



Arabia Mountain High School
Business & Computer Science



Erika N. Mayfield

Schedule & Duties and Responsibilities

Schedule:

Period	Course Name
1	Planning
2	Introduction to Business & Technology
3	Entrepreneurship
4	Planning
5	Financial Literacy
6	Introduction to Business Technology
7	Entrepreneurship

Other Duties and Responsibilities:

Title	Duties
Lead FBLA Advisor	Facilitate the day to day operations and organization of the FBLA chapter such as budget creation, money collection, field trip organization, officer meeting facilitation.
CTAE Department Chair	<ul style="list-style-type: none"> Oversee the day to day operations of the career tech department and the implementation of its content standards. Facilitate the development of programs and monitors implementation of curriculum that meets the needs of all the students. Oversee the allocation and expenditure of Perkins funds for CTAE programs within the local school Coordinate and facilitate assessment scheduling for End of Pathway testing, Georgia's Work Ready Assessment and FBLA online testing competitions Facilitate and organize partner/advisory board meetings with community/business leaders for the Career Technology and Agricultural Education (CTAE) department
Attendance Protocol Manager	<ul style="list-style-type: none"> Collaborate with the Assistant Principal of Attendance to monitor student attendance, run reports, facilitate

	attendance committee meetings, and provide strategies to improve student attendance
District Accreditation Team Member	Evaluate the current practices of the school and the district to ensure we are in alignment with the requirements of AdvancED.
Survey Site Coordinator	Facilitate school-wide stakeholder feedback and monitor successful attainment of the various survey goals