

WINTER SPRINGS HIGH SCHOOL – LEADERSHIP TEAM RESPONSIBILITIES 2023-24 (UPDATED 3/24/24)

Arika Sutton – Assistant Principal (Gaffney)

ELA/Reading/ESOL

Science

~~YMOE/YWOE~~

- IB Administrator
- Professional Development (Including Mental Health, CPR)
- Graduation (includes Summer Graduation)
- Bear Bash 2023 (Joint with Mr. Bevan)
- Dividends
- PTSA including Teacher and Staff Appreciation Week
- Hearing Screening

Dr. Paula Vickers – IB Coordinator (Sutton)

- IB Testing
- SACS Accreditation Support w/ Bevan
- New Teacher Support (NEST)
- Induction Program for New Teachers
- Teacher and Employee of the Month
- Intern Coordinator
- Textbooks

Dr. KeJuana Carpenter – Assistant Principal (Gaffney)

~~Student Services, ESE, YWOE, YMOE, Gospel Choir~~

- Principal Designee
- ~~Master Scheduler~~
- Discipline
- Front Office and Clinic Supervisor
- Substitutes
- Bear Connections Mentoring Program
- School Improvement Plan
- Bear Necessities Night (Curriculum Night)
- Support Facilitation (ESE Facilitators)
- PBS –Positive Behavior Support Program (w/ Lord)
- MTSS (w/ Paula Lohman)
- Title IX Coordinator
- PLATO
- ~~College and Career Acceleration~~
- ESY – Extended School Year (Summer)

Kenny Bevan – Assistant Principal (Gaffney)

Social Studies

Fine Arts/Visual Arts (HunnyBears Dance Team)

World Languages

- Coordinator of Students Activities
- AP Coordinator
- Bear Bash 2023 (Joint with Ms. Sutton)
- Latinos in Action
- 8th Grade Field Trip (ITMS, S.Seminole, Milwee)
- ~~Driver Education only if applicable~~
- Cluster Liaison
- COGNIA Accreditation

Tom Oliver – Assistant Principal (Gaffney)

Math, CTE, PE, ~~Student Services~~ JROTC (w/ Blood Drives)

- Operation Graduation
- Master Scheduler
- Testing Coordinator Supervision
- Athletics Administrator
- ~~School Improvement Plan~~
- SAC
- Tutorial (ESSSR Funds)
- ~~Substitutes~~
- Truck/Treat Community Event
- Summer School (including Transition)

Matt Hesselbart – School Administration Manager (Gaffney)

Facilities

- Director of Facilities
- School-Wide Calendar Support
- Facilities Calendar
- Faciltron Coordinator
- Security Guards
- School Safety / Fire Drills / Code Red
- Shelter Contact (w/ Plant Maintenance)
- Rental Contracts
- Alumni Coordinator
- Mock DUI and NOPE Presentation (if planned)

Ocky Clark – Dean of Students (Carpenter)

10th/11th Grade Discipline

- Transportation
- Liaison to Journeys
- Lockers
- Student Code of Conduct
- Black History Month

Angel Collins – School Administrator Manager (Carpenter)

9th/12th Grade Discipline

- Bullying Contact
- Senior Celebration Committee
 - Senior Celebration activities
 - Senior Picnic Planning
 - Senior Breakfast
- Hope Scholarships
- Juvenile Justice Notification
- PLATO / GOAL Support
- Graduation Support
- Awards Night

Sarah Brevoort – Testing Coordinator (Oliver)

- State Testing (BEST, FSA, EOC)
- C9A Coordinator
- Teacher Assistants
- SAT/ACT School Day
- WIDA Testing Support
- Supervision Duty (when assigned)

Kathy Brosch – Educational Technology Facilitator (Gaffney)

- Scheduling of labs and laptop carts
- Supervision of PC Support Students
- Technology Resource Support
- Social Media Contact
- Senior Lunch checkout assistance
- Web Page Support
- Technology Professional Development
- Testing Support
- Students of the Month
- Honor Roll
- Teach-In

TBD – WSHS School Social Worker (Carpenter)

