

# CHAIN OF COMMAND

## When You Have a Question or Concern Thornton Township High School District 205's Tiered Chain of Command



*Thornton Township High School District 205 takes pride in its communication efforts with all stakeholders of the District. To ensure that your concerns or issues are heard by the appropriate individual who can provide you with a rapid response, the Board of Education asks that you follow the District's Chain of Command outlined below. Our goal is to address concerns and issues quickly and efficiently through the individual(s) directly involved. This Chain of Command will ensure a structured communications opportunity for all stakeholders and will allow the District to respond to all inquiries in a timely manner.*

<b>Administration Office</b> 708-225-4000		Superintendent Associate Superintendent Assistant Superintendent of Business Operations Executive Director of Curriculum and Instruction Executive Director of Student Services Manager of Operations Supervisor of Buildings and Grounds				
<b>High Schools</b> <ul style="list-style-type: none"> <li>• Thornridge 708-271-4411</li> <li>• Thornton Township 708-225-4109</li> <li>• Thornwood 708-339-7800</li> </ul>		Principal Assistant Principal Division Leader Athletic Director School Counselors Teachers				
Area of Concern	First Level	Second Level	Third Level	Fourth Level	Fifth Level	Sixth Level
Academic/Curriculum	Teacher	Guidance Counselor	Principal	Exec. Director of Curriculum and Instruction	Superintendent	Board of Education
Athletics	Coach	Athletic Director	Asst. Principal	Principal	Superintendent	Board of Education
Athletic Facilities	Athletic Director	Principal	Superintendent	Board of Education		
Athletic Injuries	Coach	Athletic Trainer	Athletic Director	Principal	Superintendent	Board of Education
Attendance	Teacher	Attendance Clerk	Asst. Principal/ Dean of Students	Principal	Superintendent	Board of Education
Building Cleanliness	Principal	Manager of Operations	Superintendent	Board of Education		
Business Office	Asst. Superintendent of Business	Superintendent	Board of Education			
Cafeteria	Manager of Operations	Principal	Business Manager	Superintendent	Board of Education	
Computer Hardware/ Software Problem	Teacher	Technology Director	Principal	Superintendent	Board of Education	
Discipline	Teacher	Asst. Principal/Dean of Students	Principal	Superintendent	Board of Education	
Employment	Principal	Assoc. Superintendent of Human Resources	Superintendent	Board of Education		
Facilities	Principal	Maintenance Director	Business Manager	Superintendent	Board of Education	
Guidance	School Counselor	Principal	Program Director	Superintendent	Board of Education	
Instruction	Teacher	Principal	Superintendent	Board of Education		
Special Education	Teacher	Principal	Exec. Director of Student Services	Superintendent	Board of Education	
Student Concern	Teacher	Asst. Principal	Principal	Superintendent	Board of Education	
Taxes	Asst. Superintendent of Business	Superintendent	Board of Education			
Transportation	Manager of Operations	Principal	Superintendent	Board of Education		

The chain of command refers to an organization’s hierarchy of reporting relationships – from the bottom to the top – regarding who answers to whom, who reports to whom and who supervises whom. The chain of command not only establishes accountability, it also lays out an organization’s lines of authority and decision-making responsibility.

Most school districts have a clearly defined chain of command, along with an easy-to-understand organizational chart. Both help communicate to employees, parents, students and community members the proper roles of authority along that hierarchy. School districts, for the most part, are vertical (not flat) organizations. They create layers of authority, lines of supervision and lay out appropriate lines of appeal.

Parents often have difficulty communicating with school officials. Parental attempts to communicate with central office administrators and school Board of Education members are sent back to building-based officials in order to resolve problems their child may be experiencing in school. To prevent that frustration, parents can become informed about the “chain of command,” on where to begin the communication sequence regarding their problem or concern.

Many parent and community questions are easily and completely answered by communicating directly with the educator in charge of the class or program. Each situation should first be addressed at whatever level the initial action was taken with appeals moving on to the next level on the chain of command.

The easiest way to communicate is via email and a phone call is the next preferable way.

