



ADMINISTRATIVE RESPONSIBILITIES
WESTERN SCHOOL OF TECHNOLOGY AND ENVIRONMENTAL SCIENCE
2023-2024

Mrs. Jewell M. Ralph – Principal

- School Safety
- Instructional Program-Observation
- School Climate
- Administrative and Leadership Teams
- Appraisal Process- Untenured teachers and teachers on assistant plans
- School Budget
- School Goals
- Master Calendar-(Godwin and Mazeruk)
- Athletics (*Jennifer Rowe*)
- Student Activities
- Community Relations
- Professional Development
- School Improvement Team Member
- Counseling
- Advance Placement
- Attendance Procedures
- Consultant Teachers

Ms. Jen Martinez – Assistant Principal

- Grades 11 and 12 Academics, Attendance, and Discipline
- Appraisal Process: PE/Health, Music, 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, Cosmetology, Plumbing, Graphic/Print Tech, and Academy of Health Professions, Athletics
- Course Registration Process and Master Schedule
- Attendance Procedures
- Grade Reporting
- In-School Duties
- Magnet Programs
- Facility Maintenance, Building Use, and Key Control
- Extra Duty Schedule (*Jennifer Rowe*)
- Clubs
- Lockers (*Chelsea Mazurek*)
- Professional Development
- School Improvement Team Member
- Student Activities
- Student Service Learning (*Lisa Tomecek*)
- Displays, Bulletin Boards, and Marquee (*Chelsea Mazurek*)
- SRO Liaison

Mrs. Tiffany Harris – Assistant Principal

- Grades 9 and 10 Academics, Attendance, and Discipline, 9th Grade Team
- Appraisal Process: English, Social Studies, Special Education, World Languages, Media Specialist, Nurse, Para educators, Social Worker, Psychologist
- Testing Coordinator– MCAP, Bridge Plans, AP, PSAT, and SAT
- IEP, Student Support Team and 504s



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- Attendance Procedures
- Transportation- (Chelsea Mazurek)
- Substitutes and Coverage- (*Chelsea Mazurek and Patricia Erbe*)
- Field Trips, Fundraising, Volunteers, and Guest Speakers (*Jere Godwin*)
- Professional Development
- School Improvement Team Member

Department Chair Responsibilities

- Lead Department Members
- Appraisal Team Member to include Formal, Informal Observations, SLOs, TDP, Gradebook set-up, Syllabus, Final Grades and Grading Policy
- Organize, Manage and Distribution of Departmental Materials
- Implement Appropriate Assistance (Bridge, MISA, MCAP)
- 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

CTE/Magnet Coordinator

Bethany Birago

Special Education/IEP Chair

Kaci Haxel

Nurse

Samantha Powell, RN

Advanced Placement Coordinator

Jessica Duhula

PSAT and SAT Coordinators

Tiffany Harris, and Melanie Coates

Advanced Academics Facilitator

Drew Daudlin and Nicole Streets

Administrative Assistants

Jere Godwin (Principal's Secretary), Chelsea Mazurek (Front Office Secretary), Delores Rusta (Fiscal Assistant), Patty Erbe (Guidance Secretary), Bridgette Matthews (Registrar)