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

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

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

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

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

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

Interim Assistant Principal
Mrs. Alexandra Brownell
abrownell@msdwt.k12.in.us
Ext. 45203

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
Oversee Curriculum Night
All other duties assigned

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

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 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 BTS Night
Oversee Graduation
All other duties assigned