



**Northwest High School**  
**ADMINISTRATIVE DUTIES**



**2023-2024**

Administrator	Leadership	Supervision/ Coordination	Administrative Management
<p><b>Scott Smith (Principal) Office: 240G</b></p> <p><b>Secretary: Patty Hsieh</b></p>	<p>The Principal serves as the chair of the administrative staff of the school. He provides educational leadership and assumes final responsibility and authority for the administration, organization, and evaluation of instructional and extracurricular programs.</p>	<ul style="list-style-type: none"> <li>• Instructional Leadership Grades 9-12</li> <li>• Professional Growth &amp; Development of Faculty and Staff</li> <li>• Administrative Team</li> <li>• Administrative Secretary</li> <li>• Athletics Specialist</li> <li>• Attendance Secretary</li> <li>• Business Administrator</li> <li>• Instructional Leadership Team</li> <li>• Resource Teacher/Administration PLC</li> <li>• Staff Development Teacher</li> <li>• Safety &amp; Security</li> <li>• Health Room</li> </ul>	<ul style="list-style-type: none"> <li>• Athletics</li> <li>• Approval of Leave Requests</li> <li>• School Improvement Plan</li> <li>• Budgeting/Finance</li> <li>• Equal Opportunity Schools (EOS)</li> <li>• Newsletter</li> <li>• PTSA/Parent &amp; Community Relations</li> <li>• Open House</li> <li>• Back to School Night</li> <li>• Student Learning Objectives</li> <li>• Emergency Management</li> <li>• School Climate</li> <li>• Student Eligibility</li> <li>• Graduation Rate</li> <li>• Maryland State School Report Card</li> <li>• Evidence of Learning Framework</li> <li>• MCPS Equity Report Card</li> </ul>
<p><b>Ericka Singleton (Assistant Principal) A-Con*</b></p> <p><b>Flach/ McCarthy-Redd</b></p> <p><b>Office: 240E</b></p> <p><b>Secretary – Nancy Dofflemyer</b></p>	<p>Under direction of the principal, assists with administering and supervising the total school program and providing educational leadership for students and staff members consistent with the educational goals of the community. Functions include establishing a climate conducive to learning, planning, and coordinating programs, affecting change, and decision making.</p>	<ul style="list-style-type: none"> <li>• <b>English</b></li> <li>• <b>Health and Physical Education</b></li> <li>• <b>Ulysses Signature Program</b></li> <li>• <b>Back-up Master Scheduler</b></li> <li>• <b>Media Center</b></li> </ul> <p>TARGETS/LIAISON ROLES:</p> <ul style="list-style-type: none"> <li>• Eligibility for Caseload Students (A-Con)</li> <li>• Equal Opportunity Schools (EOS) Co-lead</li> <li>• EOL Targets –Literacy</li> <li>• AP Exam Participation/Performance – English</li> </ul>	<ul style="list-style-type: none"> <li>o Attendance</li> <li>o Discipline</li> <li>o EMT and CPS</li> <li>o Grades</li> <li>• Equal Opportunity Schools (EOS) Co-lead</li> <li>• Duty Rosters/Chaperones/Committees</li> <li>• Graduation Administrator</li> <li>• Homeroom</li> <li>• Master Scheduling Back-up</li> <li>• Media Specialist</li> <li>• Minority Scholars Program Co-Lead</li> <li>• PSAT Testing Coordinator</li> <li>• School Day SAT Back-up</li> <li>• Ulysses Signature Program Coordinator</li> <li>• Website Information</li> </ul>
<p><b>Nikki Morales (Assistant Principal) Coo-Hil*</b></p> <p><b>Kravitz/Blanco</b></p> <p><b>Office: 240C</b></p> <p><b>Secretary – Susan Strawser</b></p>	<p>Under direction of the principal, assists with administering and supervising the total school program and providing educational leadership for students and staff members consistent with the educational goals of the community. Functions include establishing a climate conducive to learning, planning, and coordinating programs, affecting change, and decision making.</p>	<ul style="list-style-type: none"> <li>• <b>ELD/World Languages</b></li> <li>• <b>Social Studies</b></li> <li>• <b>Back-up School Testing Coordinator (STC)</b></li> </ul> <p>TARGETS/LIAISON ROLES:</p> <ul style="list-style-type: none"> <li>• Eligibility for Caseload Students (Coo-Hil)</li> <li>• AP Exam Participation/Performance – World Languages</li> <li>• AP Exam Participation/Performance – Social Studies</li> <li>• Latino Parent Council</li> </ul>	<ul style="list-style-type: none"> <li>o Attendance</li> <li>o Discipline</li> <li>o EMT and CPS</li> <li>o Grades</li> <li>• Accuplacer</li> <li>• CCRCCA</li> <li>• Honor Society Protocols</li> <li>• ISI/Detention</li> <li>• Testing Coordinator for SAT Day (March)</li> <li>• Restorative Justice Liaison/In-school Interventions</li> <li>• Seal of Biliteracy Exam</li> <li>• Summer School Coordinator</li> <li>• WIDA Access Testing</li> <li>• 12<sup>th</sup> Grade Activities/Assemblies</li> </ul>

