

**Marriotts Ridge High
Administrative Team
Areas of Responsibility for 2009-10**

<u>Pat Saunderson (Ext.229)</u>	<u>Rosalie Bowen (Ext.276)</u>	<u>Cara Moulds (Ext.241)</u>	<u>James LeMon (Ext.242)</u>	<u>Gene Brown (Ext.254)</u>
School/Home/Community/ Public Relations	A-F Student Management A-F 504/IEP Case Management Second Floor Administrator “ C ” Lunch Supervision	G-M Student Management G-M 504/IEP Case Management First Floor Administrator “ B ” Lunch Supervision	N-Z Student Management N-Z 504/IEP Case Management Third Floor Administrator “ A ” Lunch Supervision	Activities and Athletics Management Athletic Areas Administrator “ D ” Lunch Supervision
Financial Management	Assessments (PSAT/AP/HSA/Quarterlies/ Bridge Plans)	Building and Grounds Management (Maintenance/Improvements)	Student and Teaching Schedules (Assemblies/Pep Rallies)	School/Community Calendars (Fundraising Approval/Schedule)
	Teacher Substitutes	Field Trip Application Process	Interims and Report Cards	Athletics Scheduling/Finances/ Eligibility/Transportation
	Detention and Extended School Schedules	Staff and Student Parking	Feeder School Articulation	Athletic and Auditorium Events Personnel
	Bus Transportation	Staff and Student Pictures	New Student Orientations	
School Leadership Team Chair	School Leadership Team	School Leadership Team	School Leadership Team	School Leadership Team
Crisis Team Coordinator	Crisis Team	Crisis Team	Crisis Team	Crisis Team
Student Support Team	Student Support Team	Student Support Team	Student Support Team	
Liaison to the following: Student Services Admin Support Staff Media SRO/Security Assistant Cluster Nurse/Health Assistant Graduation Coordinator National Honor Society Family and Community Programs Cohort	Liaison to the following: GT Research Math PE/Health World Languages Testing Assistant Assessments and Data Cohort	Liaison to the following: Career and Tech Ed (CTE) Fine Arts Special Education English Custodial Staff Staff Programs Cohort Non-Tenured Staff Support Professional Development Staff Wellness/Recognition Emergency Preparedness “Green School” Team Tech Support Team	Liaison to the following: Science Social Studies Student Programs Cohort Ninth Grade Team Leadership Academy Mentoring Program MRHS Scholars Alpha Achievers Attendance Team BSAP Rising Scholars Peer Mediation Program Homework Help Team	Liaison to the following: Coaching Staff Athletic Trainer County/State Athletic Associations
PTSA		Music Foundation/Drama Support	SGA/Class Councils	Boosters
Monday Night Administrator (410-877-4766)	Tuesday Night Administrator (443-812-4644)	Thursday Night Administrator (443-744-0613)	Wednesday Night Administrator (410-302-3698)	Athletic Events Administrator (410-292-0263)