- Attendance Monitoring
- Truancy

Denise Banuelos – Network Specialist (Gaffney)

- School wide Technology
- Inventory
- Security Cameras support

WINTER SPRINGS HIGH SCHOOL – LEADERSHIP TEAM RESPONSIBILITIES 2023-24 (UPDATED 3/24/24)

Jennifer Dunay - Literacy Coach (Sutton)

- Coaching ELA and Reading Teachers with Evidence-Based Literacy Practices
- Implementing Literacy Professional Development
- Completing District Deliverables and Attending Monthly Meetings
- Focusing on the School Literacy Plan
- Supporting Teachers to Obtain their own Data.
- Meeting Bi-Weekly with Administrator to Discuss Progress
- Literacy Week

WSHS Counseling Team (Urena, McBryde, Lash, Spence, Whyde)

(Carpenter) – Mrs. McBryde – Lead Counselor

- Coordinate Student Services Calendar
- Dual Enrollment
- College and Career Fair (Sept-Oct)
- National Merit (Sept-Mar)
- Curriculum Guide (Nov-Jan)
- Course Registration (Dec-Feb)
- Bear Necessities Night Support
- 8th Grade Field Trip Support (w/Mr. Bevan)
- Support Academic Signing Day (April 2023)
- Master Schedule Support
- Bear Bash Support
- ASVAB (Urena)

Paula Lohman – ESE Student Services (Carpenter)

- MTSS
- 504 Contact
- SST Coordinator
- ESE Waivers (w/Spence)
- Gifted Support
- IEP Coordinator

Scott Gomrad – Athletic Director (Oliver)

- Athletic Eligibility
- Athletic Coach Coordinator
- Athletic Budget and Fundraising
- Supervision Assignments
- Capital Campaign
- OJT Coordinator
- Business Partners
- Physical Night
- Wellness Coordinator
- Tailgate Community Event Director

Tiffany DeBerry – Athletic Secretary (Oliver)

- Athletics Support
- Substitutes
- Field Trips
- Clinic Support
- Front Desk Support
- Bookkeeping Support
- Food Pantry (w/ Gibbs)
- The Growl
- Tailgate Community Event Support

Rocky Ciero – Assistant Athletic Director (Oliver)

- Golf Tournament
- Athletic Duty Coverage
- Community Events Support

Mike Bradley – Assistant Athletic Director (Oliver)

- Athletic Support
- Officials
- Scheduling

- Athletic Duty Coverage
- Community Events Support

Chris Gibbs – Executive Secretary (Admin Support) (Gaffney)

- Payroll
- Teacher / Employee of the Year Support
- Front Desk Backup
- Teacher/Staff Appreciation Week
- Faculty Staff Handbook
- End of the Year Checklist
- Food Pantry (w/ Deberry)
- WSHS Teacher Card Readers
- Employee Leaves
- Professional Development Support (frontline)

Cheri Rowan – Front Desk Receptionist Attendance (Oliver)

- Attendance Notes
- Front Desk Responsibilities
- Clinic Backup

Cyril Robertson – GOAL Paraprofessional and Attendance (Carpenter)

- Attendance Notes

Elizabeth Hill – Front Office Secretary/Clinic (Oliver)

- Clinic Main Contact
- Front Desk Backup
- Check in and out students.
- Testing Notes

Blanca Borrero – Discipline Secretary (Carpenter)

- Discipline Support
- Transportation Support
- Front Desk Backup
- Clinic Backup
- Expulsion Packets
- School Bulletin Boards
- Parking Decals

Tracie Eudell – Bookkeeper (Gaffney)

- School Wide Budget
- District and Internal Accounts
- Fundraisers
- MySchoolBucks

Lisa Lord – ESE Department Head (Carpenter)

- PBS – Positive Behavior Support
- Gifted Support
- FSAA Testing Coordinator

Jeanette Perez – Latinos in Action (Bevan)

- Hispanic Heritage Month

Samantha Brugonone – Media (Gaffney)

- Debt List
- Media Inventory
- Senior Lunch Checkout
- PLATO support
- Support Testing w/ Brevoort

() – who each person reports to