



Northwest High School
ADMINISTRATIVE DUTIES



2021-2022

Administrator	Leadership	Supervision/ Coordination	Administrative Management
<p>Scott Smith (Principal) Office: 240G</p> <p>Secretary: Patty Hsieh</p>	<p>The Principal serves as the chair of the administrative staff of the school. He provides educational leadership and assumes final responsibility and authority for the administration, organization, and evaluation of instructional and extracurricular programs.</p>	<ul style="list-style-type: none"> ● Instructional Leadership Grades 9-12 ● Professional Growth & Development of Faculty and Staff ● Administrative Team ● Administrative Secretary ● Business Administrator ● Instructional Leadership Team ● Media Specialist ● Resource Teacher PLC ● Signature Coordinator ● Staff Development Teacher ● Safety & Security ● Health Room 	<ul style="list-style-type: none"> ● Approval of Leave Requests ● School Improvement Plan ● Budgeting/Finance ● Equal Opportunity Schools (EOS) ● Newsletter ● PTSA/Parent & Community Relations ● Open House ● Back to School Night ● Student Learning Objectives ● Emergency Management ● School Climate ● Student Eligibility ● Graduation Rate ● Maryland State School Report Card ● Evidence of Learning Framework ● MCPS Equity Report Card
<p>Ericka Singleton (Assistant Principal) A-Deb*</p> <p>Flach/ McCarthy-Redd</p> <p>Office: 240E</p> <p>Secretary – Nancy Dofflemyer</p>	<p>Under direction of the principal, assists with administering and supervising the total school program and providing educational leadership for students and staff members consistent with the educational goals of the community. Functions include establishing a climate conducive to learning, planning, and coordinating programs, affecting change, and decision making.</p>	<ul style="list-style-type: none"> ● Fine Arts ● Special Education - LAD ● Athletics Specialist <p>TARGETS/LIAISON ROLES:</p> <ul style="list-style-type: none"> ● EOL Targets - Math/Literacy for Special Education ● Eligibility for Caseload Students (A-Deb) 	<ul style="list-style-type: none"> ○ Attendance ○ Discipline ○ EMT and CPS ○ Grades <ul style="list-style-type: none"> ● Academy of Fine Arts ● Athletics ● Duty Rosters/Chaperones/ Committees ● Graduation ● Equal Opportunity Schools (EOS) ● Minority Scholars Program ● Multi-State Alt Assessment ● School Day SAT Back-up ● Website Information ● Restorative Justice Liaison/In-school Interventions ● 12th Grade Activities/Assemblies
<p>Nikki Morales (Assistant Principal) Dec - Kak*</p> <p>Blanco/Kravitz</p> <p>Office: 240C</p> <p>Secretary – Anu Shivacharan</p>	<p>Under direction of the principal, assists with administering and supervising the total school program and providing educational leadership for students and staff members consistent with the educational goals of the community. Functions include establishing a climate conducive to learning, planning, and coordinating programs, affecting change, and decision making.</p>	<ul style="list-style-type: none"> ● Career and Technology Education ● World Languages <p>TARGETS/LIAISON ROLES:</p> <ul style="list-style-type: none"> ● Eligibility for Caseload Students (Dec-Kak) ● AP Exam Participation/Performance – World Languages ● Latino Parent Council 	<ul style="list-style-type: none"> ○ Attendance ○ Discipline ○ EMT and CPS ○ Grades <ul style="list-style-type: none"> ● Accuplacer ● Academy of Finance co-lead ● CCRCCA ● Equal Opportunity Schools (EOS) ● ISI/Detention ● MCAP Team Leader (Bridge Projects) ● School Day SAT ● Restorative Justice Liaison/In-school Interventions) ● Summer School Coordinator ● Social Emotional Learning Lead ● 10th Grade Activities/Assemblies

