

LNHS 2025-2026 Leadership Responsibilities

Revised 07.21.25



Principal:

- Master Schedule
- Weekly Staff and Community Messaging
- Athletic Duty Schedule
- Budget
- Staffing and Evaluation Oversight
- Departments: Social Studies, Health, PE, OSP, Media Tech
- Department Chairs
- Fundraiser Approval
- Review/update the staff and student handbook
- Responsible for classified evaluations for OSP/Media TA, DLL TA
- Attendance Review
- Drivers License Eligibility
- Graduation Committee
- Vector Solutions
- PTSA
- Community Partners
- Operations
- Lockdown Drills
- Supervise the alarm system

Assistant Principal: Sara Webb

- 12th Grade Students
- Departments: Counseling, CTE
- Transportation
- PSAT/PACT/ACT Testing
- Coordinate/communicate the school-wide calendar
- Scholarships
- Graduation Committee
- Staff Celebrations
- Prom
- Open House
- Social Media
- Neptune Navigate
- Credit Recovery

Assistant Principal: Nikole Gaines

- 10th Grade Students
- Departments: Math, EC
- Student Parking
- Athletics
- MTSS Team Lead
- Of the Year Recognitions
- Facilities and Work Orders
- Custodial Supervision

Assistant Principal: Stephanie Harris

- 11th Grade Students
- Departments: Science, Arts
- State Testing/AP Testing Coordinator
- Curriculum Night (February)
- Bell schedules and adjustments to the bell schedule as needed
- Lunch schedule and testing schedules
- Flex Time Manager
- Evac Plan, Safe Schools/Safety Plan/Crisis Plan

<p><u>Assistant Principal: Michael Culbreth</u></p> <ul style="list-style-type: none"> ● 9th Grade Students ● Departments: English & World Languages ● NCEES Schedules & Plans ● Classroom walkthroughs ● Beginning Teacher Support ● CEUs for staff ● Fire Drills ● Transitions/ARC (Northview Academy) ● New families to ISS and New to LNHS Orientation ● Field Trip Approval ● Core Team Committee with GCs ● Educators Handbook Schedule 	<p><u>Media Tech Coordinator: Kerry Wike</u></p> <ul style="list-style-type: none"> ● Laptop Deployment & Collection ● FERPA Forms ● Website Management & Design ● Social Media ● AUP Forms ● Technology Support ● Media Center Collection & Fees ● School Marquee updates ● Battle of the Books ● Leadership Team Member
<p><u>Career Development Coordinator: Tom Schwartz</u></p> <ul style="list-style-type: none"> ● CTE (Testing, Endorsements, Curr. Support) ● Career Development ● CCP / CTE Pathways ● ACT WorkKeys ● Internships ● Apprenticeship 2000 ● Career Fair ● LNHS contact for classes at CATS ● Leadership Team Member 	<p><u>Athletic Director: Shawn Cioffi</u></p> <ul style="list-style-type: none"> ● Athletic Facilities ● Athletic Eligibility ● Athletic Transportation ● Athletic Budgets/Purchasing ● Athletic Boosters (all sports) ● NCHSAA ● Athletic State/Conference Meetings ● Athletic Scheduling ● Athletic Coaches ● Athletic disputes players, parents & coaches ● Athletics Inventory ● Athletic Trainer updates the Principal as needed ● Go Fan ● Leadership Team Member

<p><u>SAP Coordinator: Corie Carr</u></p> <ul style="list-style-type: none"> ● MTSS ● SEL ● Mental Health Month ● Leadership Team Member
