



Northwest High School
ADMINISTRATIVE DUTIES
2026-2027



Administrator	Leadership	Supervision/ Coordination	Administrative Management
Scott Smith (Principal) Office: 240G Secretary: Patty Hsieh	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.	• Instructional Leadership Grades 9-12 • Professional Growth & Development of Faculty and Staff • Administrative Team • Administrative Secretary • Athletic Director • Attendance Secretary • Business Administrator • Center Programs/Center Programs Lead Teacher • Instructional Leadership Team • Resource Teacher/Administration PLC • Staff Development Teacher • Safety & Security • Health Room	• Athletics • Approval of Leave Requests • School Improvement Plan • Budgeting/Finance • Newsletter (Staff and Community) • PTSA/Parent & Community Relations • Open House • Back to School Night • Student Learning Objectives • Emergency Management • School Climate • Student Eligibility • Graduation Rate • Maryland State School Report Card
Michael Hayes (Assistant Principal) A - Bhal* Bunting Office: 236A Secretary – Sheelor	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.	• Health and Physical Education • Social Studies • Media Center • Back-up School Testing Coordinator (STC) TARGETS/LIAISON ROLES: • Eligibility for Caseload Students (A - Bhal) • AP Exam Participation/Performance – Social Studies • School Quality and Climate SIP Goals	- o Attendance - o Discipline - o EMT and CPS - o Grades • IT Systems Specialist • Media Specialist • Media Service Technician • PSAT Testing Coordinator • SERT • Student Lockers • Summer School Coordinator • Testing Coordinator for SAT Day (March)
Keshawn Taylor (Assistant Principal) Bham - Gou * Mc-Carthy-Redd / Kravitz Office: 240E Secretary – Sheelor	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.	• Counseling Services • Social Emotional Special Education Services (SESES) • Special Education - LAD • Master Scheduler TARGETS/LIAISON ROLES: • Eligibility for Caseload Students (Bham - Gou)	- o Attendance - o Discipline - o EMT and CPS - o Grades • Bridge to Wellness • Dual Enrollment • Emergency Sub/Attendance Processes • Grading and Reporting/Canvas • High School Plus/Credit Recovery • Master Scheduler • Middle College Program • MC Classes on-site • Multi-State Alt Assessment • 504 Coordinator • PSAT Testing Back-up • 10th Grade Activities/Assemblies

Danielle Abdelsalam (Assistant Principal) Gov - Md* Blanco/Cois Office: 240D Secretary – Thomas	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.	• Science • Career and Technology Education (CTE) • Alt. I Program • OSET Lead Administrator TARGETS/LIAISON ROLES: • Eligibility for Caseload Students (Gov - Md) • AP/MISA Exam Participation/Performance – Science • Asian Parent Association • School Quality and Climate SIP Goals	- o Attendance - o Discipline - o EMT and CPS - o Grades • Academy of Biotechnology • Academy of Finance • Bulletin Boards and Processes • ECAs • Diversity Recognitions and Celebrations • Graduation Administrator • Jag Paws/Social Emotional Learning • Minority Scholars Program Co-Lead • Pep Rallies • SGA & Class Officers • Testing Coordinator for MISA • 12th grade Activities/Assemblies
Jonathon Gordon (Assistant Principal) Me - Sau* Freeman/Tanenbaum Office: 236B Secretary – Strawser	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.	• Math • Fine Arts • Ulysses Signature Program • Back-up Master Scheduler • OSET Back-up Administrator TARGETS/LIAISON ROLES: • Eligibility for Caseload Students (Me-Sau) • Academics SIP Goal (Math) • AP Exam Participation/Performance – Math • Latino Parent Council • School Quality and Climate SIP Goals	- o Attendance - o Discipline - o EMT and CPS - o Grades • Academy of Fine Arts • Duty Rosters/Chaperones/Committees • Homerooms • Honor Society Protocols • Master Scheduling Back-up • New Student Orientation/Transition Day • School Day SAT Back-up • Ulysses Signature Program Coordinator • Website Information • 9th Grade Activities/Assemblies
Tara-Dee Henry (Assistant Principal) Sav - Z* Kim/Cooper Office: 240C Secretary – Strawser	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.	• ELD • English • World Languages • School Testing Coordinator (STC) TARGETS/LIAISON ROLES: • Eligibility for Caseload Students (Sav - Z) • Academics SIP Goal (Literacy) • AP Exam Participation/Performance – English • African American Parent Council	- o Attendance - o Discipline - o EMT and CPS - o Grades • AP Testing Coordinator • Diversity Recognitions/Celebrations • ISI/Detention • Minority Scholars Program Co-Lead • Restorative Justice Liaison/In-school Interventions • Seal of Biliteracy Exam • Transportation/Activity Buses • Testing Coordinator for MAP-M and MAP-R • WIDA ACCESS • 11th grade Activities/Assemblies

Lori Knight (Business Administrator) Office: 322 Financial Specialist – Jacque Miller	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.	• Operational Leadership Team • Financial Specialist • Building Service Manager • Cafeteria Manager	• Activities Coordinator • Building Use Coordinator • Coordination of MCPS allocated funds • Distribution and Collection of building keys/Access Cards • Facilities/Air Quality • Field Trip Approval • ICB Coordinator • Master Calendar • MCPS Maintenance/Construction Liaison • Oversee IAF accounts • Student Parking • Textbook/Instructional Material Ordering
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