

# ALPHARETTA HIGH SCHOOL



## 2026-2027

# ADMINISTRATIVE DUTIES & RESPONSIBILITIES

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# Student Support Teams



| Caseload by Student Last Name | Team                  | Role                                                | Location                |
|-------------------------------|-----------------------|-----------------------------------------------------|-------------------------|
| A - Coh                       | Sharolyn Ketchup      | Assistant Principal<br><i>Safety &amp; Security</i> | Suite 1330              |
|                               | Cloe Crosby           | Counselor                                           | Suite 1320              |
| Coi - Haq                     | Alona Shupe           | Administrative Assistant<br><i>National Testing</i> | Suite 1220              |
|                               | Jami Proksa           | Counselor                                           | Suite 1310              |
| Har - Lo                      | Clair Greenaway       | Assistant Principal<br><i>Scheduling</i>            | Suite 1330              |
|                               | Amy Longstreth        | Counselor                                           | Suite 1310              |
| Lu - Peq                      | Tina Johnson          | Assistant Principal<br><i>Special Education</i>     | Suite 1220              |
|                               | Letitia Graham        | Counselor                                           | Suite 1320              |
| Per - Sha                     | Mike Scheifflee       | Principal<br><i>School Leadership</i>               | Suite 1200 Front Office |
|                               | Brandi Taylor         | Counselor<br><i>Department Chair</i>                | Suite 1310              |
| She - Z                       | Errol Dice            | Assistant Principal<br><i>Behavioral Supports</i>   | Suite 1220              |
|                               | Karen Bolt            | Counselor                                           | Suite 1320              |
| Additional Support Staff      |                       |                                                     |                         |
|                               | Frank Fortunato       | IB/TAG Coordinator                                  | Suite 1220              |
|                               | Jaclyn Johnston       | MTSS/504 Coordinator                                | Suite 1255              |
|                               | Amy Landi             | Instructional Support Teacher                       | Office 5220             |
|                               | Brooke Edwards Maurer | School Psychologist                                 | Office 5210             |
|                               | Yanic Jean-Jacques    | School Social Worker                                | Office 5204             |



- Student Supports and Caseload: Per - Sha
- Instructional Leadership and Supervision
  - Administrative Team
  - Instructional Leadership Team (Dept. Chairs)
  - Athletic Director and Leadership Team
  - School Nutrition and Cafeteria
  - Webmaster
  - School Social Worker
  - Suite 1200 Professional Assistants
  - Student Teachers
- Faculty and Staff Evaluation Coordinator
  - Professional Development
  - TKES, LKES, PAR, Contributing Professionals
  - Human Resource Management
- Strategic Planning and School Improvement
  - Hiring and Retention
  - Budget and Financial Management
  - Instructional Leadership Team (ILT)
  - CCRPI Managment
- Public Relations and Communication
  - School Governance Council (SGC)
  - Partent Teacher Student Association (PTSA)
  - AHS Foundation
  - AHS Athletics Association
  - Partners in Education Programming
  - Contracting and Vendor Agreements
- Community Engagement
  - Communications
  - Raider Up - 9<sup>th</sup> Grade Orientation
  - Student Council Administrator
  - New Teacher Orientation Support



- Student Supports and Caseload: She - Z
- Strategic Initiative: At Risk Alternative Pathways and Supports
  - Freshmen Foundations
  - Accelerated Career Diploma
- Instructional Leadership and Supervision
  - Social Studies and IRR Social Studies
  - CTAE and Career Technology
  - Work Based Learning
  - Virtual Learning Lab and Credit Recovery
  - In School Suspension and Detention
  - Media Center and Instructional Technology
  - Suite 1220 Professional Assistant
- Student Discipline Coordinator
  - Code of Conduct Management
  - Student Attendance Management
  - Title IX Coordinator
  - Detention/Suspension Coordinator
  - Honor Code Management
- Employee Time Management
  - Atlas Time Coordinator and Leave Approval
  - Substitute Services Coordinator
- Community Engagement:
  - Grade Level Meeting Coordinator
  - School Governance Council (SGC)
  - Student Device Coordinator
  - Americans with Disabilities Act (ADA) Coordinator



- Student Supports and Caseload: Har - Lo
- Strategic Initiative: 9<sup>th</sup> Grade Family Engagement and Communications
- Instructional Leadership and Supervision
  - Science and IRR Science
  - World Languages
  - Counseling
    - Student Records
    - Community Liaison
  - Data Clerks
  - Suite 1330 Professional Assistant
- Student Information Coordinator (SIC)
  - Master Schedule
  - Course Catalog
  - Grade Reporting Coordinator
  - Grade and Student Course Change Process Coordinator
  - Infinite Campus Oversight
- Accreditation Reports, State & Federal Reports (FTE)
  - TAG FTE w/ F. Fortunato
  - Remedial FTE w/ N. McCleskey
  - Special Education FTE w/ T. Johnson
  - ESOL FTE w/ G. Priya
- Community Engagement
  - Student Enrollment
  - Summer Learning
  - Foreign Exchange Student Assignment
  - Counseling Services Monitoring and Support
  - Transcription Monitoring
  - Middle School Transition Coordinator
  - Bell Schedules



