Administrative Duties and Responsibilities  
2019-2020

Shannon N. Kersey, Principal
- Supervision, Discipline & Academic Support of Students with Last Names R – SE (w/ Flandecia Richards-Boyles)
- 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
- ESS & SAP Time & Leave Request Manager
- Counseling Services Monitoring & Support
- Dual Enrollment Liaison and Leadership (w/Clair)
- Transcription Training, Monitoring & Support (w/Clair)
- Enrollment & Withdrawal Monitoring & Support
- New Student Registration Monitoring & Support
- Teacher Keys, Leader Keys and PKES Evaluation Coordinator
- TKES Evaluation Leadership & Scheduling

Instructional Leadership, Syllabi, Gradebook & PLC Monitoring, Data Analysis, Hiring, Supervision and Evaluation Responsibility for: Assistant Principals, Athletic Director, Administrative Assistants, IB Coordinator, Instructional Support Teacher (IST), Graduation Coach, Department Chairs, Counselors, Tech Specialist, Bookkeeper, Principal’s Assistant (PAIII), Athletic Business Manager, Attendance Clerk, Front Office Professional Assistant, Registrar, Records Clerk, Bilingual Parent Liaison, School Resource Officers, Cafeteria Manager

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
- Infinite Campus Implementation Leadership, Monitoring and Support
- Grade Reporting Monitoring and Support
- Grade Change Process Coordinator
- Accreditation Reports, State & Federal Reports (FTE)
  - TAG FTE w/Frank Fortunato
  - Remedial FTE w/Allie Kornegay
  - Special Education FTE w/ Sunny Wright & Tina Johnson
- Course Catalogue Coordinator
- Transcription Training, Monitoring & Support (w/Shannon)
- Dual Enrollment Liaison and Leadership (w/Shannon)
- Middle School Transition Coordinator (w/Counselors)
- Rising Freshman Transition Coordinator (spring)
- Freshman Transition Night Coordinator (spring) & Freshman Parent Night Administrative Liaison (fall)
- Bell Schedules (w/Dustin Renzepsi)
- Foreign Exchange Liaison
- Student Teachers Coordinator and Liaison
- Member of AP Testing Team

Instructional Leadership (CAP), Syllabi, Gradebook & PLC Monitoring, Data Analysis, Hiring, Supervision and Evaluation Responsibility for: Science, IRR Science, World Language, Data Clerks

Errol Dice, Assistant Principal
- Supervision, Discipline & Academic Support of students with last names SF – Z (w/Karen Bolt)
- Professional Development Coordination and Leadership (w/PL Facilitator - Ginny Brown & w/Thomas Van Soelen)
- Cabinet & ILT Scheduling, Facilitation & Minutes
- Planbook Leadership and Liaison
- Virtual Learning Labs Administrator (w/Andrew Bolin & Allie Kornegay)
- Safety, Security & Emergency Preparedness Plans Primary Support (w/ Mike Scheifflee)
- Office of Student Discipline Contact
- Honor Code Expectations and Monitoring
- Detention and ISS Coordinator
- After School Detention 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 & Non-Hi-Q Letters for Subs (w/Nan Bodeep)
- Manage Professional Leave and Substitute Spreadsheet (w/Nan Bodeep)
- Student Lockers Coordinator
- Advanced Placement Testing Primary Support (w/Sharolyn Ketchup)
- Sophomore Parent Night Administrative Liaison

Tina Johnson, Assistant Principal
- Supervision, Discipline & Academic Support of Students with Last Names M - Q (w/ Jay Mercer)
- Leadership of Services for Exceptional Children
- Special Education Scheduling & Anchor Time Scheduling (IRR & CBI)
- Special Education Compliance (w/Sunny Wright) & CCRPI Data Support (w/Whitney Decaminada)
- Georgia Alternative Assessments Oversight (w/Sunny Wright)
- 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 Support (w/Whitney Decaminada)
- Paraprofessional Staff Development Coordinator
- Member of EOC Testing Team
- Junior Parent Night Administrative Liaison

