



## Administrative Responsibilities 2011 - 2012

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
- Extracurricular Activities/Athletics
- Community Relations
- Supervises Finance/Business Office
- Graduation Coordination – with 12<sup>th</sup> grade Assistant Principal
- MCPS and State Department of Education Reports
- Professional and Supporting Professional Payrolls
- School Organization
- Student Government Association
- Supporting Professional Evaluations
- School Improvement Plan
- Staff Development
- Articulation
- Facilities/Physical Plant
- Security – staff, equipment, school safety plan, EFO
- Master Schedule
- Honors/AP Programs
- Signatures Programs
- At-Risk/Alternative Ed Programs
- AP Coordinator

**Mr. Jeffrey Brown, Assistant Principal – 9<sup>th</sup> Grade Level Administrator**

Specifically he is directly responsible for the following:

- Supervision and evaluation of the following departments:
  - ESOL/ELL
  - English
  - Technology
- Annual reviews, EMTs and ARDs for grade level students
- Student Discipline – Grade 9
- Alternative Education Program
- High School Plus Coordinator (Semester 1)
- All Calendar Items
- Scholars Program
- Transportation Policy and Procedures: Student Buses
- Articulation – Super Team
- Testing – AP Co- coordinator
- Final Exams
- Data Coordinator
- Website

**Ms. Renee Negin, Assistant Principal – 10<sup>th</sup> Grade Level Administrator**

Specifically she is directly responsible for the following:

- Supervision and evaluation of the following departments:
  - Math
  - Media Services
  - World Languages
  - Physical Education/Health
- Annual Reviews, EMTs and ARDs for grade level students
- Student Discipline – Grade 10
- Acting Principal – September, October, November
- Bell Schedules
- Bridge Plans
- Homeroom Coordinator
- Humanities and Arts
- Test Co-coordinator – HSA
- Faculty/Student Recognition

**Mrs. Dyan Gomez, Assistant Principal – 11<sup>th</sup> Grade Level Administrator**

Specifically she is directly responsible for the following:

- Supervision and evaluation of the following departments:
  - Science
  - Social Studies
- Annual Reviews, EMTs and ARDs for grade level students
- Student Discipline – Grade 11
- Acting Principal – March, April, May, June
- Agenda Book
- Awards
- Master Schedule
- Course Offering Bulletin
- PSAT Test Coordinator
- Report Cards Procedures/Interims
- Staff Handbook
- Student Discipline Handbook/Agenda
- DNA Signature Program
- LEED Program
- STARS Program

**Dr. Ira Thomas, Assistant Principal – 12<sup>th</sup> Grade Level Administrator**

Specifically he is directly responsible for the following:

- Supervision and evaluation of the following departments:
  - Arts
  - Counseling Services
  - College Institute
  - Internship Coordinator
  - Special Education
- Annual Reviews, EMTs and ARDs for grade level students
- Student discipline – Grade 12
- High School Plus Coordinator (Semester 2)
- ITS
- Student Parking Permits
- Summer Institute Coordinator
- SAT/ACT/Accuplacer Coordinator
- Test Co-coordinator – HSA
- Test Coordinator – Alt MSA
- Master Schedule Back-up
- Acting Principal – December, January, February

**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 Counseling Staff/Program
- High School Plus Program
- Wootton Intervention Team

**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

MD:eh/admin resp FY12

