



**Northwest High School**  
**ADMINISTRATIVE DUTIES**  
**2025-2026**



Administrator	Leadership	Supervision/ Coordination	Administrative Management
<p><b>Scott Smith (Principal) Office: 240G</b></p> <p><b>Secretary: Patty Hsieh</b></p>	<p>The Principal serves as the chair of the administrative staff of the school. He provides educational leadership and assumes final responsibility and authority for the administration, organization, and evaluation of instructional and extracurricular programs.</p>	<ul style="list-style-type: none"> <li>• Instructional Leadership Grades 9-12</li> <li>• Professional Growth &amp; Development of Faculty and Staff</li> <li>• Administrative Team</li> <li>• Administrative Secretary</li> <li>• Athletics Specialist</li> <li>• Attendance Secretary</li> <li>• Business Administrator</li> <li>• Instructional Leadership Team</li> <li>• Resource Teacher/Administration PLC</li> <li>• Staff Development Teacher</li> <li>• Safety &amp; Security</li> <li>• Health Room</li> </ul>	<ul style="list-style-type: none"> <li>• Athletics</li> <li>• Approval of Leave Requests</li> <li>• School Improvement Plan</li> <li>• Budgeting/Finance</li> <li>• Equal Opportunity Schools (EOS)</li> <li>• Newsletter (Staff and Community)</li> <li>• PTSA/Parent &amp; Community Relations</li> <li>• Open House</li> <li>• Back to School Night</li> <li>• Student Learning Objectives</li> <li>• Emergency Management</li> <li>• School Climate</li> <li>• Student Eligibility</li> <li>• Graduation Rate</li> <li>• Maryland State School Report Card</li> </ul>
<p><b>KeShawn Taylor (Assistant Principal) 9th Grade*</b></p> <p><b>All Counselors</b></p> <p><b>Office: 240E</b></p> <p><b>Secretary – David Chilin</b></p>	<p>Under direction of the principal, assists with administering and supervising the total school program and providing educational leadership for students and staff members consistent with the educational goals of the community. Functions include establishing a climate conducive to learning, planning, and coordinating programs, affecting change, and decision making.</p>	<ul style="list-style-type: none"> <li>• <b>Social Studies</b></li> <li>• <b>Health and Physical Education</b></li> <li>• <b>OSET Back-up Administrator</b></li> <li>• <b>Ulysses Signature Program</b></li> <li>• <b>Back-up Master Scheduler</b></li> </ul> <p>TARGETS/LIAISON ROLES:</p> <ul style="list-style-type: none"> <li>• Eligibility for Caseload Students (9th Grade)</li> <li>• Equal Opportunity Schools (EOS) Co-lead</li> <li>• AP Exam Participation/Performance – Social Studies</li> <li>• 9<sup>th</sup> Grade Transition Data</li> <li>• School Quality and Climate SIP Goals</li> </ul>	<ul style="list-style-type: none"> <li>o Attendance</li> <li>o Discipline</li> <li>o EMT and CPS</li> <li>o Grades</li> <li>• Accuplacer</li> <li>• CCRCCA</li> <li>• Equal Opportunity Schools (EOS) Co-lead</li> <li>• Duty Rosters/Chaperones/Committees</li> <li>• Homerooms</li> <li>• Master Scheduling Back-up</li> <li>• New Student Orientation/Transition Day</li> <li>• PSAT Testing Coordinator</li> <li>• School Day SAT Back-up</li> <li>• Ulysses Signature Program Coordinator</li> <li>• Website Information</li> <li>• 9th Grade Activities/Assemblies</li> </ul>

