

**Arika Sutton – Assistant Principal**

*Science*

*CTE (Epathways)*

*JROTC*

- IB Administrator
- Professional Development (Including Mental Health, CPR)
- Graduation (Summer Graduation)
- Bear Bash 2022 (Joint with Mr. Bevan)
- Senior Lunch Check Out
- Dividends
- PTSA
- Hearing Screening

**Dr. Sean Loomis**

*IB Program*

- IB Coordinator
- AP Testing Support

**Dr. Kejuana Carpenter – Assistant Principal**

*Student Services*

*ESE*

- Master Scheduler
- College and Career Acceleration
- YMOE/YWOE
- *Bear Connections* Mentoring Program
- *Bear Necessities Night (Curriculum Night)*
- Support Facilitation (ESE Facilitators)
- PBS –Positive Behavior Support Program (w/ Lord)
- MTSS (w/ Paula Lohman)
- Title IX Coordinator
- ESY – Extended School Year (Summer)

**Kenny Bevan – Assistant Principal**

*Social Studies*

*Fine Arts/Visual Arts (HunnyBears Dance Team)*

*World Languages*

*PE*

- Coordinator of Students Activities
- AP Coordinator
- Bear Bash 2022 (Joint with Ms. Sutton)
- 8<sup>th</sup> Grade Field Trip (ITMS, S.Seminole, Milwee)
- Driver Education
- Advanced Ed (SACS Accreditation- TBD)

**Jakob Jarzynka– Assistant Principal**

*Math*

*ELA/Reading/ESOL*

- Principal Designee
- Operation Graduation
- Testing Coordinator Supervision
- Athletics Administrator
- Latinos in Action
- Tutorial (ESSSR Funds)
- Substitutes
- Truck/Treat Community Event
- Summer School (including Transition)

**Pete Gaffney – Principal**

- Front Office/Clinic Supervisor
- Fundraisers
- Field Trips

- Discipline Support
- School Improvement Plan
- School-Wide Calendar
- Teacher/Staff Appreciation Week
- SAC
- Cluster Liaison
- 5 Essentials/ Snapshot Survey

**Matt Hesselbart – School Administration Manager**

*Facilities*

- Director of Facilities
- Facilities Calendar Support
- Facilitron Coordinator
- Security Guards
- School Safety / Fire Drills / Code Red
- Shelter Contact (w/ Jody Cooper)
- Rental Contracts
- Alumni Coordinator
- Mock DUI and NOPE Presentation (if planned)

**Ocky Clark – Dean of Students**

*10<sup>th</sup>/11<sup>th</sup> Grade Discipline*

- Transportation
- Liaison to Journeys
- Juvenile Justice Notification
- Lockers
- Bullying Contact
- Student Code of Conduct

**Angel Collins – School Administrator Manager**

*9<sup>th</sup>/12<sup>th</sup> Grade Discipline*

- Senior Celebration Committee
- Hope Scholarships
- PLATO / GOAL Support
- Graduation Support
- Awards Night

**Sarah Brevoort – Testing Coordinator**

- State Testing (BEST, FSA, EOC)
- C9A Coordinator
- Teacher Assistants
- SAT/ACT School Day
- WIDA Testing Support
- Supervision Duty (when assigned)
- ESSSR Funds Support/Planning

**Kathy Brosch – Educational Technology Facilitator**

- Scheduling of labs and laptop carts
- Supervision of PC Support Students
- Technology Resource Support
- Social Media Contact
- Senior Lunch checkout assistance
- Web Page Support
- Technology Professional Development
- Testing Support
- Students of the Month
- Honor Roll
- Teach-In

## WINTER SPRINGS HIGH SCHOOL – LEADERSHIP TEAM RESPONSIBILITIES 2022-2023 (UPDATED JULY 21, 2022)

### Chelsie Meredith – WSHS School Social Worker

- Attendance Monitoring
- Truancy

### TBD – Network Specialist

- School wide Technology
- Inventory
- Security Cameras support

### Paula Vickers – Instructional Coach

- New Teacher Support
- Teacher and Employee of the Month
- Reading Programs
- Professional Development
- ESSSR Funds Support/Planning
- Intern Coordinator
- Textbooks
- Literacy Week

### WSHS Counseling Team (Urena, McBryde, Lash, Spence, Durand)

- Coordinate Student Services Calendar
- Dual Enrollment
- College and Career Fair (Sept-Oct)
- National Merit (Sept-Mar)
- Curriculum Guide (Nov-Jan)
- Course Registration (Dec-Feb)
- Bear Necessities Night Support
- 8<sup>th</sup> Grade Field Trip Support (w/Mr. Bevan)
- Support Academic Signing Day (April 2023)
- Master Schedule Support
- Bear Bash Support

### Paula Lohman – ESE Student Services

- MTSS
- 504 Contact
- SST Coordinator
- Gifted Support
- IEP Coordinator

### Scott Gomrad – Athletic Director

- Athletic Eligibility
- Athletic Coach Coordinator
- Athletic Budget and Fundraising
- Supervision Assignments
- Capital Campaign
- OJT Coordinator
- Business Partners
- Physical Night
- Wellness Coordinator
- Tailgate Community Event Director

### Chris Gibbs – Athletic Secretary

- Athletics Support
- Clinic Support
- Front Desk Support
- Bookkeeping Support
- Food Pantry
- Tailgate Community Event Support

### Rocky Ciero – Assistant Athletic Director

- Golf Tournament
- Athletic Duty Coverage
- Community Events Support

### Jennifer Mallard – Assistant Athletic Director

- Athletic Support
- Officials
- Scheduling
- Athletic Duty Coverage
- Community Events Support
- Black History Month

### Katie Harris – Executive Secretary (Admin Support)

- Newsletter and Growl
- Payroll
- Teacher / Employee of the Year Support
- Front Desk Backup
- Teacher/Staff Appreciation Week (w/ Gaffney)
- Faculty Staff Handbook
- End of the Year Checklist
- Food Pantry (w/ Gibbs)
- WSHS Teacher Card Readers
- Employee Leaves
- Professional Development Support (frontline)

### TBD – Front Desk Receptionist Attendance

- Substitutes
- Front Desk Responsibilities

### Fidline Morris – GOAL Paraprofessional and Attendance

- Attendance Notes
- Testing notes

### Elizabeth Hill – Front Office Secretary/Clinic

- Clinic Main Contact
- Front Desk Backup
- Check in and out students

### Blanca Borrero – Discipline Secretary

- Discipline Support
- Transportation Support
- Front Desk Backup
- Clinic Backup
- Expulsion Packets
- School Bulletin Boards
- Parking Decals

### April Bruce – Bookkeeper

- School Wide Budget
- District and Internal Accounts
- MySchoolBucks

### Lisa Lord – ESE Department Head

- PBS – Positive Behavior Support
- Gifted Support
- FSAA Testing Coordinator

### Jeanette Perez – Latinos in Action

- Hispanic Heritage Month

**Robert Burgess – Media**

- Debt List
- Media Inventory
- PLATO support
- Support Testing w/ Brevoort

DRAFT