

ADMINISTRATIVE STAFF ASSIGNMENTS 2021-2022

Dr. Trent Daniel - Principal

Departments: Assistant Principals, SAMs, Personnel Executive Secretary, and Bookkeeper

Responsibilities: Accountable for Total School Program, Budget and Finances, Instructional Employment and Assessment, Public Information, Citizenship, Community Relations, SGA, Social Media contact, and Accreditation

Tanya Cameron – Assistant Principal

Departments: ESE, ESE Non-Instructional, ESE Secretary, Clinic, Clinic Secretary

Responsibilities: COVID Safety Manager (CSM) for Employees and Contact Tracing, ESE Discipline, A+ Monitor for ESE Data, ESE Grad Rate, ESE Seniors, Student Study, Discipline Back-up, 504, Student Injury Reports, AED Supervisor, Academic Field Trip Approval for ESE, Adult Dividends, Teacher Evaluation Overseer, RISE, Clubs, Black History Month, Mock DUI or NOPE

Nancy Diaz – Assistant Principal

Departments: Mathematics, Performing/Fine Arts, World Languages, Guidance, Credit Recovery, PRIDE, Network Specialist, Technology Facilitator

Responsibilities: A+ Monitor for Math EOC Data, Lower Quartile-Algebra 1/Geometry, At-Risk Seniors in PRIDE, Foreign Exchange students, Math Initiatives, Academic Field Trip Approval for Math, Performing/Fine Arts, and World Languages, AP Program, Acceleration, Summer School Principal, Student Withdrawals, Grad Rate, AP Parent Night Lead, MTSS, PBS, Transition, Technology Plan

Dr. Rachel Menta – Assistant Principal

Departments: ELA/Reading/ESOL, CTE/CAPE Academies, Biotechnology, Instructional Coach

Responsibilities: At-Risk Seniors Program, ELL Graduation Rate, A+ Monitor for Reading Data, Reading & Writing Initiatives, School Wide Literacy Plan, Professional Development, Graduation Coordinator, Advanced Opportunities Coordinator, Teacher/Employee of the Year, Interns, Tutoring, Weekly Admin Out Communication, Summer Supply Lists/Reading Lists, Frontline Administrator, Cluster Articulation, Senior Week Liaison, Senior Auditorium Presentation to include Admin Video, Administrative Professionals Day, Honor Grad Night, Career Grad Night, Biotechnology Program of Emphasis

Drew Morgan – Assistant Principal

Departments: Social Studies, Science, Physical Education, ROTC, Athletics, Athletic Secretary, Athletic Director, and Custodians

Responsibilities: Principal Designee, A+ Monitor for US History, Lower Quartile US History, A+ Monitor for Biology, Lower Quartile-Science, Curriculum Night Team, Athletics, Global Calendar, Administrative Duty Roster, Facilities, Facility Use Agreements, Work Orders, Sonitrol #2, Inventory, Purchase Order and Check Approval Back Up, Academic Field Trip Approval for PE, ROTC, Social Studies, and Science, Discipline Oversight, Co-Graduation Coordinator, Principal's 4.0 Luncheon, Title IX, COVID-19 Disinfecting Team Lead, CPR Training for 9th and 11th Graders, DBQ implementation in World History

Matt Guglielmello – SAM

Departments: All Clerical except Discipline, ESE, Clinic, and Media Center

Responsibilities: Master Schedule, Open House Night Lead, Instructional Leader Meetings, Curriculum Guide, Curriculum Night Lead, FTE/Records, Enrollments, Registrations, Progress Reports, Report Cards, Transcript Integrity, Teacher Certification, Out-Of-Field Reports, Freshman Orientation Schedules, Virtual Education, NCAA Transcripts, SAC, PTSA, SAC/PTSA/SIP/Surveys, Substitute

Coordinator, Attendance, Truancy, New Teacher Orientation, Beginning and New Teacher Induction, Sonitrol #3, Parent Dividends

Jeff Townsend – SAM over Testing

Departments – Media Center, Media Center Clerical

Testing (FSA, EOCs), PSAT/SAT School Day (Fall & Spring), Quarterly Heads-Up Calendar, Freshman Orientation Presentation in Auditorium, Bell Schedules, Data Analysis for PLCs/Admin Team/etc., Open House/Curriculum Night/AP Parent Night Team, Textbooks, Boost Camps, Frontline Instructor, Senior Auditorium Presentation Coordinator, Wellness Champ, Teach-In, Mental Health Training Coordinator, Sonitrol #1, United Way

Demetrius Galindez – SAM over Discipline

Departments: Security, Discipline Secretary, ISS Paraprofessional, SRO Liaison

Responsibilities: Discipline 9-12, A+ Monitor for Discipline Data, ISS, MTSS Team Member, Head of Security, Lockers, Parking, Buses, Saturday School, Class Meetings at the Beginning of the Year, Journey's Re-Entry Liaison, EdInsight, Fire & Code Red Drills, HERO System Lead, Raptor System, Threat Assessment Team Lead

Kat Petty - Instructional Coach

Instructional Coaching Responsibilities such as data chats, peer observations, coaching cycles, Blended Learning Coach, New Teacher Orientation, Professional Development Instructor (i.e., CAR-PD, Technology, individualized), School-Wide Literacy Initiatives to include CAR-PD and DBQ Implementation for World History, Write Score

Nicole Davis - Reading Coach

Reading Data Analysis, Achieve 3000, Data Chats Coordinator, Reading

Jennifer Darty - Athletic Director

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, Public Relations for Athletics, Athletic Calendar, Daily Update on Athletics, Field Trips (all)

Sarah Reilly - Guidance Director

Responsibilities: Dual Enrollment, Curriculum Night Team, PSAT/SAT Night, Senior Awards Night

Susan Rodenburg – Personnel Executive Secretary (Confidential)

Responsibilities: Payroll, Leave Forms, Wellness Contact, Benefits, Insurance, Workman's Comp contact, Newsletter, Skyward Parent Access, SAC Secretary, Website, Twitter, Facebook, A+ Money, Faculty Handbook

Michelle Tibbetts – Student IDs