry and Reports for PowerSchool (including attendance, grades, PMRs, etc.)
- Maintaining Relationship with SMHS Administrative Staff
- Coordinating Purchase Orders and Requisitions, Deposits for TCS
- Coordinate TCS Office/Educational Supply Needs and Communicate with Administrative Support on WCU Campus
- Coordinate all Purchasing and Financial Services w/WCU
- Submit Transportation Requests for Approval to TCS Leadership and then Scheduling to Educational Outreach (Field Trips, etc.)
- Coordinate Substitutes w/staff and Kelly's Services, as needed
- Facilitate medication needs
- Maintain Phone and Front Desk Duties such as Check-Ins (e.g., TCS students as well as volunteers, WCU guests, etc.) and Early Dismissal Schedule Field Transportation (e.g., means, funds, drivers)
- Schedule Field Transportation with Educational Outreach (e.g., van/bus, drivers)
- Other Duties, as assigned

**TCS Teacher Leaders (Broyhill, Clapp, Kassel, Rector, Pinter)**

- Plan and Implement Curriculum/Facilitate Content Instruction Across Grades 6-8
- Maintain a Classroom Management/PBIS Plan TCS Team
- Administrate Assessments such as Diagnostics, NC Check-Ins, and NC EOGs/EOCs
- Facilitate Ongoing Communication with Families
- Carry Out 504, IEP, AIG, and ELL needs
- Create Formative Assessments
- Maintain Assessment Documentation
- Mentor WCU Interns, Early Field Experience Students, and Others
- Advisor for a Portion of TCS Students
- Coach - Clubs
- Lunch duty, Drop-Off and Pick-Up, as needed
- Present for Afterschool Events, as needed
- Serve as School Improvement Team (SIT) Leader, as needed
- Other Duties, as assigned

**Exceptional Children (EC) Teacher Leader (Button)**

- Individualized Education Plan (IEP) case manager for all EC students
- Provide EC Instruction and Inclusion Services
- Coordinate Testing Accommodations w/School Administration
- Coordinate Special Services (PT, OT, Speech, etc.)
- Coordinate Homebound Services, if needed
- Supervision of IEP Implementation

**Exceptional Children (EC) Administrator/Director (Barron)**

- Coordinate Consultative Services/Professional Development from WCU (related to EC Services)
- Lead State and Federal Reporting re EC Instruction/Support
- Coordinator LEA Policy & Fiscal Compliance re EC Instruction/Support
- Individualized Education Plan (IEP) Oversight for all EC Students
- AIG Plan Oversight and Implementation
- WCU/Lab School liaison re EC Instruction/Support
- Support for School-Based EC Teacher (Button)
- Regional/State Meetings Representative re EC Instruction/Support
- IDEA Grant Proposal Writer

**MTSS / Check & Connect Coordinator (Henry)**

- Coordinate MTSS meetings with all Catamount School staff
- Coordinate data collection and review for MTSS planning
- Provide guidance for EC Instruction and Inclusion Services
- Provide guidance for academic and behavioral interventions for students
- Coordinate intervention strategies with early field experience students
- Coordinate DPI Check and Connect program at The Catamount School
- Coordinate Mentorships for DPI Check and Connect program at The Catamount School.

**Enrichment Coordinator (Elders)**

The Enrichment Coordinator will have oversight of daily school extracurricular activities, provide for enhanced student-learning opportunities for students of The Catamount School, report to the school's principal, and work collaboratively with JCPS and WCU personnel on behalf of TCS.

- Daily Enrichment – Develop calendar and manage logistics of enrichment curriculum and opportunities, including outreach and communication with all visitors, guests, experts, etc.
- Plan and implement fine and performing arts curriculum as the enrichment teacher for The Catamount School
- Outreach – Serve as the point of contact for all community-based projects and service-learning opportunities.
- Liaison for the New Century Scholars program with Southwestern Community

College

- Field Trip Coordination – Manage field trips to WCU campus, community, and beyond; coordinate bus reservations, outreach, logistics, and collaborate with academic teachers on learning outcomes.
- Curriculum Integration – Collaborate with academic teachers to integrate enrichment curriculum and special learning opportunities with core academic classes.
- Liaison for Visitors (e.g., special visitors who come to campus) – Coordinator and (sometimes) lead visits to campus from various groups.
- Publications - Collaborate with the principal on weekly newsletter; lead TCS posts on social media outlets.
- Student Supervision – Serve on duty rotation with all TCS staff, including drop off, pick up, lunch, etc.
- Orientation & Summer Events – Serve as point of contact for planning of these events.
- Recruitment – Serve on recruitment team for planning of recruitment events and sharing of information to potential students.
- Yearbook Coordinator
- Other Duties as assigned

**Research and Program Evaluation (Virtue)**

Botner Distinguished Professor; Faculty Member in Middle Grades Education (ad-hoc committees, as needed). Implementation of local evaluation plan, oversight of data collection, and reporting.

