

**Walter Johnson High School  
Administrative Duty Assignments 2023 - 2024**

<p style="text-align: center;"><b>Jennifer Baker</b> Principal</p> <p style="text-align: center;"><i>Keira Kinsey-Nahar - Assistant</i></p> <p><b>Supervises:</b></p> <ul style="list-style-type: none"> <li>• <b>Administrative Team</b></li> <li>• <b>Leadership Team</b></li> <li>• <b>Operational Leadership Team</b></li> </ul> <p><b>Program Liaison/Responsibilities:</b></p> <ul style="list-style-type: none"> <li>• Human Resources/Staffing</li> <li>• School Improvement Plan (SIP)</li> <li>• Budget/finances/contracts/development</li> <li>• Education Foundation</li> <li>• Parent Teacher Student Association</li> <li>• Counseling Advisory Committee</li> <li>• Campus Improvements</li> <li>• School Public Relations</li> <li>• School Outreach/Partnerships</li> <li>• Senior Leadership/Commencement</li> <li>• Staff Development, WJHS Equity 365, and Restorative Justice Implementation</li> </ul>	<p style="text-align: center;"><b>New Individual TBA</b> Assistant Principal <b>(A - Chh)</b></p> <p style="text-align: center;"><i>Aisha Dukes – Assistant</i></p> <p><b>Supervises:</b></p> <ul style="list-style-type: none"> <li>• <b>Social Studies</b></li> <li>• <b>Physical Education</b></li> </ul> <p><b>Program Liaison/Responsibilities:</b></p> <ul style="list-style-type: none"> <li>• <b>Testing Coordinator NSL</b></li> <li>• <b>Back-up ELA &amp; Algebra</b></li> <li>• Academic Eligibility</li> <li>• Alternative 1 Program</li> <li>• School Surveys Coordinator</li> <li>• APEX Reach Program</li> <li>• Executive Internship &amp; Senior projects</li> <li>• Homeroom Committee/Distributions</li> <li>• Credit Recovery Program</li> <li>• Assistant to WJHS Equity 365 &amp; Restorative Justice Implementation</li> <li>• Staff Development</li> <li>• Counseling Advisory Committee</li> </ul>	<p style="text-align: center;"><b>Gail Samuels</b> Assistant Principal <b>(Chi – Greg)</b></p> <p style="text-align: center;"><i>Maia Lawn - Assistant</i></p> <p><b>Supervises:</b></p> <ul style="list-style-type: none"> <li>• <b>Academic Support Center</b></li> <li>• <b>Music, FACS, Hospitality/Tourism</b></li> </ul> <p><b>Program Liaison/Responsibilities:</b></p> <ul style="list-style-type: none"> <li>• <b>Testing Coordinator - ELA &amp; Algebra</b></li> <li>• <b>Testing Coordinator - Advanced Placement Exams (AP)</b></li> <li>• <b>Testing Coordinator for MAP-M/MAP-R</b></li> <li>• Seal of Bi-literacy Liaison</li> <li>• Staff Development</li> <li>• Field Trip Approval</li> <li>• Assemblies/Special Schedules</li> <li>• Chaperone Duties</li> <li>• School Opening Procedures</li> <li>• Counseling Advisory Committee</li> <li>• Wildcat Wellness Committee Chair</li> </ul>	<p style="text-align: center;"><b>Nicole Morgan</b> Principal Intern <b>(Greh – Leu)</b></p> <p style="text-align: center;"><i>Cindy Campos - Assistant</i></p> <p><b>Supervises:</b></p> <ul style="list-style-type: none"> <li>• <b>Math</b></li> <li>• <b>Art/Computer Science/Tech Ed</b></li> </ul> <p><b>Program Liaison/Responsibilities:</b></p> <ul style="list-style-type: none"> <li>• <b>Back-Up - NSL</b></li> <li>• <b>Back-up – MISA</b></li> <li>• Human Resources/Staffing</li> <li>• School Improvement Plan (SIP)</li> <li>• School Finance and Budget</li> <li>• WJHS Equity 365 &amp; Restorative Justice Implementation</li> <li>• Staff Development</li> <li>• ACCESS 2 College</li> <li>• Minority Scholars Program</li> <li>• PTSA and Ed. Foundation</li> <li>• Counseling Advisory Committee</li> <li>• Wildcat Onboarding Committee</li> </ul>
