

ADMINISTRATIVE RESPONSIBILITIES
WESTERN SCHOOL OF TECHNOLOGY AND ENVIRONMENTAL SCIENCE
2018-2019

Mr. Buddy Parker - Principal

- Instructional Program
- School Safety
- School Climate
- Administrative Team
- Appraisal Process
- School Budget
- School Goals
- School Organization
- Master Calendar
- Athletics (*Pat Perkins*)
- Student Activities
- Community Relations
- Professional Development
- School Improvement Team Member

Ms. Jen Martinez – Assistant Principal

- Grades 10 and 12 Academics, Attendance, and Discipline
- Appraisal Process: Mathematics, Science, Art, Auto Tech, Engineering Tech, Culinary Arts, Environmental Science, Environmental Tech, Sports Science Academy, Information Technology – Programming and Networking, and School-to-Career
- Course Registration Process and Master Schedule
- Attendance Procedures
- Grade Reporting
- In School Duties
- Magnet Programs
- Transportation
- Facility Maintenance, Building Use, and Key Control
- Extra Duty Schedule (*Pat Perkins*)
- Clubs
- Lockers (*Chelsea Mazurek*)
- Professional Development
- School Improvement Team Member

Ms. Tarah Kutch – Assistant Principal

- Grades 9 and 11 Academics, Attendance, and Discipline
- Appraisal Process: English, Social Studies, Special Education, PE/Health, Music, World Language, School Counseling, Library, Cosmetology, Plumbing, Business, Graphic/Print Tech, and Academy of Health Professions
- 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
- 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

Missy Doscher and Chris Pagliarini

Special Education/IEP Chair

Scott McGowan

Nurse

Samantha Powell, RN

Advanced Placement Coordinators

Andy Tavernia and Jill Monahan

PSAT and SAT Coordinators

Jeremy Carlino and Drew Daudelin

Advanced Academics Facilitator

Jill Monahan

SIT Chair

Missy Doscher

STAT Teacher

Missy Doscher

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)