

ADMINISTRATIVE ORGANIZATIONAL STRUCTURE

MICHAEL ALMEIDA

Principal

JASON MARTIN

Primary
 Technology
 Standards Based Report Card
 Transportation
 Physical Plant Maintenance
 Miscellaneous

TRACEY WHITEHEAD

Assistant Principal

Primary
 Literacy Action Team
 Personalization Action Team
 Teaching & Learning
 Professional Development
 Special Education – IEP
 504 Plans
 Scheduling – reading / spec.
 Personal Literacy Plans (PLP)
 Teacher Support Team (TST)
 Teacher Evaluations
 Common Planning Time

Secondary
 Discipline – 8th Grade
 School-Wide Discipline
 Standards Based Report Card
 Faculty Meetings
 Bus Duty
 Department Coord. Meetings

Lunch Duty
 Multi C
 8th Grade

AUGUSTO GOMES

Assistant Principal

Primary
 Discipline – 6th Grade
 Alternative Learning Center
 Athletics
 Truancy Court
 Lockers
 Free/Reduced Lunch
 Teacher Evaluations
 Bus Duty

Secondary
 School-Wide Discipline
 Common Planning Time
 Faculty Meetings

Lunch Duty
 Multi A
 7th Grade
 8th Grade

FREDERICK ANDERSON

Assistant Principal

Primary
 Discipline – 7th Grade
 Alternative Learning Center
 Bus Duty

Secondary
 School-Wide Discipline

Lunch Duty
 Multi B
 6th Grade
 7th Grade
 8th Grade

KIMBERLY STURDAHL

Behavior Specialist

Primary
 Special Education Caseload
 8th Grade Discipline
 Bus Duty Coordinator
 Detention/Retention Coord.
 Student of Month

Secondary
 School-Wide Discipline
 Alternative Learning Center

Lunch Duty
 Multi A
 6th Grade
 Classroom Pick-Ups

Primary
 Support Administrative Team
 School Improvement Team
 Teacher Evaluations
 Standards Based Report Card
 Scheduling – master
 Covers
 Supplies
 Fire Drills – Evacuation Plans
 PTSA
 Faculty Meetings
 Common Planning Time
 Department Coord. Meetings
 School-Wide Discipline

Secondary
 Bus Duty
 Physical Plant Maintenance

Lunch Duty
 Alternate
 Classroom Pick-Ups