<p style="text-align: center;"><b>Jeff Leaman</b> Assistant Principal <b>(Lev – Or)</b></p> <p style="text-align: center;"><i>Aisha Dukes - Assistant</i></p> <p><b>Supervises:</b></p> <ul style="list-style-type: none"> <li>• <b>Science</b></li> <li>• <b>Media Center</b></li> <li>• <b>Security</b></li> </ul> <p><b>Program Liaison/Responsibilities:</b></p> <ul style="list-style-type: none"> <li>• <b>Testing Coordinator MISA</b></li> <li>• <b>Back-Up PSAT</b></li> <li>• <b>Back-up - SAT Day Coordinator</b></li> <li>• Assistant Master Scheduler/Staffing</li> <li>• OSET/Safety Team Coordinator</li> <li>• WJHS Equity 365 &amp; Restorative Justice Implementation</li> <li>• Crisis Response Plan</li> <li>• Safety/Emergency Drills</li> <li>• Transportation</li> <li>• Technology Committee</li> <li>• Counseling Advisory Committee</li> </ul>	<p style="text-align: center;"><b>Terry Heintze</b> Assistant Principal <b>(Os – Shu)</b></p> <p style="text-align: center;"><i>Natalie Britton-Assistant</i></p> <p><b>Supervises:</b></p> <ul style="list-style-type: none"> <li>• <b>Counseling</b></li> <li>• <b>World Languages</b></li> <li>• <b>Athletics and Booster Club</b></li> </ul> <p><b>Program Liaison/Responsibilities:</b></p> <ul style="list-style-type: none"> <li>• <b>Testing Coordinator – PSAT/SAT</b></li> <li>• <b>Testing Coordinator – Accuplacer</b></li> <li>• <b>Back-up Coordinator for AP</b></li> <li>• Student Well-Being Team</li> <li>• Non-Athletic Extracurricular Sponsors</li> <li>• College Readiness/HSAP Coordinator</li> <li>• Equal Opportunity Schools (EOS)</li> <li>• Sources of Strength</li> <li>• Summer Academic Programs</li> <li>• Counseling Advisory Committee</li> <li>• Social Committee</li> <li>• Designated Hitter Program</li> </ul>	<p style="text-align: center;"><b>Regina Rodriguez</b> Assistant Principal <b>(Shv – Z)</b></p> <p style="text-align: center;"><i>Maia Lawn - Assistant</i></p> <p><b>Supervises:</b></p> <ul style="list-style-type: none"> <li>• <b>English</b></li> <li>• <b>ESOL</b></li> <li>• <b>Main Office &amp; ITSS w/Keira</b></li> </ul> <p><b>Program Liaison/Responsibilities:</b></p> <ul style="list-style-type: none"> <li>• <b>Testing Coordinator – WIDA</b></li> <li>• <b>Back-up NSL</b></li> <li>• Master Scheduler/Staffing</li> <li>• Synergy/Gradebook</li> <li>• Attendance Committee Chair</li> <li>• Student Publications</li> <li>• Wellness Committee</li> <li>• Wildcat Onboarding Committee</li> <li>• Counseling Advisory Committee</li> <li>• Technology Committee</li> </ul>	<p style="text-align: center;"><b>Kathy Cosgrove</b> Business Administrator</p> <p style="text-align: center;"><i>Ginger Howard-Financial Assistant</i></p> <p><b>Supervises:</b></p> <ul style="list-style-type: none"> <li>• <b>Building Services</b></li> <li>• <b>Financial Assistant</b></li> <li>• <b>Food Services</b></li> </ul> <p><b>Program Liaison/Responsibilities:</b></p> <ul style="list-style-type: none"> <li>• Building Safety/Maintenance</li> <li>• School Finances/Contracts</li> <li>• Cafeteria Operations</li> <li>• School Calendar</li> <li>• Campus Improvements</li> <li>• Portable Classrooms</li> <li>• Overall Building Use</li> <li>• Purchases/Deliveries</li> <li>• Green Schools\Energy Conservation</li> <li>• Room Keys</li> </ul>