<p><b>Danielle Abdelsalam (Assistant Principal) Him-Mh*</b></p> <p><b>Cois/Freeman</b></p> <p><b>Office: 236A</b></p> <p><b>Secretary – Nancy Dofflemyer</b></p>	<p>Under direction of the principal, assists with administering and supervising the total school program and providing educational leadership for students and staff members consistent with the educational goals of the community. Functions include establishing a climate conducive to learning, planning, and coordinating programs, affecting change, and decision making.</p>	<ul style="list-style-type: none"> <li>● <b>Science</b></li> <li>● <b>Career and Technology Education (CTE)</b></li> <li>● <b>Alt. I Program</b></li> <li>● <b>OSET Lead Administrator</b></li> </ul> <p>TARGETS/LIAISON ROLES:</p> <ul style="list-style-type: none"> <li>● Eligibility for Caseload Students (Him - Mh)</li> <li>● EOL Targets – Literacy</li> <li>● AP/MISA Exam Participation/Performance – Science</li> <li>● 9<sup>th</sup> Grade Transition Data</li> <li>● Asian Parent Association</li> </ul>	<ul style="list-style-type: none"> <li>○ Attendance</li> <li>○ Discipline</li> <li>○ EMT and CPS</li> <li>○ Grades</li> </ul> <ul style="list-style-type: none"> <li>● Academy of Biotechnology</li> <li>● Academy of Finance</li> <li>● Bulletin Boards and Processes</li> <li>● Diversity Recognitions and Celebrations</li> <li>● Jag Paws/Social Emotional Learning</li> <li>● New Student Orientation</li> <li>● Pep Rallies</li> <li>● PSAT Testing Back-up</li> <li>● SGA &amp; Class Officers</li> <li>● SERT</li> <li>● Student Lockers</li> <li>● Testing Coordinator for MISA 9th Grade Activities/Assemblies</li> </ul>
<p><b>Jake Lee (Assistant Principal) Mi - Rui*</b></p> <p><b>Bunting/Edmunds/Kakoullis</b></p> <p><b>Office: 240D</b></p> <p><b>Secretary – Barbara Veirs</b></p>	<p>Under direction of the principal, assists with administering and supervising the total school program and providing educational leadership for students and staff members consistent with the educational goals of the community. Functions include establishing a climate conducive to learning, planning, and coordinating programs, affecting change, and decision making.</p>	<ul style="list-style-type: none"> <li>● <b>Counseling Services</b></li> <li>● <b>Social Emotional Special Education Services (SESES)</b></li> <li>● <b>Special Education - LAD</b></li> <li>● <b>Master Scheduler</b></li> </ul> <p>TARGETS/LIAISON ROLES:</p> <ul style="list-style-type: none"> <li>● EOL Targets - Math/Literacy for Special Education</li> <li>● Eligibility for Caseload Students (Mi - Rui)</li> </ul>	<ul style="list-style-type: none"> <li>○ Attendance</li> <li>○ Discipline</li> <li>○ EMT and CPS</li> <li>○ Grades</li> </ul> <ul style="list-style-type: none"> <li>● Dual Enrollment</li> <li>● Emergency Sub/Attendance Processes</li> <li>● Grading and Reporting/Canvas</li> <li>● High School Plus/Credit Recovery</li> <li>● Master Scheduler</li> <li>● Middle College Program</li> <li>● MC Classes on-site</li> <li>● Multi-State Alt Assessment</li> <li>● 11th grade Activities/Assemblies</li> </ul>
<p><b>Tara-Dee Henry (Assistant Principal) Ruj - Z*</b></p> <p><b>Kim/Saah</b></p> <p><b>Office: 236B</b></p> <p><b>Secretary – Barbara Veirs</b></p>	<p>Under direction of the principal, assists with administering and supervising the total school program and providing educational leadership for students and staff members consistent with the educational goals of the community. Functions include establishing a climate conducive to learning, planning, and coordinating programs, affecting change, and decision making.</p>	<ul style="list-style-type: none"> <li>● <b>Math</b></li> <li>● <b>Fine Arts</b></li> <li>● <b>School Testing Coordinator (STC)</b></li> <li>● <b>OSET Back-up Administrator</b></li> </ul> <p>TARGETS/LIAISON ROLES:</p> <ul style="list-style-type: none"> <li>● Eligibility for Caseload Students (Ruj - Z)</li> <li>● EOL Targets – Math</li> <li>● AP Exam Participation/Performance – Math</li> <li>● Equal Opportunity Schools (EOS) Co-lead</li> <li>● African American Parent Council</li> </ul>	<ul style="list-style-type: none"> <li>○ Attendance</li> <li>○ Discipline</li> <li>○ EMT and CPS</li> <li>○ Grades</li> </ul> <ul style="list-style-type: none"> <li>● Academy of Fine Arts</li> <li>● AP Testing Coordinator</li> <li>● Diversity Recognitions/Celebrations</li> <li>● Equal Opportunity Schools (EOS) Co-lead</li> <li>● Minority Scholars Program Co-Lead</li> <li>● Testing Coordinator for MAP-M and MAP-R</li> <li>● Transportation/Activity Buses</li> <li>● 10th grade Activities/Assemblies</li> </ul>

