



Administrative Duties and Responsibilities 2018-2019



Shannon N. Kersey, Principal

- ◆ Supervision, Discipline & Academic Support of Students with Last Names **U – Z** (w/ Karen Bolt)
- ◆ School Vision & Leadership
- ◆ Leadership Development
- ◆ Strategic Planning & School Improvement Planning
- ◆ Cabinet and Instructional Leadership Team Leadership
- ◆ Budget and Financial Responsibility
- ◆ CCRPI Oversight
- ◆ Parent Teacher Student Association (PTSA)
- ◆ School Governance Council (SGC)
- ◆ AHS Foundation
- ◆ Public Information & Public Relations
- ◆ Contracts and Vendors
- ◆ SAP Time and Leave Request Manager
- ◆ Teacher Keys, Leader Keys and PKES Evaluation Coordinator
- ◆ TKES Evaluation Leadership & Scheduling
- ◆ Instructional Leadership, Data Analysis, Hiring, Supervision and Evaluation Responsibility for: Assistant Principals, Athletic Director, Administrative Assistants, IB Coordinator, Instructional Support Teacher (IST), SST/RtI Specialist, Department Chairs, World Language, Tech Specialist, Bookkeeper, Principal’s Assistant (PAIII), Athletic Business Manager, Attendance Clerk, Front Office Professional Assistant, School Resource Officers, Cafeteria

Errol Dice, Assistant Principal

- ◆ Supervision, Discipline & Academic Support of students with last names **M – Q** (w/Susan Chamberlin)
- ◆ Professional Development Coordination and Leadership (w/PL Facilitator - Ginny Brown & w/Thomas Van Soelen)
- ◆ Cabinet & ILT Scheduling, Facilitation and Minutes Distribution
- ◆ Office of Student Discipline Contact
- ◆ Detention and ISS Coordinator
- ◆ After School & Campus Supervision Coordinator
- ◆ Positive Behavioral Interventions & Supports (w/Andrew Bolin)
- ◆ Work Based Learning (w/Bianca Rush & Carolyn Vezeau)
- ◆ Partners in Education Facilitator/Business Partners (w/Bianca Rush & Pam Kelly)
- ◆ CASE Coordinator (SAP)/Substitute Coordinator (w/Nan Bodeep)/Non-Hi Q Letters for Subs
- ◆ Student Lockers
- ◆ Member of Advanced Placement Testing Team
- ◆ Sophomore Parent Night Admin. Liaison
- ◆ Instructional Leadership (CAP), Data Analysis, Hiring, Supervision and Evaluation Responsibility for: Social Studies, IRR Social Studies, CTAE, CTIs & CTI Paraprofessionals, Health & P.E., ISS Paraprofessional, Clerical (Suite 1220), Campus Security Associates

Clair Greenaway, Assistant Principal

- ◆ Supervision, Discipline & Academic Support of Students with Last Names **HAS – L** (w/Amy Longstreth)
- ◆ Student Information Coordinator (SIC)
- ◆ Master Schedule Construction
- ◆ Grade Reporting
- ◆ Accreditation Reports, State & Federal Reports (FTE)
- ◆ Bell Schedules (w/Dan Devine)
- ◆ Counseling Services Monitoring and Support
- ◆ Enrollment & Withdrawal Monitoring & Support
- ◆ New Student Registration Monitoring & Support
- ◆ Transcription Training, Monitoring & Support
- ◆ Course Catalogue Coordinator
- ◆ Middle School Transition Coordinator (w/Counselors)
- ◆ Dual Enrollment Liaison and Leadership
- ◆ Rising Freshman Transition (spring) & Freshman Parent Night Coordination (fall)
- ◆ Foreign Exchange Liaison
- ◆ Member of EOC Testing Team
- ◆ Instructional Leadership (CAP), Data Analysis, Hiring, Supervision and Evaluation Responsibility for: Science, IRR Science, ESOL, ESOL Paraprofessional, Counselors, Counselor Professional Assistant, Data Clerks, Records Clerk, Bilingual Parent Liaison

