

Nova High School 2018-2019
Leadership Team – Duties and Responsibilities
Dr. John R. LaCasse, Principal

**RICK CHIAPPELLI ASSISTANT PRINCIPAL 9TH GRADE SECRETARY: MS. MOORE	CHRISTINE SEXTON ASSISTANT PRINCIPAL 10TH GRADE SECRETARY: MS. PARKER	HEIDI JONES ASSISTANT PRINCIPAL 11TH GRADE SECRETARY: MS. FIGUEROA	DR. CHANELLE COX ASSISTANT PRINCIPAL 12TH GRADE SECRETARY: MS. LEBBAGE		
Administrator, 9 th Grade Bell Schedules CTACE Curriculum Liaison – Unified Arts, World Languages, P.E. Facilities/Custodians Keys/Radios Field Trips/TDA’s Lockers Media Center PASL Point Person Safe Team Coordinator Security/Parking Smart Bond Construction Surveys Technology/Property & Inventory Testing	Administrator, 10 th Grade Clerical Communication / Public Relations Comp Time Core Curriculum Initiatives Curriculum Liaison – English & Reading Literacy Initiatives Parking Decals SAC/SAF - School Improvement Plan Substitutes Staff Development Student Aides Teacher/Staff/Student Appreciation Titans CARE ELA	Administrator, 11 th Grade Athletics Booster Clubs Budget – Internal Accounts Curriculum Guide Curriculum Liaison – ESE, ESOL & Social Studies Guidance, FTE, IMT responsibilities Listen Initiative Master Schedule Open House/Schedule Pick Up Orientation Pinnacle Gradebook RTI Student Activities Transcripts	Administrator, 12 th Grade Articulation Aspiring Leaders Mentor Broward Virtual Clinic Curriculum Liaison – Science & Math Detention Plan Graduation Internal Suspension NESS Liaison Partnerships Saturday Academy Textbooks Titan CARE Math Transportation Website		
SUPPORT PERSONNEL					
MATH SUPPORT CHU BROWN	READING COACH LUISA SHIRLEY	ASPIRING LEADER / OPERATIONAL SUPPORT ERROL FORBES	ASPIRING LEADER / OPERATIONAL SUPPORT LEAH JACKSON	ASPIRING LEADER / OPERATIONAL SUPPORT PERCITA GOEDSCHALK	ASPIRING LEADER / OPERATIONAL SUPPORT JOSHUA BISHOP
Data Disaggregation Math Strategies - Coach Modeling Instructional Math Saturday Academy Titans CARE Initiatives	Data Disaggregation Literacy Initiatives Modeling Instructional Reading Strategies – Coach Saturday Academy Titans CARE Initiatives Word of the Day	MTL Coordinator Positive Behavior Plan School Improvement Plan SAC/SAF Co-Chair	In-service Facilitator	In-service Facilitator SAC/SAF Co-Chair Saturday Academy	Evacuations and Drills Buses

Note: Administration over counselor are accountable for special programs. I.E. Open House, Award Ceremonies, Newsletter, etc. ****Second in Command.**