

**Walter Johnson High School  
Administrative Duty Assignments 2019 - 2020**

<p style="text-align: center;"><b>Jennifer Baker</b> Principal <i>Keira Kinsey-Nahar - Assistant</i></p> <p><b>Supervises:</b></p> <ul style="list-style-type: none"> <li>• Administrative Team</li> <li>• Leadership Team</li> <li>• Operational Leadership Team</li> </ul> <p><b>Program Liaison/Responsibilities:</b></p> <ul style="list-style-type: none"> <li>• Human Resources/Staffing</li> <li>• School Improvement Plan (SIP)</li> <li>• Budget/finances/contracts/development</li> <li>• Wellness Committee</li> <li>• Education Foundation</li> <li>• Parent Teacher Student Association</li> <li>• Counseling Advisory Committee</li> <li>• Campus Improvements</li> <li>• School Public Relations</li> <li>• School Outreach/Partnerships</li> <li>• Senior Leadership/Commencement</li> </ul>	<p style="text-align: center;"><b>Terry Heintze</b> 11<sup>th</sup> - Assistant Principal <i>A'Jeenah Chavez-Assistant</i></p> <p><b>Supervises:</b></p> <ul style="list-style-type: none"> <li>• Academic Support Center</li> <li>• Counseling</li> </ul> <p><b>Program Liaison/Responsibilities:</b></p> <ul style="list-style-type: none"> <li>• Testing Coordinator – PSAT/SAT</li> <li>• Testing Coordinator - Accuplacer</li> <li>• Athletics/Booster Club</li> <li>• Non-Athletic Extracurricular Sponsors</li> <li>• College Readiness/HSAP Coordinator</li> <li>• College and Career Center Initiatives</li> <li>• Counseling Advisory Committee</li> <li>• Summer Academic Programs</li> <li>• AIPs</li> </ul>	<p style="text-align: center;"><b>Vernitta Tucker</b> 10<sup>th</sup> (A-K) - Assistant Principal <i>Nancy Chin - Assistant</i></p> <p><b>Supervises:</b></p> <ul style="list-style-type: none"> <li>• English</li> <li>• Music/FACS</li> </ul> <p><b>Program Liaison/Responsibilities:</b></p> <ul style="list-style-type: none"> <li>• Assistant Testing Coordinator- ELA/Algebra</li> <li>• Eligibility</li> <li>• Alternative 1 Program</li> <li>• Minority Scholars Program</li> <li>• Staff Development</li> <li>• Student Publications</li> <li>• Sit with Us</li> <li>• Counseling Advisory Committee</li> <li>• AIPs</li> </ul>	<p style="text-align: center;"><b>Jeff Leaman</b> 10<sup>th</sup> (L-Z)- Assistant Principal <i>Nancy Chin - Assistant</i></p> <p><b>Supervises:</b></p> <ul style="list-style-type: none"> <li>• Science</li> <li>• Media Center</li> <li>• Security</li> </ul> <p><b>Program Liaison/Responsibilities:</b></p> <ul style="list-style-type: none"> <li>• Testing Coordinator – MISA/Back-up NSL</li> <li>• Assistant SAT Coordinator</li> <li>• Assistant Master Scheduler</li> <li>• Crisis Response Plan</li> <li>• Safety/Emergency Drills</li> <li>• Equal Opportunity Schools (EOS) Leader</li> <li>• Counseling Advisory Committee</li> <li>• Staff Development</li> <li>• AIPs</li> </ul>
<p style="text-align: center;"><b>Regina Rodriguez</b> 12<sup>th</sup> - Assistant Principal <i>Pauline Bamdad - Assistant</i></p> <p><b>Supervises:</b></p> <ul style="list-style-type: none"> <li>• Math</li> <li>• ESOL</li> <li>• ITSS/Main Office (With Keira)</li> </ul> <p><b>Program Liaison/Responsibilities:</b></p> <ul style="list-style-type: none"> <li>• Testing Coordinator – WIDA</li> <li>• Assistant Testing - PSAT</li> <li>• Master Schedule/Staffing</li> <li>• Gradebook/myMCPS</li> <li>• Wellness Committee</li> <li>• New Student Orientation</li> <li>• Counseling Advisory Committee</li> <li>• AIPs</li> </ul> <p><i>Senior Class Administrator:</i></p> <ul style="list-style-type: none"> <li>➤ Student Leadership &amp; SGA</li> <li>➤ Senior Class Activities</li> <li>➤ Commencement</li> </ul>	<p style="text-align: center;"><b>Nicole Morgan</b> 9<sup>th</sup> (A-K) - Assistant Principal <i>Marsha Knight - Assistant</i></p> <p><b>Supervises:</b></p> <ul style="list-style-type: none"> <li>• Social Studies</li> <li>• Art/Computer Science/Tech Ed</li> </ul> <p><b>Program Liaison/Responsibilities:</b></p> <ul style="list-style-type: none"> <li>• Testing Coordinator – NSL/Back-Up MISA</li> <li>• APEX Program</li> <li>• Executive Internship Program</li> <li>• Senior Projects</li> <li>• ACCESS 2 College</li> <li>• Minority Scholars Program</li> <li>• Counseling Advisory Committee</li> <li>• Transportation</li> <li>• AIPs</li> </ul>	<p style="text-align: center;"><b>Kim Leaman</b> 9<sup>th</sup> (L-Z) - Assistant Principal <i>Marsha Knight - Assistant</i></p> <p><b>Supervises:</b></p> <ul style="list-style-type: none"> <li>• World Languages</li> <li>• Physical Education</li> </ul> <p><b>Program Liaison/Responsibilities:</b></p> <ul style="list-style-type: none"> <li>• Testing Coordinator ELA &amp; Algebra</li> <li>• School Surveys Coordinator</li> <li>• 9<sup>th</sup> Grade Success</li> <li>• Seal of Bi-literacy Liaison</li> <li>• Field Trip Approval</li> <li>• Assemblies/Special Schedules</li> <li>• Homerooms/Distributions</li> <li>• Chaperone Duties</li> <li>• Counseling Advisory Committee</li> <li>• School Opening Procedures</li> <li>• AIPs</li> </ul>	<p style="text-align: center;"><b>Kathy Cosgrove</b> Business Administrator <i>Ginger Howard-Financial Assistant</i></p> <p><b>Supervises:</b></p> <ul style="list-style-type: none"> <li>• Building Services</li> <li>• Financial Assistant</li> <li>• Food Services</li> </ul> <p><b>Program Liaison/Responsibilities:</b></p> <ul style="list-style-type: none"> <li>• Building Safety/Maintenance</li> <li>• School Finances/Contracts</li> <li>• Cafeteria Operations</li> <li>• School Calendar</li> <li>• Campus Improvements</li> <li>• Portable Classrooms</li> <li>• Overall Building Use</li> <li>• Purchases/Deliveries</li> <li>• Green Schools\Energy Conservation</li> <li>• Room Keys</li> </ul>