

Administration

Last Updated Thursday, 06 November 2008

Principal Sylvia Morrison

- Phone:(301)-601-4660
- Email: Sylvia_E_Morrison@mcpsmd.org
- Instructional leadership for the schoolInstructional Supervision/Evaluations for the following departments and or individuals:

- Assistant Principals
- Resource Teachers
- Athletic Director
- Media Specialists
- Staff Development Teacher
- Literacy TeacherSupporting Service Supervision
- Administrative Secretary
- Business Manager
- Building Services Manager
- Food Services Manager
- Financial Assistant
- Security Supervises and Coordinates:
- School Finances
- County and State Reports
- Agenda for Staff Meetings
- Agenda for Instructional Council
- Liaison for PTSA and Community Agencies
- Supervises all Programs
- Parent Advisory Board
- NWHS Leadership Team
- Montgomery College (College Institute)
- Staff Development

Assistant Principal Tim Britton

- Phone:(301)-601-4660
- Email: Timothy_D_Britton@mcpsmd.org
- Grade Level Administrator - Grade 11
- Sponsors: Berdett ColemanInstructional Supervision:
- Counseling
- Social Studies

- Special Education
- Alternative/Skills for Success
- Ulysses Coordinator

Supporting Service Supervision

- Career Center
- Registrar
- Paraeducator (Social Studies)

CAPS/SCREENING/IEP: Grade 11

- Junior Class Activities
- Monitors student data - Grade 11 targets

- Assistant Test Coordinator
- Extracurricular Supervision - Athletics
- Parent Booster Club
- Chaperone Duties
- Committee Assignments/Reports
- Supervises Skills for Success
- Substitute Teacher/Classroom Coverage

- Coordinate Leadership Night Program
- Monitor Pinnacle (EDLINE updates)
- Master Schedule (2008-2009)
- Report Card Distribution
- Coordinate Articulation Procedures with Middle Schools (Kingsview, Lakelands, Roberto Clemente)
- Monitor Honors/Advanced Placement Targets
- Fiscal Management - Athletics

Assistant Principal Jacqueline Orrence

- Phone:(301)-601-4660

- Email: Jacqueline_L_Orrence@mcpsmd.org

- Grade Level Administrator - Grade 12 - Lauren Johnson, Sponsor Instructional Supervision and Evaluations for the following:

- Fine Arts

- Math

- Speech/Language

- Special Education

Supporting Service Supervision

- Attendance

- Paraeducator (Math)CAPS/SCREENING/IEP: Grade 12

- Senior Class Activities/Pictures

- Attendance Procedures/Loss of Credit

- Monitors Attendance Data

- Advisory Period Activities/Character Education

- Monitors In-School Suspension/Detention Program

- Monitors Student Data - Grade 12 Targets

- Opening Binder

- Monitors Student Government Association

Marie Franklin/Kristen Donnelly, sponsors

- Grants/Proposals/Initiatives

- Coordinates teasers for Drama, Chorus, and Band Activities

- Asian Awareness Council

- Supervises Special Education Resource Rooms

- Senior Student Surveys

- Student Service Learning Credit

- Monitors Open lunch/Parking Permit/Internship/OJT Programs

- Fiscal Management - Parking Permit

Assistant Principal Jimmy D'Andrea

- Phone:(301)-601-4660

- Email: James_D'Andrea

- Grade Level Administrator

- Grade 10 - Sponsors: Athena Cois/Brian CodyInstructional Supervision and Evaluations for the following:

- Instructional Supervision

- Foreign Language

- English

- Special Education Supporting Service Supervision

- Composition assistants

- Paraeducator (English)Supervises and Coordinates: CAP/SCREENING/IEP

Grade 10

- Sophomore Class Activities

- School Test Coordinator

- Monitors PSAT/SAT Participation/Performance

- Monitors Student Data - Grade 10 Targets

- Fire (Safety Drills)

- Emergency Procedures/Crisis Plan/Emergency Folder

- Coordinates Parent-Child Reunification

- Hispanic Parent Council

- Co-Liaison to Pedestrian Safety Committee

- Coordinates Field Trip Schedules

- Monitors Suspension Correspondence/Data

- SHARP Program Placement

- Summer Reading Activities

- Co-chair Middle States

- Update Staff Handbook

- Fiscal Management - Fieldtrips

Assistant School Administrator Matthew Niper

- Phone:(301)-601-4660

- Grade Level Admin - Grade 9 Instructional Supervision:

- CTE
- Physical Education
- Science
- Special Education

Supporting Service Supervision:

- Counseling Office Secretaries
- Paraeducator (Science) CAP/SCREENING/IEP:

Grade 9

- Freshman Class Activities
- Monitors Student Data - Grade 9 Targets
- Student Transportation
- Liaison with Cafeteria Staff - Cafeteria Staff - Lunch Schedule, FARM Application
- Showcase Assignment (Bulletin Board Display)
- Liaison to Saturday School

- Coordinate Student pictures (math)
Diane Deming - Yearbook

- Coordinate Assemblies
- Liaison to Green School Committee (SERT)

- African American Parent Council
- School Calendar (Weekly Bulletin)
- Extracurricular Supervision - Clubs
- Fiscal Management - Club Activities

Academic Intervention Fran Robertson

- Phone:(301)-601-4660
- Email: Frances_E_Robertson@mcpsmd.orgSupervises and Coordinates:
- August/June Orientation Programs
- Achievement Counts Programs (U.S. History)
- Monitors/Identifies PAPA Students
- Assist with Summer Reading Activities
- City of Gaithersburg Character Counts Program
- Student Recognition Programs - Citizenship, Straight A's, Honor Roll
- Assists with Graduation Activities
- Updates Agenda Book
- Monitor Camfel Production Video
- Teen Driving - WJLA TV
- Ben Carson Play
- Columbia Center for Performing Arts
- MCPS Student Surveys
- HSA Intervention
- Co-chair Middle States