

PERTH AMBOY HIGH SCHOOL
BUILDING ADMINISTRATOR/SUPERVISOR ASSIGNMENTS

*(The administrative team will meet weekly on Thursdays from 3:00 PM to 3:45 PM in the Main Campus conference room;
please be prompt.)*

Special Note: All administrators & supervisors, assigned to the high school, will participate in the following instructional leadership activities.

- Visit & engage in at least five PLCs per week.
- Participate in at least three Instructional Rounds per month.
- Conduct at least three Walkthroughs per week.

Dr. Néstor Collazo

High School Principal (All Sites)

Student Discipline – All Sites

Responsibilities:

1. Evaluation of Departments: All (assisted by B. Dahill & T. Smith)
2. Analysis of Student Performance Data on State and District Assessments (Performance Matters)
3. Overall Instructional Plan
4. School Improvement Panel
5. Academic Common Priorities & Initiatives (Curricula, Assessments & Learning Plans)
6. Budget and School Accounts
7. Professional Learning Communities (PLCs) & Instructional Rounds
8. NCLB Committee
9. School Leadership Team (SLT)
10. Dual Enrollment (St. John's Univ.)
11. ASSA Report
12. Unified Plan, SINI Initiatives/Restructuring & SES Providers (ESEA)
13. NJQSAC Report
14. Civil Rights Report
15. Quality Assurance Annual Report (QAAR)
16. Collaborative Assessment & Planning for Achievement (CAPA)
17. TITLE 1 Report
18. Standard Operating Procedures (SOP) Manual for Administrative Operations

Mrs. Esperanza Anastasio

High School Vice Principal (Main Campus)

Grade 9 Student Discipline (assisted by T. Smith)

Responsibilities:

1. Evaluation of Departments: Science
2. School Improvement Panel
3. Professional Learning Communities (PLCs) & Instructional Rounds
4. Academic Common Priorities & Initiatives (Curricula, Assessments & Learning Plans)
5. Intervention & Referral Service (I&RS), 504 Plans & H.I.B. – 9th Grade (assisted by T. Smith)
6. Collaboration with designated counselor(s)

Mr. E. Nieves

High School Vice Principal (Main Campus)

Grade 12 Student Discipline (assisted by T. Smith)

Responsibilities:

1. Evaluation of Departments: Spec. Services & Health/Phys. Ed. (collaboration with N. Samaha & N. Cardona)
2. Collaboration with designated counselor(s)
3. Professional Learning Communities (PLCs) & Instructional Rounds
4. School Improvement Panel
5. Academic Common Priorities & Initiatives (Curricula, Assessments & Learning Plans)

6. Building Safety/Crisis Plan – All Sites
7. Fire, Evacuation & Safety Drills – Main
8. Intervention & Referral Service (I&RS), 504 Plans & H.I.B. – 12th Grade
9. Police Liaison
10. School Based Youth Services (SBYS)
11. ID's (students & staff)
12. Food Court Protocols
13. Lunch, Saturday, & In-School (ISD) Detention
14. Detention Proctor Schedules
15. Building Keys, Master Clock & Bells - Main
16. Facilities & Pest Management - Main
17. Nurses, Custodians & School Law Enforcement Officers
18. Standard Operating Procedures (SOP) Manual for Student Code of Conduct; Crisis & Safety

Ms. Sylvia León

High School Vice Principal (Main Campus)

Grades 10 & 11 Student Discipline

Responsibilities:

1. Evaluation of Departments: Foreign Languages, & ELL/Bilingual (collaboration with L. Cruz-Argemil & R. Acevedo)
2. Collaboration with designated counselor(s)
3. School Improvement Panel
4. Professional Learning Communities (PLCs) & Instructional Rounds
5. Academic Common Priorities & Initiatives (Curricula, Assessments & Learning Plans)
6. Staff Attendance
7. Instructional Rounds Scheduling
8. Staff, PD, Committee, & Dept. Meeting Schedules
9. PTO Liaison
10. School Communications (robo-caller & Website)
11. Bulletin Boards & Displays – Main
12. Academy Fairs
13. Summer School Credit Recovery
14. Uniform Dress Code Policy for students
15. Intervention & Referral Service (I&RS), 504 Plans & H.I.B. – 10th & 11th Grade
16. Standard Operating Procedures (SOP) Manual for Summer School Credit Recovery; Student Dress Code; Substitute Teachers

Mrs. Anita Dowd

High School Bldg. Head (VPAM Academy - East Campus)/District Chief Supervisor of Visual-Performing Arts & Media

Grades 9, 10 & 11 Student Discipline

Responsibilities:

1. Evaluation of Departments: Visual, Performing & Media Arts
2. Collaboration with designated counselor(s)
3. School Improvement Panel
4. Professional Learning Communities (PLCs) & Instructional Rounds
5. High School Bldg. Calendar - All Sites
6. PTO Liaison
7. Academic Common Priorities & Initiatives (Curricula, Assessments & Learning Plans)
8. Library/Media Center & Audio-Visual Technology (Safari & digitized resources) & PATV
9. Co & Extra-Curricular Student Clubs & Advisories
10. Fundraising – All Sites
11. Fire, Evacuation & Safety Drills - East
12. Learning Center – East
13. Building Keys, Master Clock & Bells - East

