



Green Level High School

2025 - 26 || Administrator Responsibilities

Shared Responsibilities

PLTs

Staff
Plan of Work

Student
Expectations

Student
Discipline

Summers

Principal

Budget
CGR
Faculty Meetings
Personnel
Senior Activities Committee
School Improvement
Talk to Us Tuesday
Testing

Department Supervision:
Administration
Front Office
Student Services

Guffey

Assistant Principal of Instruction

Attendance Committee
CDM
Department Chairs
Graduation
Honors Course Audit
Observation Matrix
School Improvement
Senior Activities Committee

Department Supervision:
Athletics
Healthful Living

Boynton

Assistant Principal (A-Dev)

Off Campus Lunch Passes
Staff & Student Parking
Allied Universal/Security
Tardies
Staff Duty Schedule

Department Supervision:
Science
The Arts

Monday

Lavery

Assistant Principal (Dew-Kap)

Department Supervision:
English
World Language

Tuesday

Schultz

Assistant Principal (Kar-Nag)

Facilities
Field Trips
Advisory
Announcements/TVs
Student/Staff Orientation
Social Media

Department Supervision:
Math
CNS

Wednesday

Marchiando

Assistant Principal (Nai-Sey)

BT Program
MTAC
Wake Learns
SB49
First Aid & BBP
Emergency Operations
Fire, Weather, and Safety Drills

Department Supervision:
CTE
Media

Thursday

Newton

Assistant Principal (Sha-Z)

Connectivity & Clubs
Fundraisers
Service Projects
Alltimely
Guest Speakers
Transportation
Student/Staff Orientation

Department Supervision:
Social Studies

Friday

Viens

Assistant Principal

Summer School
Layers of Support
School & Staff Website
Community Use
Master Calendar

Department Supervision:
Special Education
Intervention & ESL