



Colegio Bilingüe New Horizons
 Our Strongest Conviction is Academic Excellence
 Accredited by New England Association of Schools and Colleges (NEASC)

Guide of Positions Profiles 2011-2012

This guide will help you identify school staff, which will assist you during this school year

Staff	Extension #s	Reasons for Contacting
Academic Director		
Lic. Priscilla Garrido priscilla.g@gcnewhorizons.net	240	<ul style="list-style-type: none"> *Take decisions about admissions of students. *Meet with assistant principals, psychologists, and parents of students who have discipline or academic difficulties of greater importance. *Evaluate students' academic status. *Clarify concerns about curriculum and/or academic programs. *Authorize special activities organized by students.
Academic Sub Director		
Nancy Patricia Canó, M.S. n.cano@gcnewhorizons.net	245	<ul style="list-style-type: none"> *Offer assistance about academic matters (i.e., curriculum, programs, and academic calendar). *Promote communication between the Academic Direction and other academic areas. *Participate as an active member of the Discipline Council. *Collaborate in the organization of events and activities of the School.
Academic Assistant		
Lic. Ana Cristina Rojas a.rojas@gcnewhorizons.net	241	<ul style="list-style-type: none"> *Organize Academic Direction Agenda.
Principals		
Ana María Martijena, M.A. High School Principal (9 th to 12 th grade) a.martijena@gcnewhorizons.net	253	<ul style="list-style-type: none"> *Meet with parents and psychologists when parents request information or want to offer ideas and/or suggestions. *Offer assistance about academic matters (i.e., curriculum, programs, and academic calendar). *Organize field trips. *Present workshops to parents.
Gina Rubio, M.A. Middle School Principal (5 th to 8 th grade) g.rubio@gcnewhorizons.net	252	
Lic. Soraya Gonzalez Elementary School Principal (2 nd to 4 th grade) s.gonzalez@gcnewhorizons.net	251	
Lic. Gabriela Lalane Pre-First to 1 st Grade Principal g.lalane@gcnewhorizons.net	254	
Lic. Julie Rojas Early Childhood Principal (Toddlers to Kinder) j.rojas@gcnewhorizons.net	250	
Lic. Ivanova Risk TD – 4 th Grade Assistant Principal i.risk@gcnewhorizons.net	221	

Psychology Department		
Lic. Patsy Matos Toddlers – 2nd Grade Psychologist p.matos@gcnewhorizons.net	263	*Authorize students' birthday parties (Toddlers – Pre-first). *Inform parents about discipline or academic difficulties. Follow-up of student's development and achievement. *Work with students who need tutorials, guidance, and assessment.
Lic. Clarissa Guerrero 3rd - 5th Grade Psychologist c.guerrero@gcnewhorizons.net	265	*Give career counseling to High School students (9th-12th grade) and give them assistance with the registration process in local and international universities.
Flor Valenzuela, M.S 6 th – 8 th Grade Psychologist & School Counselor f.valenzuela@gcnewhorizons.net	261	*Receive feedback from parents about academic programs, teachers, and classroom environment.
Olga Jiménez, M.A. 9 th - 12 th Grade Psychologist o.jimenez@gcnewhorizons.net	264	
Discipline		
Mayra Félix, M. A. 4 th -12 th Grade Discipline Prefect m.feliz@gcnewhorizons.net	262	*Supervise students' discipline. Give follow up. *Supervise organization and order. *Coordinate meetings with parents of students that are not following rules properly.
Academic Coordinators		
Lic. Liza Quiñones 4 th to 12 th Grade English Language and Social Studies Coordinator l.quiñones@gcnewhorizons.net	283	*Collaborate in the organization of events and activities of the school. *Clarify doubts on the curriculum and/or academic programs of the School. *Coordinate academic programs.
Ana María Martijena, M.A. 9 th to 12 th Grade Spanish & Social Studies Coordinator a.martijena@gcnewhorizons.net	253	
Gina Rubio, M.A. 4 th -8 th Grade Spanish & Social Studies Coordinator g.rubio@gcnewhorizons.net	252	
Lic. Lucy Ramírez Td-8 th Grade Math Coordinator l.ramirez@gcnewhorizons.net	284	
Emma Encarnacion 7 th -12 th Grade Math and Physics Coordinator and 9 th -12 th Grade Math Coordinator, e.encarnacion@gcnewhorizons.net	275	
Carlos Delgado TD-12 th Grade Music Coordinator c.delgado-imbart@gcnewhorizons.net		
José Vicbart Geraldino TD-12 th Grade Physical Education Coordinator j.geraldino@gcnewhorizons.net		

Academic Support		
Lic. Margarita Estrella Head of Academic Support m.estrella@gcnewhorizons.net	220	*Give general information. *Control attendance and tardiness of students. *Receive medical excuses and/or certificates due to absences and tardiness. *Give text books.
Medical Assistance		
Dr. Yina Soto Doctor CBNH y.soto@gcnewhorizons.net	222	*Receive information about student's medical records. *Refer students to specialists when presenting symptoms to be handled outside the school. *Give first aid to students due to injuries and/or symptoms of occasional illnesses.
Admissions Department		
Lic. Sarah Peláez Admissions Psychologist s.pelaez@gcnewhorizons.net	235	*Evaluate new students and give results to parents. *Meet with parents during the evaluation process of new students.
Tutorials Program		
Ana María Martijena, M.A. a.martijena@gcnewhorizons.net	253	*Give information and coordinate after school programs for children from Toddlers – 4th grade. *Coordinate tutoring program for students from 1 st -12 th grade. *Coordinate Play and Learn Summer Camp.
Registrar and Admissions Department		
Lic. Carolina Troncoso Registrar, Admissions Department Manager and SEE Liaison c.troncoso@gcnewhorizons.net	230-231-232	*Request documents (i.e., school records, academic programs certificates, behavior letters/records, school diplomas). *Process school and ILTAE registration and re-enrollment. *Process documents requested by SEE.
School Library		
Ms. Rosalinde Diloné Librarian r.dilone@gcnewhorizons.net	270-271	*Give information about school resources (encyclopedias, magazines, books). *Give information to parents and students about books loans.
Public Affairs		
Patricia Polanco, M.A. Public Affairs Manager p.polanco@gcnewhorizons.net	310-311	*Coordinate meetings and give information about special activities. *Contact parents for advertisement on the school's newspaper "The New Horizon". *Obtain sponsorship for school academic, cultural, and sports activities.
Yineirys Mejía Customer Service Representative y.mejia@gcnewhorizons.net	215	*Give support in the organization of special events and activities. *Give administrative information. *Give information about admittance process.
Cashier		
Eva Peña (Lucy) y Ana Guzmán e.pena@gcnewhorizons.net a.guzman@gcnewhorizons.net	216	*Give information about administrative. procedures for school payments, and due balances.
Receptionist		
Lisbeth Peña	201	*Give information to parents and students.
Information Booths	342-343-344	*Give information to parents. *Security.