Instructional Leadership (CAP), Syllabi, Gradebook & PLC Monitoring, Data Analysis, Hiring, Supervision and Evaluation Responsibility for: Math, IRR Math, CBI, Special Education Paraprofessionals

Revised 7/15/19
<table>
<thead>
<tr>
<th>Mike Scheifflee, Assistant Principal</th>
<th>Sharolyn Ketchup, Administrative Assistant</th>
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</thead>
<tbody>
<tr>
<td>◆ Supervision, Discipline &amp; Academic Support of students with Last Names COI – HAR (w/Jay Wiley)</td>
<td>◆ Supervision, Discipline &amp; Academic Support of students with Last Names A - COH (w/Dee Webb)</td>
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<tr>
<td>◆ School Governance Council Assistant Principal</td>
<td>◆ Communications Coordinator (AHS Newsletter and ENN, Website, Media w/Pam Kelly)</td>
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<tr>
<td>◆ SGC Off Campus Privilege &amp; Student Monitoring System Implementation Oversight</td>
<td>◆ College Board Liaison &amp; Advanced Placement (AP) Program Coordinator</td>
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<td>◆ Device Distribution &amp; Collection Leadership (w/Pam Kelly &amp; Frank Fortunato)</td>
<td>◆ Governor’s Honors Coordination</td>
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<td>◆ Information Day Coordination</td>
<td>◆ SGC Off Campus Privilege &amp; Student Monitoring System Implementation Support (w/Mike Scheifflee)</td>
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<td>◆ Safety, Security &amp; Emergency Preparedness Plans Coordinator (w/Errol Dice)</td>
<td>◆ Advanced Placement Testing Coordinator (w/ Jay Mercer and Amy Longstreth)</td>
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<tr>
<td>◆ Campus Supervision Coordinator</td>
<td>◆ PSAT Testing Coordinator (w/ Flandecia Boyles)</td>
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<tr>
<td>◆ Morning &amp; Lunch Supervision Coordination</td>
<td>◆ Off Campus Privilege Leadership &amp; Monitoring</td>
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<tr>
<td>◆ Building Security, Keys and Codes</td>
<td>◆ Anchor Time Coordination (w/Allie Kornegay &amp; Frank Fortunato)</td>
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<td>◆ District Maintenance and Facilities Contact</td>
<td>◆ At-Risk Program Leadership – Anchor Time and Gwinnett Tech Dual Enrollment</td>
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<tr>
<td>◆ Facilities Maintenance &amp; Work Orders (w/Jimmy Marshall and Michelle Waliaga)</td>
<td>◆ RtI Universal Screener Assessment Coordinator (w/Allie Kornegay)</td>
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<tr>
<td>◆ New Teacher Induction (w/ Kim Green &amp; Penni Johnson)</td>
<td>◆ Transportation Contact &amp; Bus Duty Coordination</td>
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<td>◆ Athletic Director Mentorship</td>
<td>◆ Textbook Coordinator Liaison (w/Clarence Zanders)</td>
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<tr>
<td>◆ Member of AP Testing Team</td>
<td>◆ Primary Discipline Back-up support for Dr. Kersey &amp; APs</td>
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<tr>
<td>Instructional Leadership (CAP), Syllabi &amp; PLC Monitoring, Data Analysis, Hiring, Supervision, and Evaluation Responsibility for: Language Arts, IRR ELA, Fine Arts, Media Specialist &amp; Media Paraprofessional, Clerical (Suite 1330), Custodians, Clinic Assistant, Campus Security Associates</td>
<td>◆ TKES Walkthroughs – Fine Arts &amp; ELA Teachers</td>
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<tr>
<th>Allie Kornegay, Administrator</th>
<th>Dustin Rennspies, Athletic Director</th>
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<tr>
<td>◆ Graduation Coach Responsibilities</td>
<td>◆ Athletic Program Budgeting (w/Dr. Kersey)</td>
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<tr>
<td>◆ CCRPI Graduation Clean-Up &amp; Withdrawal Coordinator (w/ Whitney Decaminada &amp; Registrar)</td>
<td>◆ Athletic Facilities Oversight &amp; Maintenance including entering work orders (w/Michelle Waliaga)</td>
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<tr>
<td>◆ SST/RtI Coordinator</td>
<td>◆ Athletics Branding Leadership and Compliance</td>
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<tr>
<td>◆ 504 Chair for students with last names COI - HAR</td>
<td>◆ Athletics Fields – Scheduling Usage &amp; Maintenance</td>
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<tr>
<td>◆ PTSA Senior Events Liaison &amp; Senior Parent Night Administrative Liaison</td>