## **Thornton Township High School, Office of the Superintendent 2022-2023 School Year**

- **On Matters Involving Athletics**

- Coach
- Athletic Director
- Principal
  - Dr. Justin Moore – Thornridge High School (TR)
    - <mailto:moore.justin@district205.net>
    - (708) 271-4401
  - Mr. Todd Whitaker – Thornton Township High School (TT)
    - <mailto:whitaker.todd@district205.net>
    - (708) 225-4150
  - Mr. Don Holmes – Thornwood High School (TW)
    - <mailto:Holmes.Don@district205.net>
    - (708) 225-4701
- Superintendent
  - Dr. Nathaniel Cunningham Jr.
    - <mailto:cunningham.nathaniel@district205.net>
    - (708) 225-4020

- **On Matters Involving Curriculum/Instruction**

- Classroom Teacher
- Division Leader
- Principal
  - Dr. Justin Moore – Thornridge High School (TR)
    - <mailto:moore.justin@district205.net>
    - (708) 271-4401
  - Mr. Todd Whitaker – Thornton Township High School (TT)
    - <mailto:whitaker.todd@district205.net>
    - (708) 225-4150
  - Mr. Don Holmes – Thornwood High School (TW)
    - <mailto:Holmes.Don@district205.net>
    - (708) 225-4701
- Curriculum Director
  - Mr. Brett Fickes –
    - <mailto:fickes.brett@district205.net>
    - (708) 225-4023
- Superintendent
  - Dr. Nathaniel Cunningham Jr. –
    - <mailto:cunningham.nathaniel@district205.net>
    - (708) 225-4020

- **On Matters Involving Finance, and Fees**
  - Principal
    - Dr. Justin Moore – Thornridge High School (TR)
      - <mailto:moore.justin@district205.net>
      - (708) 271-4401
    - Mr. Todd Whitaker – Thornton Township High School (TT)
      - <mailto:whitaker.todd@district205.net>
      - (708) 225-4150
    - Mr. Don Holmes – Thornwood High School (TW)
      - <mailto:Holmes.Don@district205.net>
      - (708) 225-4701
  - Asst. Superintendent of Business
    - Mr. Toriano Horton
      - <mailto:Horton.toriano@district205.net>
      - (708) 225-4041
  - Superintendent
    - Dr. Nathaniel Cunningham Jr.
      - <mailto:cunningham.nathanie@district205.net>
      - (708) 225-4020
- **On Matters Involving Grounds and Buildings**
  - Principal
    - Dr. Justin Moore – Thornridge High School (TR)
      - <mailto:moore.justin@district205.net>
      - (708) 271-4401
    - Mr. Todd Whitaker – Thornton Township High School (TT)
      - <mailto:whitaker.todd@district205.net>
      - (708) 225-4150
    - Mr. Don Holmes – Thornwood High School (TW)
      - <mailto:Holmes.Don@district205.net>
      - (708) 225-4701
  - Supervisor of Buildings and Grounds
    - Mr. Greg Crump
      - <mailto:crump.gregory@district205.net>
      - (708) 225-4030
  - Superintendent
    - Dr. Nathaniel Cunningham Jr.
      - <mailto:cunningham.nathaniel@district205.net>
      - (708) 225-4020
- **On Matters Involving Facilities**
  - Principal
    - Dr. Justin Moore – Thornridge High School (TR)
      - <mailto:moore.justin@district205.net>
      - (708) 271-4401
    - Mr. Todd Whitaker – Thornton Township High School (TT)
      - <mailto:whitaker.todd@district205.net>
      - (708) 225-4150
    - Mr. Don Holmes – Thornwood High School (TW)
      - <mailto:Holmes.Don@district205.net>
      - (708) 225-4701
  - Manager of Operations
    - Mr. William Garrett
      - <mailto:Garrett.William@district205.net>
      - (708) 225-4087