- Serve as Liaison between WCU and TCS Faculty for Research Activity at TCS.
- Coordinate Research, Evaluation and School Assessment Activities with the Instructional Support person.
- Assist in Setting up Database of TCS Assessment Needs and Activities.
- Create Assessments for School Evaluation.
- Assist with Data Collection for UNC System/State Progress Monitoring.
- Coordinate Data collection for the Local Evaluation of TCS.
- Report Data to TCS Advisory Board, TCS Leadership Team, Community of Care, and the School Improvement Team as needed.
- Based on Data, Recommend Action Steps as needed.
- Generate Report Summaries on All School Assessment and Evaluation Activities.

**Curriculum & Instruction Support (Pinter)**

Faculty Member in Middle Grades Education; Liaison between WCU faculty and TCS faculty for curriculum, instruction, and assessment. Contact person for WCU faculty who wish to be involved with TCS and vice-versa.

- Identify Professional Development and Instructional/Intervention Needs for Teachers.
- Meet with Teachers at Least Twice a Month to Find Out How Best to Support Identification of Resources.
- Explore WCU Resources that Might Help Address Curriculum, Instruction, and Assessment Needs.
- Assist in Planning for Content Interventions and Enrichment.

- Serve as a Member of the School Improvement Team to Enhance Communication regarding WCU internships, Course and Field Experience Requirements.
- Serve as a Member of the Community of Care Committee to Enhance Communication Regarding Academic Interventions, Social, Emotional and/or Wellness Needs of Students.
- Coordinate Research, Evaluation and School Assessment Activities with the Research and Program Evaluation Coordinator.

**Health Services Coordinator (Plantenberg)**

- Coordination Training for Staff (i.e., CPR, First Aid, Epi-Pen, Diabetes, etc.)
- Develop Individual Health Plans for students
- Facilitate Health Screenings and Referrals
- File November 1 NCDPI Health Reports
- Verify Required Immunizations
- Coordinate Care of injured/ill students when present
- Communicate with teachers and staff regarding Health Services
- Facilitate CPR training for student graduation requirement
- Support HPE with student health and hygiene instruction

**WCU Grants and Contracts**

- Advise grant personnel and budget officer on maintenance of effort and effort reporting
- Prepare indirect cost distributions in Banner

**WCU Administration and Finance & Information Technology**

- Execute Banner OLED reports for the various TCS funds to include a pre-run before month end and a final run after the month closes
- Analyze Banner fund reports for accuracy and compare to prior month's reports for trending purposes
- Ensure the IT crosswalk converts to the DPI reporting format and coordinate with IT to provide any corrections and addition of any new accounts
- Cross balance the DPI Payroll, Accounts Payable, and Monthly Financial Report files with Banner by the first business day of the month
- IT submits all DPI files by midnight of the second business day of the month
- Review and confirm the DPI reconciliation reports that are returned after each monthly submission
- Provide financial data as needed

## Supporting Committee Membership & Description

**TCS Advisory Board**

Membership: CEAP Dean, CEAP Board of Trustees Member, JCPS Superintendent, 4 WCU Faculty Members (at least 1 from educator prep program), Member of Public (within LEA), Up to 4 other members as the Chancellor deems necessary.

Description: The advisory board provides oversight and makes recommendations to the Chancellor on TCS operations, policies, programs, and administration. Duties include:

- Monitor operations of the lab school and distribution of monies
- Recommend to the Chancellor policies, program, and administrative modifications
- Evaluate biennially the performance of the principal and make recommendations
- Review evaluation of the lab school performance

**TCS Leadership Team**

Membership: TCS Principal, CEAP Dean/Superintendent

Description: A weekly review and update of TCS issues and activities as well as a monthly review of clinical activities with the STL Director.

- Principal Performance Evaluation
- Teacher/Staff Performance Evaluation
- Discuss current issues with TCS to include (but not limited to)
  - Budget
  - Policy
  - Personnel
  - Schedule
  - Recruitment/Admission
  - Programming
  - Transportation
  - Curriculum
  - Administration

**Admissions Committee**

Membership: TCS Principal, CEAP Dean/Superintendent, TCS Faculty/Staff Member

Description: Responsible for oversight and administration of the recruitment and admission process. Tasks include:

- Review applications
- Cross-check for legislative compliance for admission
- Decision
- Meet bi-weekly during rolling admission window

**Community of Care**

Membership: TCS Principal (chair), Leadership Team, TCS EC Administrator, TCS EC Teacher, TCS Teacher, School Psychology Faculty Member, School Counseling Faculty Member, RTH Faculty Member, Nursing Faculty Member, Social Work Faculty Member

Description: Community of Care is designed to align WCU services in order to assist students. It is designed to assist both whole group/school concerns and acute concerns involving specific students. Makes recommendationsre the following:

- School climate and culture
- Behavior management issues
- Interventions
- Health and wellness

**School Improvement Team**

Membership: TCS faculty, TCS parents, TCS Principal, WCU Rep (research & program evaluation coordinator)

Description: Assist the Principal of the school in developing, reviewing, and revising the campus improvement plan for the purpose of improving student performance for all student populations. Broadly, this may include goals related to the following:

- Planning
- Budgeting
- Curriculum
- Staffing
- Professional Development
- School organization/structure