

WALTER JOHNSON HIGH SCHOOL

ADMINISTRATIVE DUTIES & RESPONSIBILITIES 2024-2025

<p>Nicole Morgan Principal <i>Keira Kinsey-Nahar - Assistant</i></p> <p>Supervises:</p> <ul style="list-style-type: none"> • Administrative Team • Leadership Team • Operational Leadership Team • Health Room <p>Program Liaison/Responsibilities:</p> <ul style="list-style-type: none"> • School Improvement Plan Lead • Human Resources/Staffing • Budget/finances/contracts/development • Education Foundation • Parent Teacher Student Association • Counseling Advisory Committee • Campus Improvements • School Public Relations • School Outreach/Partnerships • Senior Leadership/Commencement • Staff Development 	<p>Rachel Maturana Assistant Principal (A - Cab) <i>Karina Guzman - Assistant</i></p> <p>Supervises:</p> <ul style="list-style-type: none"> • Arts/Music • ESOL <p>Program Liaison/Responsibilities:</p> <ul style="list-style-type: none"> • Testing Coordinator - PSAT/SAT • School Surveys Coordinator • Sophomore Town Hall/Parent Meetings • Academic Eligibility Lead • Access to College Support • Academic Integrity Support • School Improvement Plan Team • Staff Calendar/Communication Team • New Student Orientation Day Team 	<p>Gail Samuels Assistant Principal (Cac - Forq) <i>Maia Lawn - Assistant</i></p> <p>Supervises:</p> <ul style="list-style-type: none"> • English • World Languages <p>Program Liaison/Responsibilities:</p> <ul style="list-style-type: none"> • Testing Coordinator for MAP-M/ MAP-R • Seal of Biliteracy Support • Senior Class Leadership • Senior Town Hall/Parent Meetings • Staff Calendar/Communication Lead • School Opening Procedures & First Week • CAC Parent Meeting Liaison • Chaperone Duties • Summer Academic Programs Lead • School Improvement Plan Team • Staff Development Team • Assistant Master Scheduler • Wildcat Onboarding Committee 	<p>Jesse Loznak Assistant Principal (Forr - Jor) <i>Cindy Campos - Assistant</i></p> <p>Supervises:</p> <ul style="list-style-type: none"> • Science • Security <p>Program Liaison/Responsibilities:</p> <ul style="list-style-type: none"> • Testing Coordinator - MISA • Freshman Town Hall/Parent Meetings • Assemblies/Special Schedules Lead • Credit Recovery Lead • Transportation Lead • School Improvement Plan Team • Staff Development Team • Athletics/Boosters Team • Internships/Apprenticeships Team • November Parent Conferences Team 	<p>Marjorie Cohen Assistant Principal (Jos - McGee) <i>Mia Minguela - Assistant</i></p> <p>Supervises:</p> <ul style="list-style-type: none"> • Academic Support Center • Media Center <p>Program Liaison/Responsibilities:</p> <ul style="list-style-type: none"> • Lead Testing Coordinator - AP Exams • Junior Town Hall/Parent Meetings • Homeroom Inform/Distributions Lead • Staff Appreciation Lead • Minority Scholars Program Support • School Improvement Plan Team • Staff Development Team • Technology Team • Assemblies/Special Schedules Team • Staff Calendar/Communication Team • November Parent Conference Team • Pre-service Week Schedule Team
<p>Jeff Leaman Assistant Principal (McGef - Pq) <i>Karina Guzman - Assistant</i></p> <p>Supervises:</p> <ul style="list-style-type: none"> • Math • CTE/Careers <p>Program Liaison/Responsibilities:</p> <ul style="list-style-type: none"> • Testing Coordinator ELA/Algebra • Senior Class Leadership • Junior Town Hall/Parent Meetings • Internships/Apprenticeships Lead • Safety/Emergency Drills Lead • OSET/Crisis Response Plan Lead • Attendance procedures/updates Lead • Back to School Night Team • School Improvement Plan Team • Backup Master Scheduler 	<p>Terry Heintze Assistant Principal (Pr - Spain) <i>Natalie Britton-Assistant</i></p> <p>Supervises:</p> <ul style="list-style-type: none"> • Social Studies • Physical Education <p>Program Liaison/Responsibilities:</p> <ul style="list-style-type: none"> • Testing Coordinator NSL • Testing Coordinator - Accuplacer • Junior Town Hall/Parent Meetings • Alternative 1/Human Behavior Lead • Athletics and Booster Club Lead • Non-Athletic Extracurricular Lead • Equal Opportunity Schools Lead • APEX Reach Support • Back to School Night Team • School Improvement Plan Team • Sources of Strength Support 	<p>Regina Rodriguez Assistant Principal (Spe - Z) <i>Maia Lawn - Assistant</i></p> <p>Supervises:</p> <ul style="list-style-type: none"> • Counseling • Main Office & ITSS <p>Program Liaison/Responsibilities:</p> <ul style="list-style-type: none"> • Testing Coordinator - WIDA • Freshman Town Hall/Parent Meetings • Counseling Advisory Committee • Student Well-Being Team Lead • Master Scheduler • Missing/Incomplete Grades • Restorative Approaches Support • Internship/Apprenticeships Team • Alternative 1/Human Behavior Team • Staff Appreciation Team • Wildcat Onboarding Committee • Wellness Day Events Support • New Student Orientation Team 	<p>Debbie Teicher Business Administrator</p> <p>Supervises:</p> <ul style="list-style-type: none"> • Building Services • Financial Assistant • Food Services • Media Services Tech <p>Program Liaison/Responsibilities:</p> <ul style="list-style-type: none"> • Building Safety/Maintenance • School Finances/Contracts • Student Parking Passes • Field Trip Approval • Cafeteria Operations • School Calendar (evening) • Campus Improvements • Overall Building Use • Purchases/Deliveries • Green Schools/Energy Conservation • Room Keys 	

