

ADMINISTRATIVE RESPONSIBILITIES
WESTERN SCHOOL OF TECHNOLOGY AND ENVIRONMENTAL SCIENCE
2017-2018

Mr. Buddy Parker - Principal

- Instructional Program
- School Safety
- School Climate
- Administrative Team
- Appraisal Process
- School Budget
- School Goals
- School Organization
- Student Activities
- Community Relations
- Professional Development
- School Improvement Team Member

Ms. Jen Martinez – Assistant Principal

- Grades 11 and 12 Academics, Attendance, and Discipline
- Appraisal Process: Mathematics, Science, Art, Auto Tech, Music, Tech Ed, Culinary Arts, Environmental Science, Environmental Tech, Sports Science Academy, and Information Technology – Programming and Networking
- Master Schedule
- Course Registration Process
- Attendance Procedures
- Grade Reporting
- In School Duties
- Magnet Programs
- Master Calendar (*Jere Godwin*)
- Facility Maintenance, Building Use, and Key Control
- Extra Duty Schedule (*Pat Perkins*)
- Athletics (*Pat Perkins*) and Clubs (*Jen Martinez*)
- Lockers (*Chelsea Mazurek*)
- Professional Development
- School Improvement Team Member

Ms. Tarah Kutch – Assistant Principal

- Grades 9 and 10 Academics, Attendance, and Discipline
- Appraisal Process: English, Social Studies, Special Education, PE/Health, World Language, Guidance, Library, Cosmetology, Plumbing, Business, Graphic/Print Tech, Academy of Health Professions, and School-to-Career
- Testing Coordinator– HSA, PARCC, PSAT, SAT, and AP
- Bridge Plans
- Student Support Team and 504s
- Student Service Learning (*Lisa Christhilf*)
- SRO Liaison
- Substitutes and Coverage
- Transportation (*Jere Godwin*)
- Avid (*Melissa Mikula*)
- Field Trips, Fundraising, Volunteers, and Guest Speakers (*Jere Godwin*)
- Displays, Bulletin Boards, and Marquee (*Chelsea Mazurek*)
- Professional Development
- School Improvement Team Member

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Department Chair Responsibilities

- Lead Department Members
- Appraisal Team Member to include Informal Observations
- Implement Appropriate Assistance (Bridge, PARCC, HSA)
- Manage Department Budget
- Leadership Team Member
- Facilitate Substitutes and Emergency Lesson Plans for Department
- First Level Field Trip and Guest Speaker Approval

School-To-Career Coordinator

Anita Hilaire

Athletic Director

Pat Perkins

Library Media Specialist

Tracey Osborne

Magnet Coordinators

Bethany Birago and Chris Pagliarini

Special Education/IEP Chair

Scott McGowan

Nurse

Samantha Powell, RN

AP, PSAT, SAT Coordinators

Andy Tavernia and Jill Monahan

Advanced Academics Facilitator

Jill Monahan

SIT Chair

Melissa Sweeney

SAT Site Testing Coordinator

Jill Monahan

STAT Teacher

Melissa Sweeney

AVID Coordinator

Melissa Mikula

Administrative Assistants

Jere Godwin (Principal's Secretary), Chelsea Mazurek (Front Office Secretary), Sharon Shaw (Fiscal Assistant),
Patty Erbe (Guidance Secretary), Karah Johnson (Registrar)