- **On Matters Involving Facilities (continued)**
  - Superintendent
    - Dr. Nathaniel Cunningham Jr. –
      - <mailto:cunningham.nathaniel@district205.net>
      - (708) 225-4020
- **On Matters of Employee Concern**
  - Employee
  - Principal
    - Dr. Justin Moore – Thornridge High School (TR)-
      - <mailto:moore.justin@district205.net>
      - (708) 271-4401
    - Mr. Todd Whitaker – Thornton Township High School (TT)
      - 
      - <mailto:whitaker.todd@district205.net>
      - (708) 225-4150
    - Mr. Don Holmes – Thornwood High School (TW) –
      - <mailto:Holmes.Don@district205.net>
      - (708) 225-4701
  - Associate Superintendent of Human Resources
    - Dr. Jerry Doss –
      - <mailto:doss.jerry@district205.net>
      - (708) 225-4024
  - Superintendent
    - Dr. Nathaniel Cunningham Jr. –
      - <mailto:cunningham.nathaniel@district205.net>
      - (708) 225-4020
- **On Matters of Special Education**
  - Asst. Principal for Special Education
    - Ms. Rikieta Harris – Thornridge High School (TR)
      - <mailto:harris.rikieta@district205.net>
      - (708) 271-4401
    - Dr. Mason Newel – Thornton Township High School (TT)
      - <mailto:newel.mason@district205.net>
      - (708) 225-4102
    - Dr. Camilla Covington – Thornwood High School (TW)
      - [Covington.Camilla@district205.net](mailto:Covington.Camilla@district205.net)
      - (708) 225-4703
  - Principal
    - Dr. Justin Moore – Thornridge High School (TR)
      - <mailto:moore.justin@district205.net>
      - (708) 271-4401
    - Mr. Todd Whitaker – Thornton Township High School (TT)
      - <mailto:whitaker.todd@district205.net>
      - (708) 225-4150
    - Mr. Don Holmes – Thornwood High School (TW)
      - <mailto:Holmes.Don@district205.net>
      - (708) 225-4701
  - Executive Director of Special Education
    - Mr. Thomas Porte
      - <mailto:porter.thomas@district205.net>
      - (708) 225-4024
  - Superintendent
    - Dr. Nathaniel Cunningham Jr. –
      - <mailto:cunningham.nathaniel@district205.net>
      - (708) 225-4020

- **On Matters Involving Student Discipline**

- Classroom Teacher
- Dean
- Asst. Principal
  - Ms. Carol Friedl – Thornridge High School (TR)
    - <mailto:friedl.carol@district205.net>
    - (708) 271-4401
  - TBD– Thornton Township High School (TT)
    - TBD
    - (708) 225-4150
  - Dr. Camilla Covington – Thornwood High School (TW)
    - <mailto:Covington.camilla@district205.net>
    - (708) 225-4701
- Principal
  - Dr. Justin Moore – Thornridge High School (TR)
    - <mailto:moore.justin@district205.net>
    - (708) 271-4401
  - Mr. Todd Whitaker – Thornton Township High School (TT)
    - <mailto:whitaker.todd@district205.net>
    - (708) 225-4150
  - Mr. Don Holmes – Thornwood High School (TW)
    - <mailto:Holmes.Don@district205.net>
    - (708) 225-4701
- Superintendent
  - Dr. Nathaniel Cunningham Jr. –
    - <mailto:cunningham.nathaniel@district205.net>
    - (708) 225-4020

- **On Matters Involving Transportation**

- Principal
  - Dr. Justin Moore – Thornridge High School (TR)
    - <mailto:moore.justin@district205.net>
    - (708) 271-4401
  - Mr. Todd Whitaker – Thornton Township High School (TT)
    - <mailto:whitaker.todd@district205.net>
    - (708) 225-4150
  - Mr. Don Holmes – Thornwood High School (TW)
    - <mailto:Holmes.Don@district205.net>
    - (708) 225-4701
- Manager of Operations
  - Mr. William Garrett
    - <mailto:Garrett.William@district205.net>
    - (708) 225-4087
- Superintendent
  - Dr. Nathaniel Cunningham Jr. –
    - <mailto:cunningham.nathaniel@district205.net>
    - (708) 225-4020

- **Matters that have moved through the hierarchical structure of authority; yet have not been resolved**

- Executive Asst. to the Superintendent and Board of Education
  - Mrs. Laura Hill
    - <mailto:hill.laura@district205.net>
    - (708) 225-4027