- Student Supports and Caseload: Lu - Peq
- Strategic Initiative: Board Policy and Grade Compliance
  - “The Raider Grader”
- Instructional Leadership and Supervision
  - Math and IRR Math
  - IRR and ID Special Education
  - Paraprofessionals
  - CTIs
  - Instructional Support Teacher (IST)
  - Itinerant and Support Staff
    - Psychologists, Speech Language Pathologist
- Leadership of Services for Exceptional Children (SEC)
  - Special Education Scheduling and Compliance
  - Georgia Alternative Assessments Oversight
  - Manifestation Determination Review Coordinator
  - Middle School Transition Coordinator for Students with Disabilities
  - Special Education FTE Coordinator
- Community Engagement
  - Data Analytics Specialist
  - MTSS Oversight and Support
  - Professional Qualifications & In-Field Coordinator
  - RISE and Recovery Expectations and Monitoring



# Sharolyn Ketchup

Assistant Principal - Suite 1330

*Safety and Security*



- Student Supports and Caseload: A - Coh
- Strategic Initiative: One Card Identity Management (Student ID's)
- Instructional Leadership and Supervision
  - English Language Arts (ELA) and IRR ELA
  - Fine Arts
  - ESOL
  - Custodians
  - Clinic and Studnet Health Services
  - Campus Security Associate (CSAs)
  - LETRS District Contact
- Safety and Security Coordinator
  - Student and Staff ID Distribution
  - Centegix Badge Management
  - Staff Access, Key and Code Management
  - Stafey Drill Scheduling and Facilitation
- Building Maintenance
  - District Work Orders
  - Custodial Services
- Community Engagement
  - Open House Coordinator
  - Textbook Coordinator



# Alona Shupe

Administrative Assistant - Suite 1220

*National Testing Coordinator*



- Student Supports and Caseload: Coi - Haq
- Assessment Coordinator, National Testing
  - Advanced Placement (AP) College Board Program Coordinator
  - PSAT Testing Coordinator
  - SAT Testing Coordinator
  - ACT Testing Coordinator
  - College Board and ACT Accommodations Request Coordinator
- Team Supports
  - MTSS and RTI
  - Senior at Risk Oversight
  - Admin and ILT Meeting Minutes and Records
- Community Engagement
  - Off Campus Privilege and Extended Lunch
  - Student ID Stickering
  - Student Lockers
  - School Clubs and Organizations
  - AHS Mascot Program - Rowdy the Raider
  - Field Trips



# Frank Fortunato

Magnet Program Coordinator

IB/TAG Coordinator - Suite 1220



- Strategic Initiative: Alumni Relations
- International Baccalaureate (IB) Coordinator
  - IB Extended Essay Implementation
  - IB Creativity, Activity, Service (CAS) Implementation
  - IB Testing Coordinator
- TAG Program Coordinator
  - TAG Internship
  - TAG Directed Studies
- Academic Program Events
  - Curriculum Night
  - Magnet Open House
  - Evening of Excellence
  - Four Pillars (Honors Night)
- Community Engagement
  - School Tours Coordinator
  - Enrichments Coordinator
  - Teacher for a Day Program Coordinator
  - Student Handbook Coordinator
  - Teacher of the Year/Professional of the Year Coordinator
  - Student Recruitment



# Michelle Copeland

Administrative Assistant

*State and Local Testing Coordinator - Suite 1255*



- Strategic Initiative: Staff Satisfaction and Engagement
- Assessment Coordinator, State Testing
  - Georgia Milestones (EOC) Assessments
  - Georgia Alternative Assessment (GAA)
  - FCS Universal Screener Assessment
  - CTAE Pathway Assessments
  - ACCESS Testing (ESOL)
  - YouScience Aptitude & Career Discovery
  - GaDOE Health Survey
  - AHS Final Exams Coordinator
  - State Testing Accommodations Request Coordinator
- Employee Experience Manager
  - Faculty and Staff Wellness Coordinator
  - New Teacher Orientation (NTO)
  - Faculty Handbook Coordinator via Canvas
  - FCS GoTIP Coordinator
  - Employee Exit Strategy
- Community Engagement
  - Student Supervision - Scheduling and Monitoring
  - Transportation Coordinator
  - AHS Foundation
  - Graduation and Senior Class Liaison
  - Lets Talk - OnFlow Manager
  - CANVAS Coordinator
  - Governor's Honors Program (GHP) Coordinator