<td>◆ Athletic Awards Coordinator – Students &amp; Coaches</td>
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<tr>
<td>◆ Graduation Ceremony Coordinator (w/Frank Fortunato &amp; Flandecia Boyles)</td>
<td>◆ Student Athletic Eligibility Management &amp; Monitoring</td>
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<tr>
<td>◆ CCRPI Graduation Clean-Up &amp; Withdrawals Leadership (w/Whitney Decaminada)</td>
<td>◆ Master Calendar &amp; Special Events Coordinator</td>
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<td>◆ Social Worker Liaison and Support</td>
<td>◆ Facility Use, Facility Rentals &amp; School Dude Oversight</td>
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<td>◆ Attendance Monitoring Coordinator (w/Social Worker and Attendance Clerk)</td>
<td>◆ Outdoor and Indoor Signage Maintenance</td>
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<tr>
<td>◆ Infinite Campus Gradebook Leadership, Training &amp; Support (w/Penni Johnson, Andrew Bolin &amp; Kurt Davies)</td>
<td>◆ Grounds Contract Oversight</td>
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<td>◆ Cafeteria Manager Liaison and Support</td>
<td>◆ Campus Beautification Leadership including “Adopt-A-Spot” program</td>
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<td>◆ Vending Machines Management and Support</td>
<td>◆ School Clubs &amp; Activities Supervision Scheduling</td>
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<tr>
<td>◆ Anchor Time Coordinator and Tier 2 &amp; 3 Anchor Time Scheduling (w/Sharolyn Ketchup, Frank Fortunato &amp; Whitney Decaminada)</td>
<td>◆ Booster Clubs Liaison – Training and Compliance</td>
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<tr>
<td>◆ SGC Off Campus Privilege &amp; Student Monitoring System Implementation Primary Support (w/Mike Scheifflee)</td>
<td>◆ Activity Buses (AHS)</td>
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<tr>
<td>◆ Late Start Wednesdays Coordination &amp; Support</td>
<td>◆ Fleet Bus Approval (District)</td>
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<tr>
<td>◆ Virtual Learning Lab Support (w/Errol Dice &amp; Andrew Bolin)</td>
<td>◆ Field Trip Review &amp; Approvals</td>
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<tr>
<td>◆ Remedial Scheduling, Remedial Testing (w/Whitney Decaminada) &amp; Remedial FTE (w/Clair Greenaway)</td>
<td>◆ AHS Clubs &amp; Activities Director - Student Clubs and Organizations - Approvals, Training &amp; Monitoring</td>
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<tr>
<td>◆ Extended Learning Coordinator (Night &amp; Summer w/Andrew Bolin &amp; Sharolyn Ketchup)</td>
<td>◆ AHS Athletics Junior Program Liaison</td>
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<tr>
<td>◆ Member of EOC Testing Team</td>
<td>◆ AHS Foundation Liaison</td>
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<tr>
<td>◆ Bell Schedules &amp; Bells (w/Michelle Waliaga)</td>
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<td>◆ Student &amp; Staff Parking Coordinator and Compliance Monitoring (w/Michelle Waliaga)</td>
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<td>◆ 504 Chair for students with last names SF - Z</td>
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<td>◆ Member of EOC Testing Team</td>
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<td>◆ Special Education Administrative Support</td>
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<tr>
<td>◆ Student Council Administrative Liaison &amp; Pep Rally Support (w/Andrew Bolin)</td>
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<tr>
<td>Hiring, Supervision, and Evaluation Responsibility for: Coaching Assignments, Assistant Athletic Directors &amp; Athletic Trainers</td>
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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 Coordinator
- PSAT Primary Support (w/Sharolyn Ketchup)
- Advanced Placement Testing Support (w/Sharolyn Ketchup)
- Curriculum Night Coordinator
- Special Programs Night Coordinator
- SGC Teacher for a Day Program Coordinator (w/Caryn Vezau)
- Device Distribution Support (w/Mike Scheifflee & Pam Kelly)
- Student Handbook & Teacher Handbook Management
- Anchor Time Support (w/Sharolyn Ketchup & Allie Kornegay)
- Teacher of the Year/Professional of the Year Coordination
- Graduation Ceremony Support (w/Allie Kornegay)
- Student Community Service Graduation Cord
- Member of AP Testing Team
- Administrative liaison for Website and Outlook – Monitor updates to personnel, dates, activities
- TKES Walkthroughs – TAG & IB Teachers