<p><b>Nikki Morales</b> <b>(Assistant Principal)</b> <b>A - Gira*</b></p> <p><b>Bunting/ McCarthy-Redd / Kravitz</b></p> <p><b>Office: 240C</b></p> <p><b>Secretary – Susan Strawser</b></p>	<p>Under direction of the principal, assists with administering and supervising the total school program and providing educational leadership for students and staff members consistent with the educational goals of the community. Functions include establishing a climate conducive to learning, planning, and coordinating programs, affecting change, and decision making.</p>	<ul style="list-style-type: none"> <li>• <b>ELD</b></li> <li>• <b>Math</b></li> <li>• <b>World Languages</b></li> <li>• <b>Back-up School Testing Coordinator (STC)</b></li> </ul> <p>TARGETS/LIAISON ROLES:</p> <ul style="list-style-type: none"> <li>• Eligibility for Caseload Students (A-Gira)</li> <li>• Academics SIP Goal (Math)</li> <li>• AP Exam Participation/Performance – World Languages</li> <li>• AP Exam Participation/Performance – Math</li> <li>• Latino Parent Council</li> </ul>	<ul style="list-style-type: none"> <li>o Attendance</li> <li>o Discipline</li> <li>o EMT and CPS</li> <li>o Grades</li> <li>• ISI/Detention</li> <li>• Restorative Justice Liaison/In-school Interventions</li> <li>• Seal of Biliteracy Exam</li> <li>• Summer School Coordinator</li> <li>• Testing Coordinator for SAT Day (March)</li> <li>• Testing Coordinator for MAP-M and MAP-R</li> <li>• WIDA ACCESS</li> <li>• 10th Grade Activities/Assemblies</li> </ul>
<p><b>Danielle Abdelsalam</b> <b>(Assistant Principal)</b> <b>Girb - Mam*</b></p> <p><b>Blanco/Cois</b></p> <p><b>Office: 236A</b></p> <p><b>Secretary – David Chilin</b></p>	<p>Under direction of the principal, assists with administering and supervising the total school program and providing educational leadership for students and staff members consistent with the educational goals of the community. Functions include establishing a climate conducive to learning, planning, and coordinating programs, affecting change, and decision making.</p>	<ul style="list-style-type: none"> <li>• <b>Science</b></li> <li>• <b>Career and Technology Education (CTE)</b></li> <li>• <b>Alt. I Program</b></li> <li>• <b>OSET Lead Administrator</b></li> <li>• <b>Media Center</b></li> </ul> <p>TARGETS/LIAISON ROLES:</p> <ul style="list-style-type: none"> <li>• Eligibility for Caseload Students (Girb-Mam)</li> <li>• EOL Targets – Literacy</li> <li>• AP/MISA Exam Participation/Performance – Science</li> <li>• Asian Parent Association</li> <li>• School Quality and Climate SIP Goals</li> </ul>	<ul style="list-style-type: none"> <li>o Attendance</li> <li>o Discipline</li> <li>o EMT and CPS</li> <li>o Grades</li> <li>• Academy of Biotechnology</li> <li>• Academy of Finance</li> <li>• Bulletin Boards and Processes</li> <li>• ECAs</li> <li>• Diversity Recognitions and Celebrations</li> <li>• IT Systems Specialist</li> <li>• Jag Paws/Social Emotional Learning</li> <li>• Media Specialist</li> <li>• Media Service Technician</li> <li>• Minority Scholars Program Co-Lead</li> <li>• Pep Rallies</li> <li>• PSAT Testing Back-up</li> <li>• SGA &amp; Class Officers</li> <li>• SERT</li> <li>• Student Lockers</li> <li>• Testing Coordinator for MISA</li> <li>• 11th grade Activities/Assemblies</li> </ul>
<p><b>Jake Lee</b> <b>(Assistant Principal)</b> <b>Man - Pet*</b></p> <p><b>Freeman/ Cooper</b></p> <p><b>Office: 240D</b></p> <p><b>Secretary – Eboni Thomas</b></p>	<p>Under direction of the principal, assists with administering and supervising the total school program and providing educational leadership for students and staff members consistent with the educational goals of the community. Functions include establishing a climate conducive to learning, planning, and coordinating programs, affecting change, and decision making.</p>	<ul style="list-style-type: none"> <li>• <b>Counseling Services</b></li> <li>• <b>Social Emotional Special Education Services (SESES)</b></li> <li>• <b>Special Education - LAD</b></li> <li>• <b>Master Scheduler</b></li> </ul> <p>TARGETS/LIAISON ROLES:</p> <ul style="list-style-type: none"> <li>• Eligibility for Caseload Students (Man-Pet)</li> <li>• School Quality and Climate SIP Goals</li> </ul>	<ul style="list-style-type: none"> <li>o Attendance</li> <li>o Discipline</li> <li>o EMT and CPS</li> <li>o Grades</li> <li>• Bridge to Wellness</li> <li>• Dual Enrollment</li> <li>• Emergency Sub/Attendance Processes</li> <li>• Grading and Reporting/Canvas</li> <li>• High School Plus/Credit Recovery</li> <li>• Honor Society Protocols</li> <li>• Master Scheduler</li> <li>• Middle College Program</li> <li>• MC Classes on-site</li> <li>• Multi-State Alt Assessment</li> <li>• 504 Coordinator</li> </ul>