# Jaclyn Johnston

Administrative Assistant

*MTSS/504 Coordinator - Suite 1255*



- Strategic Initiative: Staff Satisfaction and Engagement
- Multi-Tiered System of Supports (MTSS) Coordinator
  - Section 504 Manager
  - Student Support Teams (SST) Management
  - Response to Intervention (RTI)
  - Student Success Skills (SSS)
  - HDSG Tutoring and Support
- Credit Programming Coordinator
  - AHS Night School
  - Credit Recovery
- Community Engagement
  - Positive Behavioral Interventions and Supports (PBIS)
  - Faculty Email Distribution Manager
  - Faculty Calendar Invitation Manager
  - National Honor Society Administrator



- Strategic Initiative: Alumni Relations
- Instructional Leadership and Supervision
  - Health and Physical Education
  - Coaching Staff
  - Assistant Athletic Director
  - Athletic Training Staff
- Athletic Program Coordinator
  - Budget Oversight
  - Athletic Facilities Oversight & Maintenance
  - Scheduling
  - GHSA Athletic Eligibility
  - Athletic Social Media, Website, and Communications
  - Booster Club Liaison
  - Jr Raider Liaison
- Community Engagement
  - Open Gym Coordinator
  - AHS Foundation
  - Master Calendar and Event Reservations
  - Events Coordinator, Staff and Supervision
  - Grounds Maintenance and Landscaping
  - Student and Staff Parking
  - Coca-Cola Contract Manger



# Counseling Department



## **Brandi Taylor, Department Chair**

### **Caseload: Pes - Sha**

- 12th Grade Bridge Bill
- 11th Grade Guidance
- Dual Enrollment Coordinator
- Graduation Primary Support
- HOPE Verification
- PTSA Scholarship Interview Coordinator
- Counseling Website
- College Fair w/ J. Proksa
- SAT/ACT Fee Waiver
- FV/GAVS Contact

## **Karen Bolt**

### **Caseload: She - Z**

- Honors Night Primary Support
- STAR Student & Teacher
- 8th Grade Tour Primary Support
- Trade Talks
- Naviance
- U. of Rochester Nominations
- Honors Graduation Cords
- Applerouth and Test Prep
- GT Distance Math
- SAT/ACT Fee Waiver
- Check and Connect

## **Letitia Graham**

### **Caseload: Lu - Per**

- 9th Grade Bridge Bill
- Senior Checklist
- ASVAB Coordinator
- Trade Talks
- Peachtree College Planning
- Prudential Spirit of Community Award
- SAT/ACT Fee Waiver

## **Amy Longstreth**

### **Caseload: Har - Lo**

- Summit Counseling Liaison
- Dual Enrollment Support
- 8th Grade Transition Activities
- 8th Grade Tour
- Raider Ambassador
- Virtual Liaison
- New Students
- SAT/ACT Fee Waiver

## **Jami Proksa**

### **Caseload: Coi - Haq**

- 10th Grade Bridge Bill
- National Merit Program
- NCAA Coordinator
- Posse Nomination Process
- Suicide Prevention Awareness Month
- Signs of Suicide
- SAT/ACT Fee Waiver
- Hispanic College Fair

## **Cloe Crosby**

### **Caseload: A - Coh**

- 11th Grade Bridge Bill
- 11th Grade Guidance
- College Fair
- Trade Talks
- Local School Crisis Coordinator
- NCAA Coordination w/ J. Proksa
- Suicide Prevention Awareness Month
- Hispanic College Fair w/ J. Proksa
- SAT/ACT Fee Waiver



# Assessment Teams



## AP Testing Team

Alona Shupe, Coordinator  
Sharolyn Ketchup\*  
Errol Dice  
Amy Landi  
Karen Bolt  
Amy Longstreth

## PSAT Testing Team

Alona Shupe, Coordinator  
Michelle Copeland\*  
Jaclyn Johnston  
Sharolyn Ketchup  
Frank Fortunato  
Brandi Taylor

## SAT Day Team

Alona Shupe, Coordinator  
Michelle Copeland\*  
Jaclyn Johnston

## ACT Day Team

Alona Shupe, Coordinator  
Michelle Copeland\*  
Jaclyn Johnston  
Brandi Taylor

## IB Testing Team

Frank Fortunato, Coordinator  
Alejandro Romero  
Letitia Graham

## EOC Testing Team

Michelle Copeland, Coordinator  
Tina Johnson  
Alejandro Romero  
Jami Proksa  
Cloe Crosby  
Amy Landi  
Ginni Priya

