



Administration & Office Staff

Areas of Responsibilities & Support

Sean Keating Principal Ext. 7802	Anne-Marie Schmidt Assistant Principal Ext. 7805
• Hiring • Evals • Community outreach • Master schedule • Budget • Professional development • Student supervision • Facilities • Multi-tiered system of support • Math, ELA, social studies departments	• Hiring • Evals • Student supervision • Student behavior • Safety drills • State testing • SpEd & science departments
Dan Curfew Assistant Principal Ext. 7823	Sarah Girard Counselor (L-Z) Ext. 7853 Abigail Clark Counselor (A-K) Ext. 7854
• Student supervision • Student behavior • Technology • Athletics • Counselors • PE/Health, arts, and language departments	• Student support • Student groups • Student supervision • Master schedule • Student schedules
Charity Dollar Office Manager Activities Coordinator? Ext. 7801	Angie Richter Office Secretary Athletic Secretary Ext. 7807
• Office Support Monitoring • Office Aide Monitoring • Direct Support to Principal & Asst. Principal • Business Office (budget, purchasing, receiving, etc) • UKG HR / PR (PA, leave / time records) • Staff Incident reports • New Hire Onboarding • Substitutes (Red Rover) • Communications (News from the Nest, website) • PCCO Liaison (budgeting, events) • Reception & Attendance Support • Activity/Event Coordination (clubs, dances, movies) • Event Planners / Calendar • Fundraising • Lunch Supervision • Other duties as assigned	• Main Office Reception & Support • Student Cell Phone Monitor • Communications (website, social media, readerboard, Carousel, newsletter contributor, PCMS calendar & planner) • Facility Usage Coordinator • Volunteer System Management (Raptor) • Student Daily Bus Assistance • Field Trips: Trip Requests, Transportation, Nutrition Services, Volunteers, Sign-in, etc. • Staff Workroom & Lounge Monitor • Secretary Support for Athletic Director • Athletic Registration • Athletic Event Coordination • Uniform & Equipment Management • Detention Coordinator • Lunch Supervision • Other duties as assigned
Shawna Junker Registrar & Counseling Secretary Ext. 7850	Tami Nielsen Attendance & Discipline Records Sec. Ext. 7821
• Secretary Support for Counselors (NJHS, TAG, Section 504) • Synergy Management (Grades, Transcripts, ParentVue, Address Change, Emergency Contact Info, etc.) • Enrollment/Withdrawals (ACRs) • Immunizations • Forecasting • Master Schedule & Schedule Changes • Cumulative Files & Records Requests • Conference Management (Fall & Spring) • Counseling Conference Room • Crisis Response / Mental Health Support • Reception & Attendance Support • Office Aide Monitoring	• Student Attendance • Student Check In/Check Out • Student Item Drop Off & Delivery • Student Health Assistance • Student Incident Reports • PBIS Support • Discipline Data Entry • Field Trip: Attendance, Medication • Locker Assignments • Office Aide Monitoring • Staff Recognition (birthday, sympathy, congrats cards, gifts) • Lunch Supervision



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• Lunch Supervision • Other duties as assigned	• Main Office Reception Support • Lunch Supervision • Other duties as assigned
TBD Psychologist Ext. _____	
• Student Evals • SpEd / 504 • IPS / SET	
Marni Hann Media Manager & Librarian Ext. 7834	Genti Saliu IT Technician Ext. 1246
• Orders, organizes & maintains a diverse collection of library/media services & textbooks • Works cooperatively with the teaching staff in providing resource materials & services consistent with current instructional programs. • Maintains a collaborative relationship between students & staff to ensure maximal use of a robust & thriving library/media center.. • Monitors, establishes, maintains, & coordinates library/media center activities (OBOB) • Performs instructional assistance & supervises classes • Monitors students in the media center during recess, lunch periods, and before/after school, based on the needs of the school. • Acts as the building's Tier 1 support for iPads and devices. • Assists students & staff in problem-solving issues relating to technology devices and/or applications. • Managing iPad check out/check in & broken/lost/stolen iPads • Keyboards, DVD's, SWIVL, Loaner Laptops/Chargers • Assist with other IT issues as possible or refer to IT Specialist	• More to come!
Oliver Tatom Nurse Ext. 6922	TBD FAN Advocate Ext. 5682
• More to come!	• More to come!