



**South Division High School
Administrative Duties 2025-2026**

Dr. Jose Trejo – (12th Grade Administrator) Principal

- School Wide Supervision/Coordination
- Schedule E
- Field Trips
- School Improvement Plan (SIP)
- Ambitious Instruction/Rebranding Plan
- Title III/Bilingual/ESL
- Community School Partnership
- ELA Administrator
- Athletics
- Budget Maintenance
- Fundraising
- Evaluations/Frontline
- Tier 1 Academics & Instruction
- South Hub Maintenance
- BLMA, Restorative Practices
- i-Ready

Ms. Kimberly Haynes (9th Grade Administrator)

- Science Administrator/NAF (Period 2)
- Parent Center/Volunteers
- Cafeteria Supervision (Lunch 4A)
- Tier 1 Instructional Support
- Teacher Evaluations (Frontline)
- Chair BIT (Academics-Tier 2 & Tier 3)
- BLMA
- ACT Aspire Supervision
- Isolation Room
- Other Duties as Assigned
- 9th Grade Academy
- City Year Mentor
- Discipline hours
- Medication
- Walkthroughs
- Ambitious Instruction/Rebranding Plan
- Title 1 Parental Involvement
- Perkins Grant
- World Languages
- PBL/Restorative Practices

Ms. Wigma Duellman – AP (10th Grade Administrator)

- Forward Assessment Supervision
- Math (Period 3)
- Cafeteria Supervision (Lunch 5C)
- Medication
- CHA's/Paraprofessionals
- Walkthroughs
- Access Assessment
- LEA/Reg Ed
- IC Error Reporting Administrator
- Isolation Room
- Discipline Hours
- Special Services Administrator (SSA)
- Ambitious Instruction
- Recruitment
- Transportation/Bus Exit Drills
- Bilingual/ESL
- Other Duties as Assigned



MILWAUKEE
PUBLIC SCHOOLS

South Division High School

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www5.milwaukee.k12.wi.us/school/south/

Mr. Jose Medina – (11th Grade Administrator)

- Advanced Placement Supervision
- Crisis Plan Administrator
- Cafeteria Supervision (Lunch 4B)
- Social Studies Department (Period 7)
- Tier 1/RP: Culture & Climate Team
- Walkthroughs
- Student IDs
- Alternative Education Programs
- Safety Administrator
- Other Duties as Assigned
- BIT Behavior
- Fire/Tornado/AED/Drills
- Discipline hours
- Counseling Department
- Medication
- Violence Free Zone
- Ambitious Instruction Plan
- Attendance
- Teacher Evaluations (Frontline)

Mr. Santiago (SPED Supervisor)

- Unique Curriculum
- Teacher Evaluations
- Walkthroughs
- GRIP/Link Crew
- Special Education Department Support & Supervision
- Special Education Compliance
- Other Duties as Assigned