Tina Johnson, Assistant Principal

- ◆ Supervision, Discipline & Academic Support of Students with Last Names **R – T** (w/ Flandecia Richards-Boyles)
- ◆ Leadership of Services for Exceptional Children
- ◆ Leadership of Algebra & Geometry RFF Program
- ◆ Special Education Scheduling & Anchor Time Scheduling (IRR & CBI)
- ◆ Special Education Compliance
- ◆ RISE/Recovery Policy Expectations and Monitoring
- ◆ Professional Qualifications & In-Field Teaching Coordinator, Non-Hi Q Letters for all faculty
- ◆ IST and Psychologist Liaison and Support
- ◆ CCRPI Data Coordinator (w/Testing Coordinator)
- ◆ Paraprofessional Staff Development
- ◆ Member of EOC Testing Team
- ◆ Summer Bridge Coordinator (w/ Sharolyn Ketchup)
- ◆ Junior Parent Night Administrative Liaison
- ◆ Instructional Leadership (CAP), Data Analysis, Hiring, Supervision and Evaluation Responsibility for: Math, IRR Math, CBI, Virtual Lab Paraprofessionals, Special Education Paraprofessionals

Mike Scheifflee, Assistant Principal

- ◆ Supervision, Discipline & Academic Support of Students with Last Names **CON – HAR** (w/Jay Wiley)
- ◆ School Governance Council Assistant Principal
- ◆ SGC Off Campus Privilege & Student Monitoring System Implementation Oversight (w/Sharolyn Ketchup)
- ◆ Surface Distribution & Blended Learning Implementation Oversight
- ◆ Syllabi Expectations and Monitoring
- ◆ Information Day Coordination
- ◆ Honor Code Expectations and Monitoring
- ◆ Safety, Security & Emergency Preparedness Plans
- ◆ Morning & Lunch Duty Coordination
- ◆ Building Security, Keys and Codes
- ◆ District Maintenance and Facilities Contact
- ◆ Facilities Maintenance & Work Orders (w/Jimmy Marshall and Michelle Waliaga)
- ◆ New Teacher Induction (w/ Kim Green)
- ◆ Member of AP Testing Team

Instructional Leadership (CAP), Data Analysis, Hiring, Supervision, and Evaluation Responsibility for: Language Arts, IRR ELA, Fine Arts, Media Specialist & Media Paraprofessional, Clerical (Suite 1330), Custodians, Clinic

Sharolyn Ketchup, Administrative Assistant

- ◆ Supervision, Discipline & Academic Support of Students with Last Names **A - COM** (w/Dee Webb)
- ◆ Communications Coordinator (AHS Newsletter and ENN, Website, Media w/Pam Kelly)
- ◆ 10th Grade 504 Chair
- ◆ College Board Liaison & Advanced Placement (AP) Program Coordinator
- ◆ Advanced Placement Testing Coordinator (w/ Karen Bolt and Susan Chamberlin)
- ◆ PSAT Testing Coordinator (w/ Frank Fortunato & Amy Longstreth)
- ◆ Tier 2 RtI Leadership, Student Selection & Intervention Documentation
- ◆ SGC Off Campus Privilege & Student Monitoring System Implementation (w/ Mike Scheifflee)
- ◆ Anchor Time Coordination (w/Laurie Veillon & Frank Fortunato)
- ◆ Summer Bridge Coordination (w/ Tina Johnson)
- ◆ RtI Universal Screener Assessments (w/Laurie Veillon)
- ◆ Transportation Contact and Bus Duty Coordination
- ◆ Textbook Coordinator Liaison (w/Marshall King)
- ◆ Summer School Liaison

Laurie Veillon, Administrator

- ◆ SST/RtI Coordinator
- ◆ Graduation Coach Responsibilities (At-risk Seniors)
- ◆ 12th Grade 504 Chair
- ◆ PTSA Senior Events Liaison & Senior Parent Night Administrative Liaison
- ◆ Graduation Ceremony (w/Frank Fortunato)
- ◆ CCRPI Graduation Clean-Up & Withdrawals (w/ Whitney Decaminada)
- ◆ Attendance Monitoring (w/Social Worker and Attendance Clerk)
- ◆ World Language Administrative Liaison (w/Dr. Kersey)
- ◆ Cafeteria Manager Liaison and Support and Vending Machines Management
- ◆ Anchor Time Coordinator and Tier 2 & 3 Anchor Time Scheduling (w/Sharolyn Ketchup, Frank Fortunato & Whitney Decaminada)
- ◆ Virtual Learning Labs Administrator (w/Andrew Bolin & w/Tina Johnson)
- ◆ Social Worker Liaison and Support
- ◆ Remedial Scheduling, Remedial Testing (w/Whitney Decaminada) & Remedial FTE (w/Clair Greenaway)
- ◆ Extended Learning Coordinator (Night & Summer)
- ◆ Member of EOC Testing Team
- ◆ TKES Walkthroughs

