

CLARKSBURG HIGH SCHOOL ADMINISTRATIVE DUTIES

2020-2021

Administrator	Leadership	Supervision/ Coordination	Administrative Management
Edward Owusu (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.	<ul style="list-style-type: none"> • Instructional Leadership Grades 9-12 • Professional Growth & Development of Faculty and Staff • Assistant Principals • Administrative Secretary • Athletic Specialist • Business Administrator • Counseling Services <ul style="list-style-type: none"> ◦ Dual Enrollment - Sydney Montgomery, Jen Ehlers (Diversified Staffing) • Resource Teachers • Staff Development Teacher 	<ul style="list-style-type: none"> • Approval of Leave Requests • Baldrige/School Improvement Plan • Budgeting/Finance • Newsletter • PTSA/Parent & Community Relations • SGA & Class Officers • Staff Payroll and Attendance
Shannon Grigsby (Assistant Principal) Alpha Breakdown Last Name: A-C Administrator	Under direction of the principal, assists with administering and supervising the total school program and providing educational leadership for students and staff members consistent with the educational goals of the community. Functions include establishing a climate conducive to learning, planning, and coordinating programs, affecting change, and decision making.	<ul style="list-style-type: none"> • English • Media Specialist • Counseling Services (Co-Supervise) 	<ul style="list-style-type: none"> • Students A-C Responsibility <ul style="list-style-type: none"> ◦ Attendance ◦ Discipline ◦ EMT and CPS ◦ Grades • 9th Grade Team/ Connections/ Pathway to Success (Ashleigh Coe) • Academic Intervention & Alternative 1 Program <ul style="list-style-type: none"> ◦ Donald Jackson - Academic Intervention ◦ Jamie Fraunhofer - Alt. 1 Teacher • CAP Program • Special Programs - Connections/Alt. 1 <ul style="list-style-type: none"> ◦ Christian Ruffner (Diversified Staffing) • Master Schedule Backup • MCPS Academies <ul style="list-style-type: none"> ◦ John Schulien • Testing Coordinator for HSA/MCAP (Winter & Spring) • Wellness Initiative Liaison
Alyson Foreman (Assistant Principal) Alpha Breakdown Last Name: D-I Administrator	Under direction of the principal, assists with administering and supervising the total school program and providing educational leadership for students and staff members consistent with the educational goals of the community. Functions include establishing a climate conducive to learning, planning, and coordinating programs, affecting change, and decision making.	<ul style="list-style-type: none"> • Math • World Languages 	<ul style="list-style-type: none"> • Students D-I Responsibility <ul style="list-style-type: none"> ◦ Attendance ◦ Discipline ◦ EMT and CPS ◦ Grades • Advisory • APPS - Rachel Clements • Articulation <ul style="list-style-type: none"> ◦ Jen Ehlers/ Jen Huang-Utter/ Evelyn Zapata (Diversified Staffing) • E3-Loss of Credit/Credit • Equal Opportunity Schools (EOS) • Master Scheduler <ul style="list-style-type: none"> ◦ Jen Ehlers (Diversified Staffing) • MCPS Academies <ul style="list-style-type: none"> ◦ John Schulien (Diversified Staffing) • Restorative Justice • Testing Coordinator: SAT Day (Fall 2020) • Testing Coordinator MD School Survey

