

2018-2019 Administrative Duties

Charles Gardner	Stanetress Evans	Gladys Peoples	Timothy Doherty	Scott Kent	Leon Fowler
Principal	Assistant Principal- CAP	Assistant Principal	Assistant Principal	Assistant Principal	Administrative Assistant
Bookkeeper/ Principal Secretary	AVID	Custodial Staff	504	Counseling Support	AVID Support
ESOL	Counseling Department	Discipline Ec-Le <i>(Holmes)</i>	CTE	Discipline A-Eb <i>(Windsor)</i>	English Support
Front Office Staff	Data Clerk	PE	Discipline Li-Rod <i>(Page)</i>	English	ISS
Grad Coach	Discipline Rog-Z <i>(Harrell)</i>	Social Studies	Science	Math	Math Support
Instructional Leads	IRR and ID	World Languages	Virtual Coach	Media Specialist	
LKES/ AA / Coaches	IST				
VPA					
BOB Contact	Academic Catalog	Attendance	Attendance Support	Clubs/Organizations	Academic Integrity
Budget/ Finance	Advisement	CASE	Attendance Support	8th Grade Articulation	Discipline for Minor Infractions
Duty Personal Leave	AVID	College Board Support	Business Partnership	Data/Design Teams	Faith-Based Partner Contact
Field Trips	Bell Schedule	Credit Recovery	Clinic	Experience Riverwood	Final Exam Pcedures
Governance Council Contact	FTE Coordinator	MYP/ IB	College Board Testing	Foundation Contact	PABA Contact
Master Calendar	Grading Timelines and Procedures	PLCs	Duty Rosters	Magnet Coordinator	Personalized Learning Devices
Media Contract	Home Access	Professional Learning	Safety and Security	Maker Space	PSAT
New Teacher Induction Program	Instructional Leads Academy	Standards Mastery Framework	Student Teacher Coordinator	Master Schedule - (Develop 2019-	Student Transportation
Parent Groups/ Governance	Master Schedule	TKES Coordinator		Perspective Parent Tours	Testing Coordinator
Pre/Post Planning	Pre-Registration Coordinator	Rotary Club Contact		Private School Liason	
Prospective Parent Tours	Professionally Qualified	Sandy Springs Society Contact		SSEF Contact	
Sandy Springs Chamber Contact	SGA			Staff and Student Recognition	
Strategic Plan	Student Access Center				
Vending Contracts	Student Information Coordinator				
	TAG				
	Women in Tech Community Contact				

Michael Mezzio	Diane Kopkas	Andrea VonBiberstein	Alex Henson
Athletic Director	Administrative Assistant	MYP Coordinator	Instructional Coach
Coaches	IB Coordinator	English Writing Center	Math Center Support
Custodial Support	CAC Community Contact	Magnet Support	PLC Support
Facilities Usage	IB Scheduling	Personal Projects Coordinator	Professional Learning Support
Faculty Parking	IB Teachers Support	SS Mission Contact	SMF Support
Fundraising	Magnet Support		
Game Day Operations	MYP Support		
Games/ Events Duty Schedule	Prospective Parent Tours		
GHSA/ County- Athletics			
Key Distribution			
Lockers			
Lunch Detention			
Parking			
Pep Rally			
RAA Contact			
Raider Rally/ Student Orientation			