

## Administrative Responsibilities

Name	E-Mail	Phone Number	Position
<b>Daniel, Trent</b>	<a href="mailto:Trent_Daniel@scps.k12.fl.us">Trent_Daniel@scps.k12.fl.us</a>	<b>407 320-4001</b>	<b>Principal</b>
<p><b>Departments:</b> Assistant Principals, Deans, SAM, Personnel Executive Secretary, and Bookkeeper</p> <p><b>Responsibilities:</b> Accountable for Total School Program, Budget and Finances, Instructional Employment and Assessment, Public Information, Citizenship, Community Relations, and Social Media contact</p>			
<b>Matt Ackley</b>	<a href="mailto:Matthew_Ackley@scps.k12.fl.us">Matthew_Ackley@scps.k12.fl.us</a>	<b>407 320-4007</b>	<b>Assistant Principal</b>
<p><b>Departments:</b> Mathematics, Performing/Fine Arts, World Languages, Credit Recovery (Operation Diploma), RISE, Front Desk Secretaries, Network Specialist</p> <p><b>Responsibilities:</b> A+ Monitor for Math EOC Data, Lower Quartile-Algebra 1/Geometry, Foreign Exchange students, Math Initiatives, Academic Field Trip Approval for Math, PE, and World Languages, AP Program, Summer School Principal, Co-Discipline Oversight, Cluster Liaison Articulation, Administrative Professionals Day, Student Withdrawals, Technology Facilitator, Curriculum Night/AP Parent Night Team, Threat Assessment Team Lead</p>			
<b>Cameron, Tanya</b>	<a href="mailto:Tanya_Cameron@scps.k12.fl.us">Tanya_Cameron@scps.k12.fl.us</a>	<b>407 320-4008</b>	<b>Assistant Principal</b>
<p><b>Departments:</b> ESE, Physical Education, ESE Non-Instructional, ESE Secretary, Clinic, Clinic Secretary</p> <p><b>Responsibilities:</b> ESE Discipline, A+ Monitor for ESE Data, A+ Monitor for At-Risk/Graduation, Gifted, Student Study, Transition, Head of At-Risk Programs, Positive Behavior Support (PBS), Lead MTSS Administrator, Tutoring, Interns, 504, Student Injury Reports, Academic Field Trip Approval for ESE, Adult Dividends</p>			
<b>McDonald, Jason</b>	<a href="mailto:Jason_McDonald@scps.k12.fl.us">Jason_McDonald@scps.k12.fl.us</a>	<b>407 320-4011</b>	<b>Assistant Principal</b>
<p><b>Departments:</b> Science, Bioscience, CTE/CAPE Academies, Guidance, FTE Clerk, Records Secretary, Guidance Secretary</p> <p><b>Responsibilities:</b> Master Schedule, A+ Monitor for Biology, At-Risk Seniors, Lower Quartile-Science, Curriculum Night Lead, Instructional Leader Meetings, Curriculum Guide, FTE/Records, Enrollments, Registrations, Progress Reports, Report Cards, Transcript Integrity, Teacher Certification, Out-Of-Field Reports, Freshman Orientation Schedules (w/ Guglielmello), Open House, Wellness Champ, Testing Team Support, Virtual Education, NCAA Transcripts, Bioscience Program of Emphasis, Academic Field Trip Approval for Science and Guidance, Network Specialist, Graduation Rate, SAC/PTSA/SIP/Surveys</p>			
<b>Morgan, Drew</b>	<a href="mailto:Drew_Morgan@scps.k12.fl.us">Drew_Morgan@scps.k12.fl.us</a>	<b>407 320-4014</b>	<b>Assistant Principal</b>
<p><b>Departments:</b> ELA/Reading/ESOL, Social Studies, ROTC, Instructional Coach, Athletic Secretary and Custodians</p> <p><b>Responsibilities:</b> Principal Designee, A+ Monitor for ELA and US History, Lower Quartile-ELA and US History, At-Risk Seniors in Reading, Reading &amp; Writing Initiatives, Curriculum Night Team, Athletics, Global Calendar, Administrative Duty Roster, Raptor check-in system, Facilities, Facility Use Agreements, Work Orders, Sonitrol, Inventory, Purchase Order and Check Approval Back Up, Academic Field Trip Approval for ELA, Reading, ESOL, ROTC, Social Studies, Co-Discipline Oversight, Discipline Secretary, Security Guards, CAR-PD, On-Line Student Planner (eCampus), Teacher Evaluation Process Facilitator, Co-Graduation Coordinator</p>			
<b>Miracolo, Rachel</b>	<a href="mailto:Rachel_Miracolo@scps.k12.fl.us">Rachel_Miracolo@scps.k12.fl.us</a>	<b>407 320-4009</b>	<b>SAM</b>
<p><b>Responsibilities:</b> Professional Development, Graduation Coordinator, Advanced Opportunities Coordinator, Teacher/Employee of the Year, Principal's 4.0 Luncheon, Accreditation, Co-Beginning/New Teacher Induction, Discipline Back-up, Substitute Coordinator, Attendance, Attendance Secretary, Media Center, Weekly Admin Out Communication, Summer Supply Lists/Reading Lists, Frontline Administrator</p>			
<b>Guglielmello, Matt</b>	<a href="mailto:Matthew_Guglielmello@scps.k12.fl.us">Matthew_Guglielmello@scps.k12.fl.us</a>	<b>407 320-4028</b>	<b>Dean/Teacher</b>
<p><b>Responsibilities:</b> Testing (FSA, EOCs), Co-PSAT/SAT School Day (Fall &amp; Spring), Quarterly Heads-Up Calendar,</p>			

Freshman Orientation Presentation (w/ McDonald), Co-Beginning/New Teacher Induction, Testing Bell Schedules, Open House, Curriculum Night/AP Parent Night Team, Textbooks, Boost Camps, Frontline Instructor, Additional SAT Prep

<b>Maitland, Jason</b>	<a href="mailto:Jason_Maitland@scps.k12.fl.us">Jason_Maitland@scps.k12.fl.us</a>	<b>407 320-4030</b>	<b>Dean</b>
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**Responsibilities:** Discipline 9-12, A+ Monitor for Discipline Data, ISS Coordinator, MTSS Team Member, Head of Security, Lockers, Student IDs, Parking, Buses, Saturday School, Class Meetings at the Beginning of the Year, Journey's Re-Entry Liaison, Sonitrol Back-Up, EdInsight, Fire & Code Red Drills, United Way, Testing Support, HERO System Lead, Title IX

<b>Jennifer Darty</b>	<a href="mailto:Jennifer_Darty@scps.k12.fl.us">Jennifer_Darty@scps.k12.fl.us</a>	<b>407 320-4017</b>	<b>Athletic Director</b>
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**Responsibilities:** Administrator for Athletics and Athletic Trainers, FSA/EOC Test Support, Student Dividends, Athletic Booster Club Liaison, Fundraisers, Athletic Eligibility, Athletic Social Media, Athletic Scheduling, RWL Gymnasium scheduling, Concessions, Business Partners, Teach-In, Public Relations for Athletics, Athletic Calendar, Daily Update on Athletics, Field Trips (all), Black History Month, Student Activities and SGA, Faculty/Staff Welcome Back Shirts