

ADMINISTRATIVE STAFF ASSIGNMENTS 2020-2021

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, Accreditation, SAC/PTSA/SIP

Tanya Cameron – Assistant Principal

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

Responsibilities: COVID-19 Student Reporting Supervisor, ESE Discipline, A+ Monitor for ESE Data, ESE Grad Rate, ESE Seniors, Student Study, Tutoring, Interns, New Teacher Orientation, Beginning and New Teacher Induction, Discipline Back-up, 504, Student Injury Reports, Academic Field Trip Approval for ESE, Adult Dividends, Teacher Evaluation Overseer, RISE, Clubs, Black History Month, Teacher Certification, Out-Of-Field Reports

Nancy Diaz – Assistant Principal

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

Responsibilities: Master Schedule, Curriculum Night Lead, 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 Rates, AP Parent Night Lead, MTSS, PBS, Transition, Technology Plan, FTE/Records, Enrollments, Registrations, Progress Reports, Report Cards, Transcript Integrity, Virtual Education, NCAA Transcripts

Dr. Rachel Menta – Assistant Principal

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

Responsibilities: Instructional Leader Meetings, At-Risk Senior Google Spreadsheet, At-Risk Seniors in Reading/ESOL and Grad Rate, At-Risk Seniors with a 2.2 or less, ELL Graduation Rate, Reading & Writing Initiatives, School Wide Literacy Plan, Professional Development, Graduation Coordinator, Advanced Opportunities Coordinator, Teacher/Employee of the Year, Accreditation, Substitute Coordinator, Attendance, Attendance Secretary, Truancy, 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, United Way, Honor Grad Night, Career Grad Night

Drew Morgan – Assistant Principal

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

Responsibilities: COVID-19 Employee Reporting Supervisor/Disinfecting Team, 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, Raptor check-in system, Facilities, Facility Use Agreements, Work Orders, Sonitrol, Inventory, Purchase Order and Check Approval Back Up, Open House Curriculum Night Lead, 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 Related Issues, Biotechnology Program of Emphasis

Matt Guglielmello – SAM

Departments: Front Office Clerical, Records Secretary, Media Center, Media Center Secretary

Responsibilities: 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, Additional SAT Prep Coordinator, Threat Assessment Team Lead, Senior Auditorium Presentation Coordinator, Wellness Champ, Teach-In, Mental Health Training Coordinator, 5 Essential and Safety Surveys, Curriculum Guide

Jason Maitland – SAM

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, Sonitrol Back-Up, EdInsight, Fire & Code Red Drills, HERO System Lead

Kat Petty - Instructional Coach

A+ Monitor for Reading Data, Instructional Coaching Responsibilities, Data Analysis, Literacy Initiatives, Reading Liaison, Student Placement in Reading and CAR-PD, Write Score, Achieve 3000, Reading Plus, Frontline Instructor

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), Faculty/Staff Welcome Back Shirts

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