<p><b>Lori Knight (Business Administrator) Office: 322</b></p> <p><b>Financial Assistant – Jacque Miller</b></p>	<p>Under direction of the principal, the business administrator provides overall leadership related to the financial management of the school, facility management, and management of other aspects of the school not directly related to the instructional program. The position shall be responsible for the school's budget and financial functions in accordance with Board policy and regulations; oversees the use of the facility; provides guidance to food service school personnel, transportation, purchasing and procurement programs; collaborates with the school leadership team to effectively manage human resources; ensures the school derives maximum benefit from its budget. Contributes to the school's overall development as an active member of the school leadership team. Responsible for providing comprehensive and accurate financial information to school leadership and the Board in a timely manner to enable the school to plan and take appropriate management action.</p>	<ul style="list-style-type: none"> <li>• Operational Leadership Team</li> <li>• Financial Assistant</li> <li>• IT Systems Specialist</li> <li>• Media Service Technician</li> <li>• Building Service Manager</li> <li>• Cafeteria Manager</li> </ul>	<ul style="list-style-type: none"> <li>• Activities Coordinator</li> <li>• Building Use Coordinator</li> <li>• Coordination of MCPS allocated funds</li> <li>• Distribution and Collection of building keys/Access Cards</li> <li>• Facilities/Air Quality</li> <li>• Field Trip Approval</li> <li>• ICB Coordinator</li> <li>• Master Calendar</li> <li>• MCPS Maintenance/Construction Liaison</li> <li>• Oversee IAF accounts</li> <li>• Student Parking</li> <li>• Textbook/Instructional Material Ordering</li> </ul>
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