### Administrative Duties and Responsibilities

#### 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/RRI 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

Revised 7/29/18
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  
- 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

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

Revised 7/29/18
### 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)
- 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