

**Queens Gateway to Health Sciences  
Secondary School**

**ADMINISTRATIVE RESPONSIBILITIES  
Cynthia Edwards, Principal**

RESPONSIBILITY	NAME of SUPERVISOR
Accident (Students)	Ghandi Moussa
(AIS) Academic Intervention Services	Ghandi Moussa
Art Instruction	Evan Madin
Assessments/Testing	Ghandi Moussa
Attendance (student)	Ghandi Moussa
Auditorium Schedule	Ghandi Moussa
BEDS Survey	Ghandi Moussa
Building Response Team	C. Edwards, E. Madin, G. Moussa
Bulletin Boards Schedule	Cynthia Edwards
Building Security	Cynthia Edwards
Bussing	Ghandi Moussa
C-30 Regulations	Cynthia Edwards
Career Day	Evan Madin
CEP	Cynthia Edwards
Child Abuse-Reporting Hotline	Cynthia Edwards
Class Size	Ghandi Moussa
College Fair	Evan Madin
Condom Availability	Ghandi Moussa
Community Based Organizations	Ghandi Moussa
Custodian Supervisor	Cynthia Edwards
Detention	Cynthia Edwards
EIC-Emergency Information Center	Ghandi Moussa
ELA and Foreign Language Instruction	Evan Madin
Finance & Budget	Ghandi Moussa
Food Services	Ghandi Moussa
Funded Programs	Ghandi Moussa
Graduation	Evan Madin
Grievances	Cynthia Edwards
Guidance	Cynthia Edwards
Health Office Administration	Ghandi Moussa
HIV/AIDS Education (Health)	Ghandi Moussa
Hospital Experience	Cynthia Edwards
Human Resources(Personnel)	Ghandi Moussa
Immunizations	Ghandi Moussa
Incidents (Occurrence Reporting)	Ghandi Moussa
Inventory	Ghandi Moussa

<b>Learning Environment Survey</b>	<b>Cynthia Edwards</b>
<b>Library</b>	<b>Evan Madin</b>
<b>Lunch Forms</b>	<b>Ghandi Moussa</b>
<b>Mathematics Instruction</b>	<b>Cynthia Edwards</b>
<b>Military Opt-Out</b>	<b>Ghandi Moussa</b>
<b>Music Instruction</b>	<b>Evan Madin</b>
<b>Open School</b>	<b>C. Edwards, E. Madin, G. Moussa</b>
<b>Parent Involvement</b>	<b>Carola Craig</b>
<b>Payroll-Administrative</b>	<b>Ghandi Moussa</b>
<b>Payroll-Pedagogical</b>	<b>Ghandi Moussa</b>
<b>Permits-Building Use</b>	<b>Ghandi Moussa</b>
<b>Personnel</b>	<b>Ghandi Moussa</b>
<b>Physical Education Instruction</b>	<b>Cynthia Edwards</b>
<b>Pregnant /Homeless Students</b>	<b>Evan Madin</b>
<b>Principal's Performance Review</b>	<b>Cynthia Edwards</b>
<b>Procurement</b>	<b>Ghandi Moussa</b>
<b>Professional Development Instructional Program</b>	<b>Cynthia Edwards</b>
<b>Program Office</b>	<b>Ghandi Moussa</b>
<b>PSAT/SAT</b>	<b>Evan Madin</b>
<b>Public Relations</b>	<b>Cynthia Edwards</b>
<b>Pupil Transportation/Metrocards</b>	<b>Ghandi Moussa</b>
<b>Purchase Orders</b>	<b>Ghandi Moussa</b>
<b>Right to Know Law</b>	<b>Cynthia Edwards</b>
<b>Safety Plan</b>	<b>Ghandi Moussa</b>
<b>School Newspaper</b>	<b>Evan Madin</b>
<b>School Production</b>	<b>Evan Madin</b>
<b>Science Instruction</b>	<b>Cynthia Edwards</b>
<b>Section 504</b>	<b>Cynthia Edwards</b>
<b>Senior Activities</b>	<b>Evan Madin</b>
<b>SLT</b>	<b>Cynthia Edwards</b>
<b>Social Studies Instruction</b>	<b>Ghandi Moussa</b>
<b>Student Activities</b>	<b>Evan Madin</b>
<b>Supplies</b>	<b>Ghandi Moussa</b>
<b>Suspensions</b>	<b>Cynthia Edwards</b>
<b>Teacher Recruitment</b>	<b>Cynthia Edwards</b>
<b>Teachers' Choice</b>	<b>Ghandi Moussa</b>
<b>Technology</b>	<b>Ghandi Moussa</b>
<b>Textbooks</b>	<b>Ghandi Moussa</b>
<b>Transfers – Students</b>	<b>Cynthia Edwards</b>
<b>Trips</b>	<b>Ghandi Moussa</b>
<b>UFT Consultation</b>	<b>Cynthia Edwards</b>
<b>Yearbook</b>	<b>Evan Madin</b>