

Administrative Duty Assignments 2023 - 2024

<p>Jennifer Baker Principal <i>Keira Kinsey-Nahar - Assistant</i></p> <p>Supervises:</p> <ul style="list-style-type: none"> • Administrative Team • Leadership Team • Operational Leadership Team <p>Program Liaison/Responsibilities:</p> <ul style="list-style-type: none"> • Human Resources/Staffing • School Improvement Plan (SIP) • Budget/finances/contracts/development • Education Foundation • Parent Teacher Student Association • Counseling Advisory Committee • Campus Improvements • School Public Relations • School Outreach/Partnerships • Senior Leadership/Commencement • Staff Development, WJHS Equity 365, and Restorative Justice Implementation 	<p>Rachel Maturana Assistant Principal (A - Chh) <i>Karina Guzman – Assistant</i></p> <p>Supervises:</p> <ul style="list-style-type: none"> • Academic Support Center • Music/Career <p>Program Liaison/Responsibilities:</p> <ul style="list-style-type: none"> • Testing Coordinator – PSAT/SAT • Back-up Coordinator for AP • Back-up ELA & Algebra • Internships/Career Development • Equal Opportunity Schools (EOS) • Academic Eligibility • School Surveys Coordinator • Staff Development • Homeroom Distributions 	<p>Gail Samuels Assistant Principal (Chi – Greg) <i>Maia Lawn - Assistant</i></p> <p>Supervises:</p> <ul style="list-style-type: none"> • English • World Languages <p>Program Liaison/Responsibilities:</p> <ul style="list-style-type: none"> • Testing Coordinator - ELA & Algebra • Testing Coordinator - Advanced Placement Exams (AP) • Testing Coordinator for MAP-M/MAP-R • Seal Bi-literacy of Liaison • Staff Development • Field Trip Approval • Calendar/Assemblies/Special Schedules • Student Publications • Chaperone Duties • School Opening Procedures • School Improvement Plan (SIP) 	<p>Nicole Morgan Principal Intern (Greh – Leu) <i>Cindy Campos - Assistant</i></p> <p>Supervises:</p> <ul style="list-style-type: none"> • Science • Art/Computer Science/Tech Ed <p>Program Liaison/Responsibilities:</p> <ul style="list-style-type: none"> • Back-up – NSL/MISA • Human Resources/Staffing • School Improvement Plan (SIP) • School Finance and Budget • Restorative Justice Implementation • Staff Development • ACCESS 2 College • Minority Scholars Program • PTSA and Ed. Foundation • Counseling Advisory Committee • Wildcat Onboarding Committee
<p>Jeff Leaman Assistant Principal (Lev – Or) <i>Karina Guzman - Assistant</i></p> <p>Supervises:</p> <ul style="list-style-type: none"> • Math • Media Center • Security <p>Program Liaison/Responsibilities:</p> <ul style="list-style-type: none"> • Testing Coordinator MISA • Back-Up NSL • OSET/Safety Team Coordinator • Crisis Response Plan • Safety/Emergency Drills • Assistant Master Scheduler/Staffing • Transportation • Technology Committee 	<p>Terry Heintze Assistant Principal (Os – Shu) <i>Natalie Britton-Assistant</i></p> <p>Supervises:</p> <ul style="list-style-type: none"> • Social Studies • Physical Education • Athletics and Booster Club <p>Program Liaison/Responsibilities:</p> <ul style="list-style-type: none"> • Testing Coordinator NSL • Back-Up - MISA • Testing Coordinator – Accuplacer • College Readiness/HSAP Coordinator • APEX Reach Program • Senior projects/Research projects • Alternative 1 Program • Non-Athletic Extracurricular Sponsors • Sources of Strength • Summer Academic Programs • Social Committee 	<p>Regina Rodriguez Assistant Principal (Shv – Z) <i>Maia Lawn - Assistant</i></p> <p>Supervises:</p> <ul style="list-style-type: none"> • Counseling • ESOL • Main Office & ITSS <p>Program Liaison/Responsibilities:</p> <ul style="list-style-type: none"> • Testing Coordinator – WIDA • Back-up PSAT/SAT • Master Scheduler • Human Resources/Staffing • Synergy/Gradebook • Student Well-Being Team • Restorative Justice Implementation • Attendance Committee Chair • Wildcat Onboarding Committee • Technology Committee 	<p>Kathy Cosgrove Business Administrator <i>Ginger Howard-Financial Assistant</i></p> <p>Supervises:</p> <ul style="list-style-type: none"> • Building Services • Financial Assistant • Food Services <p>Program Liaison/Responsibilities:</p> <ul style="list-style-type: none"> • Building Safety/Maintenance • School Finances/Contracts • Cafeteria Operations • School Calendar (evening) • Campus Improvements • Overall Building Use • Purchases/Deliveries • Green Schools/Energy Conservation • Room Keys