

Principal

(Brian)

Student accommodations, unresolved concerns/conflicts with a teacher

Admissions Director

Admissions, financial aid and transcripts

Administrative Coordinator

(Jeanne)

Billing/Payments/Accounts Receivable, field trips, transportation, medication logs, demographics changes

Attendance & Data Specialist

(Adam)

Attendance, class schedules, outside KCA credit tracking

Development & Operations Director

(Katie)

Parent Council, calendar, donations, volunteering

Counselor

(Elijah)

Student social-emotional needs, college and career readiness

KCA Staff Responsibilities