14. Facilities & Pest Management - East
15. Intervention & Referral Service (I&RS), 504 Plans & H.I.B. – East
16. Bulletin Boards & Displays – East
17. Graduation Protocols
18. Standard Operating Procedures (SOP) Manual for Student Advisories

Dr. Senovia Robles

High School Vice Principal (PLA/Accelerated – Barracks St. Campus)/Director of Education Ctr. (Adult/GED)
 Grades 9, 10, 11 & 12 Student Discipline (assisted by L. Ortega)

Responsibilities:

1. Evaluation of Departments: All (assisted by L. Ortega)
2. Collaboration with designated counselor(s)
3. School Improvement Panel
4. Professional Learning Communities (PLCs) & Instructional Rounds
5. Academic Common Priorities & Initiatives (Curricula, Assessments & Learning Plans)
6. Fire, Evacuation & Safety Drills - PLA
7. Learning Center – PLA
8. Building Keys, Master Clock & Bells - PLA
9. Facilities & Pest Management - PLA
10. Intervention & Referral Service (I&RS), 504 Plans & H.I.B. – PLA
11. Bulletin Boards & Displays – PLA
12. Standard Operating Procedures (SOP) Manual for PLA Protocols

Mr. Jeffrey Hudanish

High School Vice Principal (STEM Academy – South Campus)
 Grades 9, 10 & 11 Student Discipline

Responsibilities:

1. Evaluation of Departments: NJROTC
2. Collaboration with designated counselor(s)
3. School Improvement Panel
4. Middle States Regional Accreditation Internal Coordinator
5. Generates All Data for Academics, Surveys & Discipline
6. Master Scheduler/SIS/NJSMART/IT Dept. Coordinator (All Sites)
7. Kean Univ. Summer STEM Partnership
8. International Baccalaureate Program/Honors Program
9. Professional Learning Communities (PLCs) & Instructional Rounds
10. PTO Liaison
11. Academic Common Priorities & Initiatives (Curricula, Assessments & Learning Plans)
12. Fire, Evacuation & Safety Drills - South
13. Learning Center - South
14. Building Keys, Master Clock & Bells - South
15. Facilities & Pest Management – South
16. Intervention & Referral Service (I&RS), 504 Plans & H.I.B. – South
17. Bulletin Boards & Displays – South
18. Standard Operating Procedures (SOP) Manual for Academics

Mr. Robert Dahill, III

Supervisor for Student Attendance Accountability – All Grades (Main)

Responsibilities:

1. Evaluation of Departments: Ind. Arts, & Business Ed.
2. Academic Common Priorities & Initiatives (Curricula, Assessments & Learning Plans)
3. Professional Learning Communities (PLCs) & Instructional Rounds
4. Assists administration in implementing Board policy & bldg. protocol for student attendance
5. Monitors student attendance

6. Regular contact with students, parents, counselors & teachers
7. Produces absentee reports (daily, monthly, quarterly, semestral, annually)

Mr. Thomas Smith

Supervisor for Student Behavior Accountability – All Grades (Main)

Responsibilities:

1. Assists administration in implementing Board policy & bldg. protocol for student discipline
2. Monitors student behavior
3. Administers progressive discipline strategies
4. Regular contact with students, parents, counselors & teachers
5. Produces discipline reports (monthly, quarterly, semestral, annually)
6. Learning Center – Main (assisted by T. Cuesta)

Ms. Meghan Fredericks

District Instructional Leader – ELA & Social Studies (All Grades & All Sites)

Responsibilities:

1. Evaluation of Departments: ELA & Social Studies
2. Academic Common Priorities & Initiatives (Curricula, Assessments & Learning Plans)
3. Professional Learning Communities (PLCs) & Instructional Rounds
4. Enrichment Program Co-Coordinator/EDUCERE
5. Middle States Regional Accreditation Internal Coordinator
6. High School Testing Co-Coordinator – State & Diagnostic Assessments (All Sites)
7. PD
8. Standard Operating Procedures (SOP) Manual for Enrichment Programs

Ms. Wendy Ronquillo

District Instructional Leader – Mathematics, Ed. Technology, & Business Ed. (All Grades & All Sites)

Responsibilities:

1. Evaluation of Departments: Mathematics, Ed. Technology, & Business Ed.
2. Academic Common Priorities & Initiatives (Curricula, Assessments & Learning Plans)
3. Professional Learning Communities (PLCs) & Instructional Rounds
4. Enrichment Program Co-Coordinator/EDUCERE
5. High School Testing Co-Coordinator – State & Diagnostic Assessments (All Sites)
6. PD
7. Atlas Rubicon Coordinator (assisted by J. Fazzina)
8. Standard Operating Procedures (SOP) Manual for Enrichment Programs

Mr. Johnny Rosa

Business Operations Manager – All Sites

Responsibilities:

1. Purchase & Bid Orders
2. Assists principal with Budget and School Accounts
3. Source4 Teachers Substitute Service Provider
4. Teacher Class Coverages
5. Field Trips & Transportation – All Sites
6. Secretaries & Home–School Liaisons
7. Standard Operating Procedures (SOP) for Business Operations