<p><b>Tara-Dee Henry (Assistant Principal) Peu - Z*</b></p> <p><b>Tanenbaum/ Kim/TBD</b></p> <p><b>Office: 236B</b></p> <p><b>Secretary – Susan Strawser</b></p>	<p>Under direction of the principal, assists with administering and supervising the total school program and providing educational leadership for students and staff members consistent with the educational goals of the community. Functions include establishing a climate conducive to learning, planning, and coordinating programs, affecting change, and decision making.</p>	<ul style="list-style-type: none"> <li>• <b>English</b></li> <li>• <b>Fine Arts</b></li> <li>• <b>School Testing Coordinator (STC)</b></li> </ul> <p>TARGETS/LIAISON ROLES:</p> <ul style="list-style-type: none"> <li>• Eligibility for Caseload Students (Peu - Z)</li> <li>• Academics SIP Goal (Literacy)</li> <li>• AP Exam Participation/Performance – English</li> <li>• Equal Opportunity Schools (EOS) Co-lead</li> <li>• African American Parent Council</li> </ul>	<ul style="list-style-type: none"> <li>o Attendance</li> <li>o Discipline</li> <li>o EMT and CPS</li> <li>o Grades</li> <li>• Academy of Fine Arts</li> <li>• AP Testing Coordinator</li> <li>• Diversity Recognitions/Celebrations</li> <li>• Equal Opportunity Schools (EOS) Co-lead</li> <li>• Graduation Administrator</li> <li>• Minority Scholars Program Co-Lead</li> <li>• Restorative Justice Liaison/In-school Interventions</li> <li>• Transportation/Activity Buses</li> <li>• 12th grade Activities/Assemblies</li> </ul>
<p><b>Lori Knight (Business Administrator) Office: 322</b></p> <p><b>Financial Specialist – Jacque Miller</b></p>	<p>Under direction of the principal, the business administrator provides overall leadership related to the financial management of the school, facility management, and management of other aspects of the school not directly related to the instructional program. The position shall be responsible for the school's budget and financial functions in accordance with Board policy and regulations; oversees the use of the facility; provides guidance to food service school personnel, transportation, purchasing and procurement programs; collaborates with the school leadership team to effectively manage human resources; ensures the school derives maximum benefit from its budget. Contributes to the school's overall development as an active member of the school leadership team. Responsible for providing comprehensive and accurate financial information to school leadership and the Board in a timely manner to enable the school to plan and take appropriate management action.</p>	<ul style="list-style-type: none"> <li>• Operational Leadership Team</li> <li>• Financial Specialist</li> <li>• Building Service Manager</li> <li>• Cafeteria Manager</li> </ul>	<ul style="list-style-type: none"> <li>• Activities Coordinator</li> <li>• Building Use Coordinator</li> <li>• Coordination of MCPS allocated funds</li> <li>• Distribution and Collection of building keys/Access Cards</li> <li>• Facilities/Air Quality</li> <li>• Field Trip Approval</li> <li>• ICB Coordinator</li> <li>• Master Calendar</li> <li>• MCPS Maintenance/Construction Liaison</li> <li>• Oversee IAF accounts</li> <li>• Student Parking</li> <li>• Textbook/Instructional Material Ordering</li> </ul>