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
- 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
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)