




North Central High School Administrative Responsibilities


Principal
Dr. Danny Mendez
 dmendez@msdwt.k12.in.us
 Ext. 45373

- Oversight of NCHS Administrative Cabinet
- Oversight of all Instructional Services (PD's, PLC's, Evaluation, etc..)
- Oversight of all Operational services in the building
- Oversight of Counseling Services
- Oversight of all Divisions & Departments (Academics, Operations, Security, Athletics, Outreach)


- Oversight of Instructional Coaches
- Oversight of Department Chairs
- Teacher Recruitment & Retention Strategies
- Public Relations
- District Strategic Plan
- Oversee all Building Communications and Public Relations



Assistant Principal
Ms. Krystal Morrisey
 kmorrisey@msdwt.k12.in.us
 Ext. 45340




Assistant Principal
Mr. Nick Brewer
 nbrewer@msdwt.k12.in.us
 Ext. 45338



Assistant Principal
Ms. Kristie Corn
 kcorn@msdwt.k12.in.us
 Ext. 45310



Assistant Principal
Mrs. Reilly Harmeyer
 rharmeyer@msdwt.k12.in.us
 Ext. 45203



Associate Principal
Dr. Brian Davis
 bdavis@msdwt.k12.in.us
 Ext. 45304

- Department Oversight: Science Department
 Oversight and evaluation of entire GLST
 Oversight department staffing
 9th Grade and New Student Orientation
 Student Bulletin
 Liaison w/student outside organizations
 Supervise clubs, acad. teams, student councils
 Selection/ supervision of student assistants
 Health Center Services, Policies/Procedures
 Immunization Compliance
 Hearing Evaluations
 Supervision/Evaluation of Attend. Staff
 Liaison with School Photographers for
 Identification Cards, Photos, etc.
 Learning Center during & after school liaison
 IB and Panther Exploration Admin. Liaison
 MTSS/Behavior
 Assist/ Lead PD as assigned
 Assist with SIP committee/process
 Program Evaluation
 All other duties assigned

- Department Oversight: Social Studies
 Oversight & evaluation of entire GLST
 Oversight department staffing
 CTE Liaison for NCHS- meetings with JEL
 Coord. Security & Faculty Supervision
 Transportation Oversight
 Registration Oversight
 Scheduling of Facilities / School Permits
 Assist with Program Evaluation and Resource
 Adoption for assigned departments
 Custodial / Maintenance
 Emergency Drill /SERT Procedures/Audio
 Syst.
 Student and Faculty Parking
 Administrative Liaison with NHS
 Interschool Visitations
 Assist with Business Services
 MTSS/Behavior
 Assist with SIP process
 Assist/Lead PD as assigned
 Program Evaluation
 All other duties assigned

- Department Oversight: World Language
 Department Oversight: Related Arts
 Oversight & evaluation of entire GLST
 Oversight Department Staffing
 Classified Staffing
 Develop and Maintain the Master Schedule
 AVID Coordinator
 Assist with/ Lead PD as assigned
 Administrative liaison for SIS (Skyward)
 Modern Apprenticeship Program Supervisor
 Faculty Bulletin /Outside Sign/ Sch. Calendar
 Office Equipment
 Print Orders
 Office Manager
 Lead role: organizing parent outreach nights
 Lead role: organizing recognition events
 Top 100
 9th grade/New student orientation
 MTSS/Behavior
 All other duties assigned

- Dep. Oversight: PE, Health, Jr. ROTC
 Oversight & evaluation of entire GLST
 Back to school night
 Oversight Department Staffing
 Classified Staffing
 Management of Substitute Teachers
 8th Grade Curriculum Night
 Drug Testing Coordinator
 Senior Honor Code Management
 Alumni Hall of Fame Committee Chair
 Coordinator of Saturday School
 Assist with School Improvement Committee
 Assist/lead PD as assigned
 Assist with Program Evaluation and Resource
 Adoption for assigned departments
 MTSS/Behavior
 All other duties assigned

- Department Oversight:
- Counseling Department
 - Math Department
 - English Department,
 - Special Education Department
 - English Learner Department
 - Technology/Media center
- Oversight Department Staffing
 Assist/ Lead PD as assigned
 Test Coord.: PSAT/SAT/WIDA/ILEARN/etc.
 Co-oversight/Eval. of Instructional Coaches
 Co-oversight/Eval. of Department Chairs
 Co-Oversight of Counseling Services
 Assist in developing SIP Plan/QAR/Review
 MTSS (Academic Support Only)
 Oversee student teaching services
 New Teacher Academy/Supports
 Oversight of HA/Honors/AP/Dual Credit/IB
 Remediation/Summer School/Ext. Learning
 Oversee Curric. Nights including BTS Night
 Graduation
 All other duties assigned