Dan Devine, Athletic Director

- ◆ Master Calendar & Special Events Coordinator
- ◆ Bells/Bell Schedules (w/Clair Greenaway)
- ◆ Student & Staff Parking
- ◆ Facilities Use & School Dude
- ◆ Facilities Maintenance & Work Orders (w/Michelle Waliaga)
- ◆ Outdoor and Indoor Signage
- ◆ School Activities Supervision Scheduling
- ◆ Booster Clubs
- ◆ Activity Buses (AHS)
- ◆ Fleet Bus Approval (District)
- ◆ Athletic Program Budgeting
- ◆ Athletic Facilities Oversight & Maintenance
- ◆ Student Athletic Eligibility
- ◆ Athletic Awards
- ◆ Student Clubs and Organizations
- ◆ Field Trip Review & Approvals
- ◆ AHS Foundation Liaison
- ◆ Member of EOC Testing Team
- ◆ Hiring, Supervision, and Evaluation Responsibility for: Coaching Assignments
- ◆ Special Education Administrative Support (w/Tina)
- ◆ TKES Walkthroughs

Frank Fortunato, Administrative Assistant

- ◆ International Baccalaureate (IB) Coordinator
- ◆ IB Extended Essay Implementation (w/Kim Green)
- ◆ IB Creativity, Activity, Service (CAS) Implementation (w/ Deanna Velazquez)
- ◆ IB Testing
- ◆ PSAT Primary Support (w/ Sharolyn Ketchup)
- ◆ Advanced Placement Testing Primary Support (w/Sharolyn Ketchup)
- ◆ Curriculum Night Coordinator
- ◆ Special Programs Night Coordinator
- ◆ Honors Week and Honors Night Coordinator
- ◆ Surface Distribution Coordination (w/ Pam Kelly)
- ◆ Student Handbook & Teacher Handbook
- ◆ Anchor Time Coordination (w/Laurie Veillon and Sharolyn Ketchup)
- ◆ Governor's Honors Program (GHP) Coordinator
- ◆ Graduation Ceremony (w/ Laurie Veillon)
- ◆ Student Community Service Graduation Cord
- ◆ TAG Directed Study, Internships & Testing
- ◆ Teacher of the Year/Professional of the Year Leadership (w/ Katherine Rozei)
- ◆ SGC Teacher for a Day Program Coordinator (w/Carolyn Vezeau)
- ◆ Primary Support Member of AP Testing Team
- ◆ TKES Walkthroughs

Whitney Decaminada, Administrative Assistant

- ◆ AHS Testing Coordinator & Data Specialist
 - *Georgia Milestones EOC (w/ Flandecia Richards Boyles)
 - *Georgia Alternative Assessments (w/IST)
 - *FCS Universal Screener
 - *CTAE Pathway Assessments (w/Errol Dice & CTIs)
 - *Remedial Testing (w/Laurie Veillon)
 - *World Language Diagnostic Testing
- ◆ CCRPI Data Coordinator
- ◆ CCRPI Graduation Clean-Up & Withdrawals (w/ Laurie Veillon)
- ◆ Grade Reporting & Data Reporting for Teachers
- ◆ 504 Leadership & 504 Compliance (w/ Chairs: L. Veillon 12th, W. Decaminada 11th, Sharolyn Ketchup 10th & Ira Jenkins 9th)
- ◆ 11th Grade 504 Chair
- ◆ Final Exam & Make-up Exam Coordination
- ◆ Final Exam Exemption Coordination
- ◆ SSD Coordinator
- ◆ Teacher Access Center (TAC) Leadership, Training & Support
- ◆ Student Council Liaison (w/Andrew Bolin)
- ◆ Pep Rally Coordination
- ◆ Home Coming Dance & Prom Coordination
- ◆ School Spirit and Positive School Climate Leader

EOC Testing Team:

Whitney Decaminada, Coordinator
 Flandecia Richards Boyles*
 Clair Greenaway
 Tina Johnson
 Laurie Veillon
 Jay Wiley
 Dee Webb
 Valerie Todd
 Amy Landi

Anchor Time Team:

Laurie Veillon, Coordinator
 Frank Fortunato*
 Sharolyn Ketchup
 Whitney Decaminada
 Clair Greenaway
 Mike Scheifflee
 Errol Dice
 Tina Johnson

AP Testing Team:

Sharolyn Ketchup, Coordinator
 Frank Fortunato*
 Karen Bolt*
 Mike Scheifflee
 Susan Chamberlin
 Errol Dice

PSAT Testing Team:

Sharolyn Ketchup, Coordinator
 Frank Fortunato*
 Amy Longstreth

504 Team:

Whitney Decaminada, Coordinator
 9th Grade Chair – Ira Jenkins
 10th Grade Chair – Sharolyn Ketchup
 11th Grade Chair – Whitney Decaminada
 12th Grade Chair - Laurie Veillon