

**CLARKSBURG HIGH SCHOOL**  
**ADMINISTRATIVE DUTIES**  
**2019-2020**

Administrator	Leadership	Supervision/ Coordination	Administrative Management
<b>Edward Owusu (Principal)</b>	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"> <li>● Instructional Leadership Grades 9-12</li> <li>● Professional Growth &amp; Development of Faculty and Staff</li> <li>● Administrative Team</li> <li>● Administrative Secretary</li> <li>● Athletic Director</li> <li>● Business Administrator</li> <li>● Counseling</li> <li>● Media Specialist</li> <li>● Resource Teachers</li> <li>● Safety &amp; Security</li> <li>● Staff Development Teacher</li> </ul>	<ul style="list-style-type: none"> <li>● Approval of Leave Requests</li> <li>● Baldrige/School Improvement Plan</li> <li>● Budgeting/Finance</li> <li>● Newsletter</li> <li>● PTSA/Parent &amp; Community Relations</li> <li>● SGA &amp; Class Officers</li> <li>● Staff Payroll and Attendance</li> </ul>
<b>Alyson Foreman (Assistant Principal) 9<sup>th</sup> Grade Administrator</b>	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"> <li>● Math</li> <li>● 9th Grade Team/Pathway to Success</li> </ul>	<ul style="list-style-type: none"> <li>○ Attendance</li> <li>○ Discipline</li> <li>○ EMT and CPS</li> <li>○ Grades</li> <li>● Advisory</li> <li>● Rachel Clements - APPS</li> <li>● Articulation <ul style="list-style-type: none"> <li>○ Lindsay Cao/Katlyn Kopnitsky/Zapata (Counselor Diversified Staffing)</li> </ul> </li> <li>● Connections (Ashleigh Coe)</li> <li>● E3-Loss of Credit/Credit</li> <li>● Equal Opportunity Schools (EOS)</li> <li>● Master Scheduler Back-up</li> <li>● Restorative Justice</li> <li>● Testing Coordinator for HSA/PARCC (Dec)</li> <li>● Testing Coordinator for HSA/PARCC (Spring)</li> </ul>
<b>Scott Smith (Assistant Principal) 10<sup>th</sup> Grade Administrator</b>	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"> <li>● English</li> <li>● PE/Music/Arts</li> <li>● Special Education-LAD</li> </ul>	<ul style="list-style-type: none"> <li>○ Attendance</li> <li>○ Discipline</li> <li>○ EMT and CPS</li> <li>○ Grades</li> <li>● CAP Program</li> <li>● Equal Opportunity Schools (EOS)</li> <li>● Master Scheduler</li> <li>● Newspaper/Yearbook</li> <li>● Restorative Justice</li> <li>● SOAR Program</li> <li>● Testing Coordinator for SAT Day (April)</li> </ul>
<b>Mike Smith (Assistant Principal) 11<sup>th</sup> Grade Administrator</b>	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"> <li>● Career and Technology Education</li> <li>● Science</li> </ul>	<ul style="list-style-type: none"> <li>○ Attendance</li> <li>○ Discipline</li> <li>○ EMT and CPS</li> <li>○ Grades</li> <li>● Athletics</li> <li>● Emergency Crisis Plan/Fire Drills</li> <li>● Graduation Day Co-Coordinator <ul style="list-style-type: none"> <li>○ Trish Moser</li> </ul> </li> <li>● P-Tech Program</li> <li>● Project Lead the Way</li> <li>● Restorative Justice</li> <li>● Safety and Security</li> <li>● Testing Coordinator for MISA</li> </ul>

<b>Bakari Haynes (Assistant Principal) 12<sup>th</sup> Grade Administrator</b>	<p>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.</p>	<ul style="list-style-type: none"> <li>● ESOL</li> <li>● Social Studies</li> <li>● Testing Administrator <ul style="list-style-type: none"> <li>○ Denise Vizzini – Testing Coordinator</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>○ Attendance</li> <li>○ Discipline</li> <li>○ EMT and CPS</li> <li>○ Grades</li> <li>● Advanced Placement Administrator <ul style="list-style-type: none"> <li>○ Denise Vizzini – Advanced Placement Coordinator</li> </ul> </li> <li>● Patricia Moser - Internship Program</li> <li>● Restorative Justice</li> <li>● Testing Coordinator for PSAT</li> <li>● Testing Coordinator for WIDA</li> <li>● Transportation/Activity Buses</li> </ul>
<b>Julie Murray (Acting Assistant Principal) All Grade Levels Student Support At-Risk Students</b>	<p>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.</p>	<ul style="list-style-type: none"> <li>● Academic Intervention &amp; Alternative 1 Program <ul style="list-style-type: none"> <li>○ Donald Jackson - Academic Intervention</li> <li>○ Jaimie Fraunhoffer - Alt. 1 Teacher</li> </ul> </li> <li>● Special Education-ED Cluster Program</li> <li>● World Languages (Contact Mr. Owusu)</li> </ul>	<ul style="list-style-type: none"> <li>○ Attendance</li> <li>○ Discipline</li> <li>○ EMT and CPS</li> <li>○ Grades</li> <li>● AP Testing Coordinator</li> <li>● Biliteracy Testing Coordinator</li> <li>● Terre Thomas - ACES</li> <li>● Credit Recovery/CCRCCA <ul style="list-style-type: none"> <li>○ Katlyn Kopnitsky (Counselor Diversified staffing) (10th grade class sponsor)</li> </ul> </li> <li>● College and Career Readiness Programs <ul style="list-style-type: none"> <li>○ Bridge Projects Liaison</li> </ul> </li> <li>● Extended Year Learning/OLPG</li> <li>● Restorative Justice</li> <li>● Testing Coordinator for HSA/PARCC (Dec)</li> <li>● Testing Coordinator for HSA/PARCC (Spring)</li> <li>● Wellness Initiative Liaison</li> </ul>
<b>Claudette Eader (Business Administrator)</b>	<p>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 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"> <li>● Operations Team PLC</li> <li>● Financial Assistant</li> <li>● IT Systems Specialist</li> <li>● Media Service Technician</li> <li>● Building Service Manager</li> <li>● Cafeteria Manager</li> <li>● CCIC</li> </ul>	<ul style="list-style-type: none"> <li>● Building Use Coordinator</li> <li>● Activities Coordinator</li> <li>● Coordination of MCPS allocated funds</li> <li>● Distribution and Collection of building keys</li> <li>● Duty Rosters/Chaperones/ Committees</li> <li>● Facilities/Air Quality</li> <li>● Field Trip Approval</li> <li>● ICB Coordinator</li> <li>● Master Calendar</li> <li>● Oversee IAF accounts</li> <li>● Oversee Front Office Operations</li> <li>● Student Parking</li> <li>● Student Lockers</li> <li>● Support Staff payroll</li> <li>● Support Staff Leave Requests</li> <li>● Textbook/Instructional Material Ordering</li> </ul>