Julie Murray (Assistant Principal) Alpha Breakdown Last Name: J-M Administrator	Under direction of the principal, assists with administering and supervising the total school program and providing educational leadership for students and staff members consistent with the educational goals of the community. Functions include establishing a climate conducive to learning, planning, and coordinating programs, affecting change, and decision making.	<ul style="list-style-type: none"> • PE/Health • Special Education - SESES Cluster Program • Special Education - LAD 	<ul style="list-style-type: none"> • Students J-M Responsibility <ul style="list-style-type: none"> ○ Attendance ○ Discipline ○ EMT and CPS ○ Grades • Advanced Placement Administrator <ul style="list-style-type: none"> ○ Advanced Placement Coordinator - Amber Parks ○ Equal Opportunity Schools (EOS) ○ AP Action Team (APAT) • Credit Recovery/CCRCCA <ul style="list-style-type: none"> ○ Katlyn Kopnitsky (Counselor Diversified staffing) (11th grade class sponsor) • Restorative Justice • SOAR Program • Wellness Initiative Liaison
Mike Smith (Assistant Principal) Alpha Breakdown Last Name: N-R Administrator	Under direction of the principal, assists with administering and supervising the total school program and providing educational leadership for students and staff members consistent with the educational goals of the community. Functions include establishing a climate conducive to learning, planning, and coordinating programs, affecting change, and decision making.	<ul style="list-style-type: none"> • Career and Technology Education • Science 	<ul style="list-style-type: none"> • Students N-R Responsibility <ul style="list-style-type: none"> ○ Attendance ○ Discipline ○ EMT and CPS ○ Grades • Emergency Crisis Plan/Fire Drills • Graduation Coordinator <ul style="list-style-type: none"> ○ Jennifer Ehlers (Diversified Staffing) • P-Tech Program • Project Lead the Way • Restorative Justice • Safety and Security <ul style="list-style-type: none"> ○ Security Team ○ Crisis Plan • Testing Coordinator for MISA • Testing Coordinator for Accuplacer
Bakari Haynes (Assistant Principal) Alpha Breakdown Last Name: S-Z Administrator	Under direction of the principal, assists with administering and supervising the total school program and providing educational leadership for students and staff members consistent with the educational goals of the community. Functions include establishing a climate conducive to learning, planning, and coordinating programs, affecting change, and decision making.	<ul style="list-style-type: none"> • ESOL/Music/Arts • Social Studies 	<ul style="list-style-type: none"> • Students S-Z Responsibility <ul style="list-style-type: none"> ○ Attendance ○ Discipline ○ EMT and CPS ○ Grades • ACES - Montgomery College - TBD Amy Elza, Cintonya Somerville (Diversified Staffing) • College and Career Readiness <ul style="list-style-type: none"> ○ Bridge Projects Liaison • Extracurricular Activities Director - TBD • Extracurricular Supervision and Academic Support Assistant - TBD • Internship Program - Patricia Moser • Online Pathway/Extended Year <ul style="list-style-type: none"> ○ Mandy Rosado (Diversified Staffing) • Restorative Justice • Testing Administrator <ul style="list-style-type: none"> ○ Amber Parks – Testing Coordinator • Testing Coordinator for PSAT (Fall) • Testing Coordinator for WIDA • Transportation/Activity Buses
Claudette Eader (Business Administrator)	Under direction of the principal, the business administrator provides overall leadership related to the financial management of the school, facility management, and management of other aspects of the school not directly related to the instructional program. The	<ul style="list-style-type: none"> • Operations Team PLC • Financial Assistant • IT Systems Specialist • Media Service Technician • Building Service Manager • Cafeteria Manager • College and Career Information Coordinator 	<ul style="list-style-type: none"> • Building Use Coordinator • Activities Coordinator • Coordination of MCPS allocated funds • Distribution and Collection of building keys • Duty Rosters/Chaperones/Committees • Facilities/Air Quality

	<p>position shall be responsible for the school's budget and financial functions in accordance with Board policy and regulations; oversees the use of the facility; provides guidance to food service school personnel, transportation, purchasing and procurement programs; collaborates with the school leadership team to effectively manage human resources; ensures the school derives maximum benefit from its budget. Contributes to the school's overall development as an active member of the school leadership team. Responsible for providing comprehensive and accurate financial information to school leadership and the Board in a timely manner to enable the school to plan and take appropriate management action.</p>		<ul style="list-style-type: none">● Field Trip Approval● ICB Coordinator● Master Calendar● Oversee IAF accounts● Oversee Front Office Operations● Student Parking● Student Lockers● Support Staff payroll● Support Staff Leave Requests● Textbook/Instructional Material Ordering
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