



ADMINISTRATIVE RESPONSIBILITIES
WESTERN SCHOOL OF TECHNOLOGY AND ENVIRONMENTAL SCIENCE
2020-2021

Mr. Buddy Parker – Principal

- School Safety
- Instructional Program
- School Climate
- Administrative and Leadership Teams
- Appraisal Process
- School Budget
- School Goals
- Master Calendar
- Athletics (*Jennifer Rowe*)
- 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, Engineering Tech, Culinary Arts, Environmental Science, Environmental Tech, Sports Science Academy, Information Technology – Computer Science 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 (*Jennifer Rowe*)
- Clubs
- 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, Music, World Languages, School Counseling, Library, Cosmetology, Plumbing, Business, Graphic/Print Tech, and Academy of Health Professions
- Testing Coordinator– MCAP, Bridge Plans, PSAT, and SAT
- Student Support Team and 504s
- Student Service Learning (*Lisa Tomecek*)
- 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

Jennifer Rowe

Library Media Specialist

Tracey Osborne

Magnet Coordinator

Katie Landon

Special Education/IEP Chair

Joshua Conner

Nurse

Samantha Powell, RN

Advanced Placement Coordinators

Andy Tavernia and Jill Monahan

PSAT and SAT Coordinators

Tarah Kutch and Jeremy Carlino

Advanced Academics Facilitator

Jeremy Carlino

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)