WESTERN HIGH SCHOOL – ADMINISTRATIVE ASSIGNMENTS 2026-2027

HELENE KOCIS INTERN PRINCIPAL 2nd in Command	TAMMY SMITH ASSISTANT PRINCIPAL	WENDY BERNSTEIN INTERN PRINCIPAL	RICARDO MARINO INTERN PRINCIPAL	ROXANNE HUGGINS ASSISTANT PRINCIPAL
	9th GRADE COMMUNITY	10th GRADE COMMUNITY	11th GRADE COMMUNITY	12th GRADE COMMUNITY
Main Office Rm 108	Main Office Rm 107	Main Office Rm 110	Activities Office Rm 1301C	Activities Office Rm 1301B
Areas of Supervision	**Areas of Supervision**	**Areas of Supervision**	**Areas of Supervision**	**Areas of Supervision**
English Language Arts, Reading Student Services, Security	Social Studies Technology	ESE, ESOL, Unified Arts World Languages	Math, CTACE/Innovative Programs Facilities/Maintenance	Science, PE Clerical
911 Memorial Event Aspiring Leaders Program Awards Programs (Underclass, Senior & Top 5%) Black/Gold Calendar Bell Schedules Caliber Awards Certification Tracking Centigix Datamark Tracking Data Corrections & Reporting ELO Programs Emergency Procedures Focus Liaison-Interims & Grades FTE Graduation* Keys (w/Hollis) Master Schedule- Course Selection CSR/Matriculation Reassignments Room Utilization School-wide Literacy Plan* SAC/SAF/SIP Plan Substitutes/TDAs Zone Initiatives	504 Plans Exam Exemptions Faculty Handbook Freshmen Roar & Soar ID badges & lanyards Obligations Media Center/ Destiny MTSS/Response to Intervention Professional Development* Staff Recognition Programs* Student Recognition Programs* Surveys Tardy Tracking Technology/P&I Textbooks WHS- SharePoint Page	1st Week Procedures Acceleration: AP/Cambridge/DE/IC Anti-Bullying Designee Attendance BTA Chair Clinic/Meds/logs Code of Student Conduct Edmentum/BVS (Credit Recovery) Emergency Contact Cards Executive Internships Freshman Round Up* Gifted Global Leaders United (GLU) Internal Suspension PBIS/Discipline Plan* Resiliency Education/LSW Staff Mandatory Training Student Affairs	Alumni Athletics Bids/Contracts (RFP'S) Banners* Boosters Harvest Drive Hospitality (Events/Guests) Leadership Team Meetings Marketing/Communications Marquee Newsletter Partnerships PBIS/Discipline Plan* PTSA Staff Recognition Programs* Student Recognition Programs* Teacher Appreciation Vending Volunteers Website (w/Tech)	Activities: Announcements, Fieldtrips, Fundraisers, Calendar, TDAs Buses/Transportation Cafeteria/Free/Reduced Lunch EEO Liaison Equity Liaison Facilitron-Leases/Rental Graduation* New Teacher Orientation Open House Parking Professional Development* Records Reproductive Health Rotary Student-of the Month School Wide Testing Senior Privilege Sunshine TIER

WESTERN HIGH SCHOOL – LEADERSHIP TEAM ASSIGNMENTS 2026-2027

ALYSON LAUREANO BEHAVIOR SPECIALIST (Bernstein)	NICOLE MOLNAR SCHOOL COUNSELING DIRECTOR (Kocis)	AMY OPPY LITERACY COACH (Kocis)	ADRIANA IBARRA CAMBRIDGE COORDINATOR (Kocis)	KRISTI ESTERLINE ASSESSMENT SPECIALIST (Huggins)
Main Office Rm 103	**School Counseling**	**Media Center**	**Rm 1301A**	**Rm 625**
BIG 5 Data BTA Vice Chair Detentions Discipline Executive Intern Program Coordinator Internal Suspension PBIS/Behavior Plan RTI/MTSS Transportation Volunteer Hours	Advanced Academics Annual School Guidance Plan Articulation- Course Selection Oversees Counseling Department Senior Awards (w/HK and DC) Top 5% Dinner (w/HK and DC) Under Class Awards (w/HK and DC) Xello	Coaching, Modeling & Support PBIS Literacy Data and Reporting Literacy Curriculum Planning & Monitoring MTSS/RTI Process Professional Development Plan Schoolwide Literacy Plan TIER	504 Liaison Cambridge Curriculum/PLC Leader Cambridge Nights Coaching, Modeling & Support Common Apps (Cambridge) Cambridge Data and Reporting Freshman Roar & Soar Parent/Student Communications Testing Coordinator- AICE School-Interest Database School Marketing/Tours/Promos	504 Liaison Graduation Testing Data and Reporting Elevator Pass & Database Honor Roll Kids & Staff of Character Open House Coordinator PBIS PSAT/SAT/ACT/CLT Sunshine Testing Coordinator- State Assessments Wildcat WOWs (Student/Staff)

DONNA DIETZ ESE SPECIALIST (Bernstein)	JERMAINE HOLLIS CAMPUS SECURITY MANAGER/ ATHLETIC DIRECTOR	TYLER HANKERSON ACTIVITIES DIRECTOR (Huggins)	TANET MACIAS ESOL CONTACT (Bernstein)	LUZ RODRIGUEZ ED LEADERSHIP INTERN (Kocis)
Rm 320	**Rm 605**	**Rm 1301**	**Rm 601**	**School Counseling**
ESE Program Compliance FTE ESE Testing ESE Transportation Paraprofessionals Scheduling	Athletics- Scheduling, Supervision Athletics Calendar Emergency Procedures & Drills FOCUS – Special Programs Keys Radios School Safety & Security	Announcements Budget Liaison CAT Convenience Corner Contact Contracts (Short Term) Facilitron Fieldtrips/Fundraisers FOCUS – Special Programs Graduation Coordinator (w/LR) Meal Benefits Liaison Student Activities/SGA	Compliance ELL Student Liaison ESOL Program **NOUHA HAKAM GIFTED COORDINATOR (Bernstein) Rm 612**	AI for Curriculum Content Area Literacy ESOL Student Support Freshman Roundup Graduation Coordinator (w/TH) Life Skills & Wellness NCAA Compliance Resiliency Education School Marketing Senior Privilege

		Substitutes Transportation Liaison	Compliance Gifted Liaison	Senior Sponsor