## ACCESS Testing

Ginni Priya, Coordinator  
Michelle Copeland  
Mike Womack  
Sharolyn Ketchup

## Map Testing

Michelle Copeland, Coordinator  
Jaclyn Johnston  
Amy Landi

## Testing Accomodations

Michelle Copeland, State Assessment  
Alona Shupe, National Assessment  
Jaclyn Johnston, 504's  
Tina Johnson, IEP's  
Amy Landi

\*indicates backup team lead



# Engagement Teams



## Faculty Engagement & Wellness

Michelle Copeland, Coordinator  
Frank Fortunato  
Jaclyn Johnston  
Alona Shupe  
Kelly Talele

## New Teacher Orientation

Michelle Copeland, Coordinator  
Mike Scheifflee

## CCRPI Team

Mike Scheifflee, Coordinator  
Tina Johnson  
Michelle Copeland

## Advisement Team

Clair Greenaway, Coordinator  
Jaclyn Johnston  
Frank Fortunato  
Tina Johnson

## Master Schedule

Clair Greenaway, Coordinator  
Tina Johnson  
Frank Fortunato

## CANVAS Champions

Michelle Copeland, Coordinator  
Adriana De Lap

## Communications

Mike Scheifflee, Coordinator  
Elizabeth Margeson  
Alejandro Romero  
Kelly Talele  
Carolyn Vezeau

## Vanguard

Kurt Davies  
Jarod Manoy

## Virtual Lab

Errol Dice, Coordinator  
Jaclyn Johnston

## Freshmen Foundations

Errol Dice, Coordinator  
Jaclyn Johnston  
Letitia Graham  
Aliyah Johnson

## Gradebook Champions

Kurt Davies  
Penni Johnson  
Gregg Plimpton

\*indicates backup team lead



# Engagement Teams



## Custodial Staff

Amilia Cadet, Head Custodian  
Charles Elysee, BCI  
Kerby Guillaume, BCI  
Rosean Jean, BCI  
Engjellush Begolli, BCI  
Vladimytelly Deserne, BCI  
Leodert St Louis, BCI  
Chandelet Richemond, BCI  
Luther Whitaker, BCI  
Michelot Michel, BCI

## School Nutrition

Luci Araujo, Manager  
Monserrat Contrera Flores  
Paul Coxwell  
Gabriela Da Luz Garcia Da Rosa  
Elizabeth Lopez De Ulloque  
Martha Nunez Del Prado  
Maria Ortiz  
Shannon Upton

## Special Events

Sharolyn Ketchup  
Alejandro Romero  
Amilia Cadet

## Academic Events

Frank Fortunato, Coordinator  
Alona Shupe

## Alumni Relations

Frank Fortunato  
Alejandro Romero

## Raider Up

Becca Michael, Coordinator  
Danita Chiclana  
Jacob Hood  
Amy Landi  
Sandra Papp  
Mike Womack  
Virginia Brown  
Taylor Blankstein-Miller  
Penni Johnson  
Annemarie Agodio  
Mary Baxley  
Kaleigh Schlosser  
Annie West  
Mary Franchak

## Middle School Transition

Clair Greenaway  
Mike Scheifflee  
Amy Longstreth

## Graduation Ceremony

Michelle Copeland, Coordinator  
Brandi Taylor  
Alona Shupe  
Frank Fortunato  
Jaclyn Johnston  
Kelly Talele



\*indicates backup team lead

## Professional Assistants and Clerical Support

*The Professional Assistant (PA) provides managerial and operational support that supplements the role of school administrators, with the primary goal of allowing administrators greater flexibility to focus on student achievement and instructional leadership. This position provides administrative support for one or more individuals. Professional Assistants play a multifaceted role in supporting the daily operations of the school by assisting administrators, staff, students, and families. They contribute across key functional areas, including administrative and clerical operations, student services, staff and human resources functions, operational logistics, data management, and community engagement, ensuring an efficient and responsive school environment.*

**Carolyn Vezeau**, Principal's Assistant, Coordinator

Michelle Bennett, Athletics Business Manager, Main Office

Donna Byrd, School Registrar, Main Office

Paula Cisneros, Records Clerk, Suite 1310

Mary Franchak, AP Assistant, Suite 1330

Tanoni Houston, School Bookkeeper, Main Office

Antionette Jean, School Clinic Aid

Alina Johnson, Attendance Clerk, Main Office

Nancy McCleskey, School Data Clerk, Suite 1330

Donna Mohrig, School Data Clerk, Suite 1330

Sandra Papp, Community Liaison, Suite 1320

Landis Ross, Reception, Main Office

Kelly Talele, Testing/Graduation Assistant, Suite 1255

Annie West, AP Assistant, Suite 1220

