Mrs. Jewell M. Ralph – Principal
- School Safety
- Instructional Program
- School Climate
- Administrative and Leadership Teams
- Appraisal Process
- School Budget
- School Goals
- Master Calendar
- Athletics (Jennifer Rowe)
- Student Activities
- Community Relations
- Professional Development
- School Improvement Team Member

Ms. Jen Martinez – Assistant Principal
- Grades 10 and 12 Academics, Attendance, and Discipline
- Course Registration Process and Master Schedule
- Attendance Procedures
- Grade Reporting
- In-School Duties
- Magnet Programs
- Facility Maintenance, Building Use, and Key Control
- Extra Duty Schedule (Jennifer Rowe)
- Clubs
- Lockers (Chelsea Mazurek)
- Professional Development
- School Improvement Team Member

Ms. Tarah Kutch – Assistant Principal
- Grades 9 and 11 Academics, Attendance, and Discipline
- Appraisal Process: English, Social Studies, Special Education, PE/Health, Music, World Languages, School Counseling, Library, Cosmetology, Plumbing, Business, Graphic/Print Tech, and Academy of Health Professions
- Testing Coordinator – MCAP, Bridge Plans, PSAT, and SAT
- Student Support Team and 504s
- Transportation
- Student Service Learning (Lisa Tomecek)
- SRO Liaison
- Substitutes and Coverage
- Field Trips, Fundraising, Volunteers, and Guest Speakers (Jere Godwin)
- Displays, Bulletin Boards, and Marquee (Chelsea Mazurek)
- Professional Development
- School Improvement Team Member

Department Chair Responsibilities
ADMINISTRATIVE RESPONSIBILITIES
WESTERN SCHOOL OF TECHNOLOGY AND ENVIRONMENTAL SCIENCE
2021-2022

- Lead Department Members
- Appraisal Team Member to include Informal Observations
- Implement Appropriate Assistance (Bridge, PARCC, HSA)
- Manage Department Budget
- Leadership Team Member
- Facilitate Substitutes and Emergency Lesson Plans for Department
- First Level Field Trip and Guest Speaker Approval

School-To-Career Coordinator
Anita Hilaire

Athletic Director
Jennifer Rowe

Library Media Specialist
Tracey Osborne

Magnet Coordinator
Bethany Birago/ Jen Martinez

Special Education/IEP Chair
Kaci Haxel

Nurse
Samantha Powell, RN

Advanced Placement Coordinators
Andy Tavernia and Jill Monahan

PSAT and SAT Coordinators
Tarah Kutch and Jeremy Carlino

Advanced Academics Facilitator
Jeremy Carlino

Administrative Assistants
Jere Godwin (Principal’s Secretary), Chelsea Mazurek (Front Office Secretary), Delores Rusta (Fiscal Assistant), Patty Erbe (Guidance Secretary), Karah Johnson (Registrar)