<p>Temidayo Adia (Assistant School Administrator) Kal-Map*</p> <p>Cois</p> <p>Office: 24</p> <p>Secretary – Barbara Veirs</p>	<p>Under direction of the principal, assists with administering and supervising the total school program and providing educational leadership for students and staff members consistent with the educational goals of the community. Functions include establishing a climate conducive to learning, planning, and coordinating programs, affecting change, and decision making.</p>	<ul style="list-style-type: none"> ● Math ● School Testing Coordinator (STC) Co-lead <p>TARGETS/LIAISON ROLES:</p> <ul style="list-style-type: none"> ● Eligibility for Caseload Students (Kal-Map) ● EOL Targets – Math ● 9th Grade Transition Data ● AP Exam Participation/Performance – Math 	<ul style="list-style-type: none"> ○ Attendance ○ Discipline ○ EMT and CPS ○ Grades ● Equal Opportunity Schools (EOS) ● AP Testing Coordinator ● Testing Coordinator for MCAP (Fall/Winter/Spring) ● Testing Coordinator for SAT Day (March) ● Emergency Sub/Attendance Processes ● Bulletin Board and Processes ● High School Plus ● New Student Orientation ● Restorative Justice Liaison/In-school Interventions ● 9th Grade Activities/Assemblies
<p>Danielle Abdelsalam (Assistant Principal) Maq-Ros*</p> <p>Buck/Freeman</p> <p>Office: 236A</p> <p>Secretary – Nancy Dofflemyer</p>	<p>Under direction of the principal, assists with administering and supervising the total school program and providing educational leadership for students and staff members consistent with the educational goals of the community. Functions include establishing a climate conducive to learning, planning, and coordinating programs, affecting change, and decision making.</p>	<ul style="list-style-type: none"> ● Social Studies ● Health and Physical Education ● Alt. I Program ● OSET Administrator <p>TARGETS/LIAISON ROLES:</p> <ul style="list-style-type: none"> ● Eligibility for Caseload Students (Maq - Ros) ● EOL Targets – Literacy ● AP Exam Participation/Performance – Social Studies ● Asian Parent Association 	<ul style="list-style-type: none"> ○ Attendance ○ Discipline ○ EMT and CPS ○ Grades ● Equal Opportunity Schools (EOS) ● Transportation/Activity Buses ● Emergency Crisis Plan/Fire Drills ● SERT ● SGA & Class Officers ● SEL Curriculum ● PSAT Testing Back-up ● Pep Rallies ● Diversity Recognitions and Celebrations ● Minority Scholars Program Co-Lead ● Restorative Justice Liaison/In-school Interventions ● 11th Grade Activities/Assemblies
<p>Chris Ascienzo (Assistant Principal) Middle College Program - Grades 11-12</p> <p>Bunting/Edmunds</p> <p>Office: 236B</p> <p>Secretary – Anu Shivacharan</p>	<p>Under direction of the principal, assists with administering and supervising the total school program and providing educational leadership for students and staff members consistent with the educational goals of the community. Functions include establishing a climate conducive to learning, planning, and coordinating programs, affecting change, and decision making.</p>	<ul style="list-style-type: none"> ● Science ● Counseling Services ● Master Scheduler <p>TARGETS/LIAISON ROLES:</p> <ul style="list-style-type: none"> ● EOL Targets – Literacy ● Equal Opportunity Schools (EOS) Co-lead ● AP/MISA Exam Participation/Performance – Science 	<ul style="list-style-type: none"> ○ Attendance ○ Discipline ○ EMT and CPS ○ Grades ● Master Scheduler ● Student Lockers ● Academy of Biotechnology ● Dual Enrollment ● Homeroom Activities ● Equal Opportunity Schools (EOS) ● Grading and Reporting/Canvas ● Middle College Program ● MC Classes on-site ● Restorative Justice Liaison/In-school Interventions ● Credit Recovery
<p>Edward Pegues</p>	<p>Under direction of the principal, assists with administering and</p>	<ul style="list-style-type: none"> ● English/ESOL 	<ul style="list-style-type: none"> ○ Attendance ○ Discipline

<p>(Assistant Principal) Rot-Z*</p> <p>Kim/Stewart</p> <p>Office: 240D</p> <p>Secretary – Barbara Veirs</p>	<p>supervising the total school program and providing educational leadership for students and staff members consistent with the educational goals of the community. Functions include establishing a climate conducive to learning, planning, and coordinating programs, affecting change, and decision making.</p>	<ul style="list-style-type: none"> ● Social Emotional Special Education Services (SESES) ● School Testing Coordinator (STC) Co-lead <p>TARGETS/LIAISON ROLES:</p> <ul style="list-style-type: none"> ● Eligibility for Caseload Students (Rot-Z) ● EOL Targets – Literacy ● AP Exam Participation/Performance – English ● Equal Opportunity Schools (EOS) Co-lead ● WIDA Access Performance ● African American Parent Council 	<ul style="list-style-type: none"> ○ EMT and CPS ○ Grades ● Equal Opportunity Schools (EOS) ● PSAT Testing Coordinator ● Testing Coordinator for MISA ● Honor Society Protocols ● Master Schedule Back-up ● Restorative Justice Liaison/In-school Interventions ● WIDA Access Testing
<p>Lori Knight (Business Administrator) Office: 322</p> <p>Financial Assistant – Jacquie Miller</p>	<p>Under direction of the principal, the business administrator provides overall leadership related to the financial management of the school, facility management, and management of other aspects of the school not directly related to the instructional program. The position shall be responsible for the school's budget and financial functions in accordance with Board policy and regulations; oversees the use of the facility; provides guidance to food service school personnel, transportation, purchasing and procurement programs; collaborates with the school leadership team to effectively manage human resources; ensures the school derives maximum benefit from its budget. Contributes to the school's overall development as an active member of the school leadership team. Responsible for providing comprehensive and accurate financial information to school leadership and the Board in a timely manner to enable the school to plan and take appropriate management action.</p>	<ul style="list-style-type: none"> ● Operations Team PLC ● Financial Assistant ● IT Systems Specialist ● Media Service Technician ● Building Service Manager ● Cafeteria Manager 	<ul style="list-style-type: none"> ● Building Use Coordinator ● Activities Coordinator ● Coordination of MCPS allocated funds ● Distribution and Collection of building keys/Access Cards ● Facilities/Air Quality ● Field Trip Approval ● ICB Coordinator ● Master Calendar ● MCPS Maintenance/Construction Liaison ● Oversee IAF accounts ● Student Parking ● Textbook/Instructional Material Ordering