

RESPONSIBILITIES

COUNSELOR RESPONSIBILITIES

JoAnn Gift

Students A-F
Academic Counseling
Personal Counseling
Dual Credit Classes
AC Testing & Registration
Pre-enrollment
Master Schedule
Microfilming
Early Graduation Planning
ARD Meeting & Annual Reviews
Course Selection Booklet
Budget
Elementary Teacher Assistant
New Student Reg. & Withdraw
Credit Exam Testing

Lisa Hatley

Students N-Z
Academic Counseling
Personal Counseling
TAKS
Pre-enrollment
Homebound
ARD Meeting & Annual reviews
Title Programs/ Migrant, ESL
New Student Reg. & Withdrawals
Early Graduation Planning
Credit by Exam Testing
PEP

Lynda Mowery

Students G-M
Academic Counseling
Personal Counseling
End-of-Course Testing
Field Testing
ARD Meetings & Annual Reviews
Pre-enrollment
New Student Reg. & Withdrawals
Early Graduation Planning
PLAN
PSAT
Credit by Exam Testing
ACT
LPAC Meetings
At Risk Report
Advanced Placement testing

Scott Palser

Scholarships
Career Counseling
College Counseling
ASVAB Testing
Financial Aid Planning
Armed Services Rep.
Alumni Rep.
Assist in testing
QUEST Program

**Assistant Principal Responsibilities
Dumas High School
2009-2010**

KURT BAXTER

AEP, ISS Grade level 9 & 11
Appraisals & Walk-thrus
ARD meetings
UIL Academic Sponsors
Duty Rosters, Staff Parking
Expulsion Hearings
FISH Camp
FMR & Drug testing
Fred Jones
Immunizations
Orientation of UIL Sponsors
Prom
Student Admission & Withdrawals
Student Attendance & Tardies
Student Discipline & Supervision 9 & 11
Summer School
Textbooks

ROB GROVES

AEP, ISS Grade level 10 & 12
Appraisals & Walk-thrus
ARD meetings
Bus Student Discipline
CHAMPS
Expulsion Hearings
FISH Camp
Fred Jones
Keys
Prom
Student Admission & Withdrawals
Student Attendance, Tardies, Court
Student Discip. & Supervision 10&12
Substitute Teachers
Teacher Handbooks
Lockers

AEP-Bob Gadbois/Brandon Stroebel

Teacher Assistants

Elvira Aldana
Annette Burt
Bonnie Boardman
Saw Brindley
Johnny Edgemon
Cori Guevara
LeeAnn Hokanson
Nancy Hunter
Dianne Pearson
Yetta Rivera
Anaing Saw
Raquel Vasquez

AC/ISS- Charlie Nelson

Odyssey Lab- Angelica Riley

Librarian, Carrie Albert

LEAD TEACHER

Fine Arts- Janet Walker- Lead

Eric Armer
Brent Biles
Donna Fowler
Selenda Hightower
Scott Myers
Rudy Sanchez

Lang Arts/Foreign Lang/ESL-Pam Fox-Lead

Penny Beauchamp
Frances Burt
Aimee Bussard
Keely Chumley
Susie Flores
Eva Gresham
Meghan King
Melanie Lasater
Beverly Milligan
Wendy Rhodes
Cathy Tennison
Julie Wilson
Melissa Wilson

Math- Nikole Foote- Lead

CarlaGriffin
Kristin Holland
Elyse Newland
Taylor Norvell
Norma Parra-Solano
Margaret Parsons
Aracely Ramirez
Daina Riehl
Lily Sykes
Pam Wood

Science-Shane Davis- Lead

Jerry Allen
Susan Coffey
Roxanne Davis
Chanci Donnell
Paul Lamonica
DeLon Moore
Jarred Nusz
Alexandra Wieck
Shon Williams

Social Studies-Karena Tyler- Lead

Lana Anderton
Vanessa Bednorz
Jason Brown
Lindsay French
Scott Funke
Randy Hynson
Anthony Mandani
Brian Ozbun
Kenneth Pearson
Stan Williams
Bryan Wilson

Career Tech –Bill Lackey- Lead

Connie Burton
Eddie Crossland
Mary Anne Ely
Jessica Norvell
Charles Sauer

Business- Cheryl Foard- Lead

Brad Powell
Holly Wait
Jill Williams

Health- Rob Bates- Lead

Paula Lewis
Billy Miller
Christopher Packer
Summer Roark

PE- Jennifer Rogers- Lead

Chip Burt
Cristah Cochran
Randy Hynson
Kelly Sexton

Special Ed- Clessie Moreno- Lead

Sheila Fischbacher
Carol Gadbois
Lori Hall
Judy Walle