

## **ADMINISTRATIVE STAFF ASSIGNMENTS 2023-2024**

### **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, Weekly Principal's Update, Foreign Exchange students, and Accreditation.

### **Tanya Cameron – Assistant Principal**

**Departments:** ESE, World Languages, ESE Non-Instructional, ESE Secretary, Clinic, Clinic Secretary

**Responsibilities:** Health Services Contact, ESE Discipline, A+ Monitor for ESE Data, ESE Grad Rate, ESE Seniors, Student Study, 504, Student Injury Reports, AED Supervisor, Teacher Evaluation Overseer, Clubs, Black History Month, Cluster Liaison  
Event – Honor Grad Night

### **Nancy Diaz – Assistant Principal**

**Departments:** ELA/Reading/ESOL, Performing/Fine Arts, Literacy Coach, Credit Recovery, PRIDE, Network Specialist, Technology Facilitator, Acceleration

**Responsibilities:** ELL Graduation Rate, A+ Monitor for ELA Data, School Wide Literacy Plan, At-Risk Seniors in PRIDE, AP Program to include AP Testing, Acceleration, Summer School Principal, Student Withdrawals, Grad Rate, MTSS, Expedition, Technology Plan, ESSER Funding, Tutoring Event - OHS Student Symposium, AP Night

### **Jaclyn DiMatteo – Assistant Principal**

**Departments:** Mathematics, CTE/CAPE Academics

**Responsibilities:** A+ Monitor for Math EOC Data, Algebra I Project, Lower Quartile-Algebra 1/Geometry, Industry Certification Data, Industry Certification Curriculum Alignment, Biotechnology Program of Emphasis, At-Risk Seniors Program/Google sheet, Professional Development, Frontline Administrator, Advanced Opportunities Coordinator, Teacher/Employee of the Year, Interns, Weekly Admin Out Communication, Sonitrol #2, Adult Dividends SAC, PTSA, SAC/PTSA/SIP/Surveys, NEST Event – Summer Graduation, CTE Awards Night

### **Drew Morgan – Assistant Principal**

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

**Responsibilities:** Principal Designee, A+ Monitor for Biology, Curriculum Night Team - Commons, Athletics, Global Calendar, Administrative Duty Roster, Discipline Back-up, Facilities, Facility Use Agreements, Work Orders, Inventory, Purchase Order and Check Approval Back Up, Discipline Oversight, Title IX, CPR Training for 9<sup>th</sup> and 11<sup>th</sup> Graders  
Event – Graduation, Grad Practice, Senior Breakfast, Jr. and Sr. Presentations with Herff Jones, Principal's 4.0 Luncheon, Prom

### **Matt Guglielmello – Assistant Principal**

**Departments:** Social Studies, Guidance, All Clerical except Discipline, ESE, Clinic, and Media Center

**Responsibilities:** Master Schedule, Instructional Leader Meetings, Curriculum Guide, FTE/Records, Enrollments, Registrations, Progress Reports, Report Cards, Transcript Integrity, Teacher Certification, Out-Of-Field Reports, A+ Monitor for US History, Virtual Education, NCAA Transcripts, Substitute Coordinator, Attendance, Truancy, Administrative Professionals Day, Sonitrol #3, DBQ implementation in World History and American History, Beginning and New Teacher Induction, Civics Literacy Testing Event – Open House, Curriculum Night, Homecoming, OHS Announcer

**John Rondone – SAM over Testing**

**Departments** – Media Center, Media Center Clerical

Testing (FSA, EOCs), PSAT/SAT School Day (Fall & Spring), ACT School Day (Fall & Spring), Heads-Up Calendar, Bell Schedules, Wellness Champ, Teach-In, Mental Health Training Coordinator, Sonitrol #1, United Way

Event – Freshmen Orientation, Ice Cream Social

**Demetrius Galindez – SAM over Discipline**

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

**Responsibilities:** Discipline 9-12, A+ Monitor for Discipline Data, ISS, Head of Security, Lockers, Parking, Buses, Saturday School, Journey's Re-Entry Liaison, Fire & Code Red Drills, MINGA System Lead, Raptor System, Threat Assessment Team Lead

Event – Class Meetings at the Beginning of the Year

**Kat Petty - Literacy Coach**

Literacy Coaching Responsibilities such as data chats, peer observations, coaching cycles, Equity Learning Coach, Professional Development Instructor/Facilitator, new teacher support, DBQ Implementation in World History and U.S. History, Write Score

**Nicole Davis – CAR-PD Coach**

School-Wide Literacy Initiative to include CAR-PD, Reading Data Analysis, Achieve 3000, Data Chats Coordinator, Reading

**Jennifer Darty - Athletic Director**

**Responsibilities:** Administrator for Athletics and Athletic Trainers, Commons Lunch Duty Back-up, 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

Event - PSAT/SAT Night, Senior Awards Night

**Susan Rodenburg – Personnel Executive Secretary (Confidential)**

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

**Rebecka Moynihan** – Student IDs, Lamination, Libib