

Who Does What in 8-9?

<u>Administrative Assistant</u> Paula Crawford – 828-3271 - Daily attendance - Grades and comments - Preparation of events - Tracking student information - Planned absences	<u>Division Head</u> Liz Payne - 828-3370 - Division norms/expectations - Faculty and student support - Major disciplinary situations - Division Common Times - Schedule changes, with dept. chairs - Course selection - Budget - Fifth commitments - Updates to Student Handbook - New student orientation - Sign-Up Genius for faculty - Evaluations/observations - Hiring	<u>Dean of Students</u> Alvin Broussard - 858-8834 - Day-to-day student discipline (dress code, technology, behavior) - Student support - Teacher/Adviser support - Attendance issues - Eligibility - 8-9 Study Hall
<u>Grade Level Deans</u> 8th Paul Pressley – 828-3137 9th Victoria Costa - 858-8822 - Manage common areas - Grade Assemblies - Communication with students - Fire Drills - Grade level social events - A block sign-in - Lunch	<u>Peterson Learning Center Support</u> Amy Tyksinski – 828-8823 - One-on-one student support - Structured Study Hall - IEPs/learning plans - Communication with teachers - Support meetings with parents	<u>Department Chairs</u> - Questions about curriculum - Student placement in a class - Student schedule changes - Faculty support (e.g. absences, professional development) - Departmental supplies - Teacher course assignments - Teacher evaluations/observations - Hiring - Substitutes for absences

Whom to Ask

For assistance with...	Ask...	Phone extension
Accounts Payable	Eric Mathews	828-3360
Accounts Receivable	Joan Eastburn	828-3236
Admissions	Amy Keller	828-3209
Advisory Curriculum	Liz Payne	828-3370
Athletics - Athletic Director - PE	Taryn Bachis Lisa Logsdon	828-3340 828-3127
Attendance Line 8-9		828-3189
Bookstore	Jeanette Sanchez	828-3217
Campus Safety Coordinator	Christin Lenhart	828-3388
Clean Up / Custodial	Josh Teague	828-3321 / 975-3234
Clubs (Student Council)	Jen Coston, Samuele Baca	828-3264, 828-3388
Communications	Becky Richards	828-3151
Community Service - 8/9 - All school	Mandy Busby Dara Johnson	828-3158 828-3277
Computer Support (TIS)	Kevin Irwin, Isaiah Crowe	828-3249, techhelp@aa.edu
Counselors 8-9	Alexandra Eckhardt Kevin Mancini	828-3221 828-3260

Daily Announcements (electronic)	Katherine Arce	8-9 Lunch@aa.edu
Department Chairs		
- Athletics	Taryn Bachis	828-3340
- Computer Science	Kevin Fowler	828-3211
- Counselling	Cathann Dragone-Gutierrez	828-3239
- English	Scottie Buron	828-3382
- Experiential Education	Sarah Councell	828-8865
- History	Karen Glenn	828-3253
- World Languages	Sibylle Schlesier	828-3168
- Math	Melena Hulett	828-3364
- Performing Arts	Richard Hogle	828-3315
- Physical Education	Lisa Logsdon	828-3127
- Science	Stephanie Good	828-3355
- Visual Arts	Tim Mullane3352	828-3376
Dining, Sage Catering	Erin Lesperance	828-3278
Diversity, Equity and Inclusion	Peter Gloyd	858-8824
Educational Technology Support (including Canvas)	Gayle Wilson	828-8891
Financial Assistance	Emily Kienzle	828-3352
Human Resources	Natasha Sutherland, Director Susan Scarvie, Manager	828-3149 858-8801
Library	Megan Glidden (HS), Emily Myer (MS)	828-3100
Maintenance Request	Ross Cordova 828-3390	https://login.myschoolbuilding.com/msb
Nurse / Health Services	Shelby Parsons	828-8876 campus emergency number 711
Payroll	Karan Johnson	828-3215
Professional Development	Stephanie Lipkowitz	828-3394
Public Relations	Becky Richards	828-3151
Schedule	Janet Wilson	828-3324
Security	Kaitlyn Arthur	828-3152, 828-3366
Student Council 8-9	Jen Coston, Samuele Baca	828-3264, 828-3148
Think Academy Summer Program	Joe Coleman	828-3259
Website	Becky Richards	828-3151