



Thomas S. Wootton High School Administrative Responsibilities 2009 - 2010



Thomas S. Wootton High School has been assigned five administrators - one principal and four assistant principals. The administrators work as a team in providing leadership and service to students and staff.

Dr. Michael Doran, Principal

The Principal serves as the chairman of the administrative staff of the school. He provides educational leadership and assumes final responsibility and authority for the administration, organization and evaluation of instructional and extracurricular programs. Specifically he is directly responsible for the following:

- Supervision and evaluation of Administrators, and Resource Teachers
- Extracurricular Activities/Athletics
- Community Relations
- Supervises Finance/Business Office
- Graduation Coordination - with 12th grade A.P.
- MCPS and State Department of Education Reports
- Professional and Supporting Services Payrolls
- School Organization
- Student Awards and Faculty Recognition
- Student Government Association
- Supporting Services evaluations
- School Improvement Plan
- Staff Development
- Articulation
- Facilities/Physical Plant
- Security - staff, equipment, school safety plan, EFO
- Master Schedule
- Honors/AP Programs
- Signature Programs
- At-Risk/Alternative Ed Programs

Dr. Frank Critton, Assistant Principal - 10th Grade Level Administrator

Specifically he is directly responsible for the following:

- Supervision and evaluation of these departments:
 - ❖ Counseling Services
 - ❖ Social Studies
 - ❖ ESOL/ELL
- Annual Reviews, EMT's and ARD's for grade level students
- Student Discipline - Grade 10
- Test Co-coordinator
- Master Calendar of School events
- Student Discipline handbook/agenda
- Chaperone Duty Schedule
- Staff Handbook
- Assembly schedules
- Acting Principal - (November, December, January and February)
- High School Plus Coordinator (Semester 2)
- Summer School - Regional
- Parking Permits
- Field Trip Co-ordination
- Sports Event Calendar
- Fund Raising Calendar

Ms. Carol Sander, Assistant Principal - 11th Grade Level Administrator

Specifically she is directly responsible for the following:

- Supervision and evaluation of these departments:
 - ❖ Special Ed
 - ❖ Physical Education and Health
 - ❖ Arts
- Annual reviews, EMT's and ARD's for grade level students
- Student Discipline - Grade 11
- Co-Master Scheduler
- Classroom Assignments and Changes
- Acting Principal - (March, April, May and June)
- Alternative Education Program
- Awards
- AP Coordinator
- Summer Institute Coordinator
- Internship Coordinator

Ms. Renee Negin, Assistant Principal - 12th Grade Level Administrator

Specifically she is directly responsible for the following:

- Supervision and evaluation of these departments:
 - ❖ English
 - ❖ Media Services
 - ❖ Technology
 - ❖ Foreign Language
- Annual Reviews, EMT's and ARD's for grade level students
- Student Discipline - Grade 12
- Testing Coordinator
- Homeroom Coordinator
- Bridge Plans
- College Institute
- High School Plus Coordinator (Semester 1)
- Acting Principal - (July, August, September and October)
- Senior Planning
- Course Offering Bulletin
- Senior Mulch Program
- Humanities and Arts

Dr. Anthony Nottingham, Assistant Principal - 9th Grade Level Administrator

Specifically he is directly responsible for the following:

- Supervision and evaluation of these departments:
 - ❖ Math
 - ❖ Science
- Annual Reviews, EMT's and ARD's for grade level students
- Student Discipline - Grade 9
- Report Cards Procedures/Interims
- Co-Master Schedule
- Transportation Policy and Procedures: Student Buses
- ITSS
- DNA Signature Program
- Course Offering Bulletin
- STARS Program
- Articulation - Super Team
- LEED Program
- Scholars Program
- Test Coordinator - H SA, PSAT/SAT, and ACT

Dr. Jay Bass, Resource Counselor

Specifically he is directly responsible for the following:

- SAT/ACT/Accuplacer Coordinator
- Articulation
- Scholars Program
- College Institute
- Career Center
- Registrar
- Peer Counseling Program
- Supervise Guidance Staff/Program
- High School Plus Program

Amani Elkassabany, Staff Development

Specifically, she is directly responsible for the following:

- Agenda Coordination - Training and PLC meetings
- SIP
- Walk Throughs
- Literacy MAPR
- New Teacher Orientation
- Administrative Duties as assigned

Paul Kirk, Department Chair

- Health and PE Department Chair
- Academic Support/Alternative Education Coordinator
Scholars
- Teach four classes