Whitney Decaminada, Administrative Assistant
- AHS Testing Coordinator & Data Specialist
  *Georgia Milestones EOC (w/Jay Wiley & Dee Webb)
  *Georgia Alternative Assessments (w/IST & Tina Johnson)
  *FCS Universal Screener (w/Sharolyn Ketchup)
  *CTAE Pathway Assessments (w/Errol Dice & CTIs)
  *Remedial Testing (w/Allie Kornegay)
  *World Language Diagnostic Testing (w/Katherine Rozei)
- CCRPI Data Coordinator
- CCRPI Graduation Clean-Up & Withdrawal Support (w/Allie Kornegay)
- Grade Reporting & Data Reporting for Teachers
- 504 Training, Coordination, Leadership & Compliance
- 504 Chair for students with last names R - SE
- Final Exam & Make-Up Exam Coordinator
- Final Exam Exemption Coordinator
- SSD Coordinator
- Graduation Ceremony Support (w/Allie Kornegay)
- Link Crew Leadership & Administrative Liaison
- Late Start Wednesdays Primary Support (w/Allie Kornegay)
- Home Coming Dance & Prom Coordination (w/Andrew Bolin)
- School Spirit and Positive School Climate Leader
- TKES Walkthroughs – Math Teachers

504 Team:
Whitney Decaminada, Coordinator
A – COH – Shane Kearney
COI – HAR – Allie Kornegay
HAS – L – Jim Rowell
M – Q – Jason Burton
R – SA – Whitney Decaminada
SF – Z – Dustin Rennspies

New Teacher Orientation Team:
Mike Scheifflee, Coordinator
Kim Green
Penny Johnson

Link Crew Team:
Whitney Decaminada, Coordinator
Allie Kornegay
Hunter Johnson
Mike Womack
Laurie Veillon

Anchor Time Team:
Sharolyn Ketchup, Coordinator
Allie Kornegay*
Frank Fortunato
Whitney Decaminada
Clair Greenaway
Tina Johnson

Virtual Lab Team:
Andrew Bolin, Coordinator
Errol Dice
Allie Kornegay

IB Testing Team:
Frank Fortunato, Coordinator
Karen Bolt*

EOC Testing Team:
Whitney Decaminada, Coordinator
Pauline Edwards
Allie Kornegay*
Tina Johnson
Dustin Rennspies
Jay Wiley
Dee Webb
Sunny Wright

AP Testing Team:
Sharolyn Ketchup, Coordinator
Errol Dice*
Frank Fortunato
Mike Scheifflee
Clair Greenaway
Jay Mercer
Amy Longstreth

PSAT Testing Team:
Sharolyn Ketchup, Coordinator
Frank Fortunato*
Flandecia Richards-Boyles

Parent Night Teams:
Transition Night – Amy Longstreth & Clair Greenaway
Freshman Night – Jay Mercer & Clair Greenaway
Sophomore Night – Flanny Boyles & Errol Dice
Junior Night – Flanny Boyles & Tina Johnson
Senior Night – Allie Kornegay & Karen Bolt