



# GREEN LEVEL HIGH SCHOOL

## Admin. Duties + Responsibilities

2022-2023

### COLLECTIVE RESPONSIBILITIES

**PROFESSIONAL  
DEVELOPMENT**

**SCHOOL  
IMPROVEMENT  
TEAM**

**INSTRUCTIONAL  
LEADERSHIP TEAM**

**PROFESSIONAL  
LEARNING  
TEAMS**

**BELONGING  
INITIATIVE  
TEAM**

**KAREN SUMMERS**  
PRINCIPAL

Leave Approval  
Personnel

Budget  
Cohort Grad. Rate

504 Oversight  
Athletics

PTSA/BAC & Big 4  
Round Table

Testing Oversight  
BT/Mentor Support

DEPARTMENTAL SUPERVISION: Administration, Clerical, & Student Services

**ASHLEY CLARK**  
ASSISTANT PRINCIPAL  
OF INSTRUCTION

Graduation Coordinator  
Senior Activities  
GLHS Social Media  
Accreditation  
CCRG & CGR Coordinator  
New Staff Orientation

DEPARTMENTAL SUPERVISION:  
Intervention

**DAVID GUFFEY**  
ASSISTANT PRINCIPAL  
(A - DEV)

Tardies  
Allied Universal  
Student & Staff Parking  
Fire & Inclement Weather Drills  
Emergency Response  
Off-Campus Lunch Passes

DEPARTMENTAL SUPERVISION:  
Math & Healthful Living

**DARREN WILLIAMS**  
ASSISTANT PRINCIPAL  
(DEW - KAP)

COVID Coordinator  
Community Schools  
Keys, Facilities & Grounds  
Master Calendar  
School & Staff Websites  
Child Nutrition Services

DEPARTMENTAL SUPERVISION:  
Special Ed. & Arts

**ASHLEY PEAKS**  
ASSISTANT PRINCIPAL  
(KAR - NAG)

Advisory  
Summer School  
First Aid & BBP  
Tardies

DEPARTMENTAL SUPERVISION:  
English & World Languages/ESL

**JOE MARCHIANDO**  
ASSISTANT PRINCIPAL  
(NAI - SEY)

Evaluation Matrix  
Field Trips  
Wake Learns  
Guest Speaker Approval  
Staff Duty Schedules & Carpool

DEPARTMENTAL SUPERVISION:  
CTE & Social Studies

**JUSTIN VIENS**  
ASSISTANT PRINCIPAL  
(SHA - Z)

Transportation  
Connectivity & Clubs  
Fundraisers  
Student Orientation

DEPARTMENTAL SUPERVISION:  
Science & Media Center