

2022-2023 Wootton High School Administrative Team Responsibilities

	Douglas Nelson Principal	Stephanie Labbe Assistant Principal	Bradley Rohner Assistant Principal	Nicole Walker Assistant Principal	Lizzie Rodgers Asst. School Administrator
Grade Level		Grade 12	Grade 11	Grade 10	Grade 9
Admin Support	Jennifer Hicks	Lisa Koenick	Kaela Talley	Teresa Daly	Teresa Daly
Departments and Programs	Administrative Team & Resource Teachers	Special Education	Science	English/ELD	Math
	Counseling Services	Arts/PE/Health	Social Studies	Humanities & Arts AOIT Signature Programs	World Languages
	Security Team	Athletics	Aspire (Alt 1)	CTE	Media Center
	SGA				
	Staff Development Teacher (SDT)/RJ Coach				
Testing		Lead School Testing Coordinator (STC): WIDA	Lead: College Board PSAT/SAT, AP Testing	Lead: MAPR	Lead: MCAP, MD School Survey, MAPM, Seal of Bi-Literacy
School Responsibilities	ILT and SIP	Emergency Preparedness/OSET	Grading & Reporting including Synergy	Master Scheduler	Technology/ITSS
	Payroll and Leave	Graduation Validation Lead	Summer Institute (2023)	Chaperone Duties	Transportation
	Professional Growth System	Social Justice Groups	Field Trip Approval	Credit Recovery	Advisory
	PTSA/Boosters	Celebrations, Assemblies, Awards Ceremony	Extra-Curricular Activities	Student Publications	Wellness Activities
	ECA Approvals				Lead Communication: 8th Graders

2022-2023 Wootton High School Administrative Team Responsibilities

Arielle Markiewicz	Christy Rice	Arlin De La Rosa	Lindsey Vance
Resource Counselor	Staff Development Teacher	School Business Administrator	Restorative Justice Coordinator
Student Well-Being Team (SWBT) and Attendance Interventions	Schoolwide Professional Learning and Facilitation	Building Services	Schoolwide Professional Learning and Facilitation
Dual Enrollment Program	Support PLCs	Cafeteria	Support PLCs
SSD/College Board, ACT, AP Support and Coordination	School Improvement Plan (SIP)	Staff and Student Parking	School Improvement Plan (SIP)
Supervise Counseling Staff & Program	Classroom Support (co-lead)	Construction Projects	Classroom Support (co-lead)
504 Coordinator	Facilitate Instructional Workshops & Coordinate Trainers (co-lead)	Contracts/Purchasing	Facilitate Instructional Workshops & Coordinate Trainers (co-lead)
Master Scheduling Team	Instructional Leadership Team (ILT)	Energy Plans	Restorative Justice Coordination
Graduation Validation	New Teacher Orientation (NTO) & professional development for new teachers	Facilities/Physical Plant/ICB	Student Union Support
	Instructional Rounds	Financial Specialist: Fund Raising, Activity Forms, Activity Sponsors, budgeting	Discipline Support
	Staff Canvas Page	Recycling Programs	
	Staff Handbook	Room Assignments	