

# “WHO DO I CONTACT?”

## HEAD OF SCHOOL - GABE PETHTEL

Oversees all areas of school leadership listed below as well as leads school development. Reports to the ICS School Board of Directors. [gpethtel@intermountainchristian.org](mailto:gpethtel@intermountainchristian.org)

## DEAN OF STUDENT LIFE - ANDREW HOBBS

Please contact for all student discipline questions, student events, and ES chapel info. [ahobbs@intermountainchristian.org](mailto:ahobbs@intermountainchristian.org)

## DEAN OF ACADEMICS - PAMELA SMITH

Please contact for MS and HS chapel info, standardized testing, curriculum mapping, lesson planning, teacher evaluations, Carson Smith, and most things associated with academics. [psmith@intermountainchristian.org](mailto:psmith@intermountainchristian.org)

## OPERATIONS MANAGER - NICOLE STODDARD

Please contact for all building requests, room scheduling, bus information, lunch program, before and after school care, maintenance requests, health/safety, PTF, IT, and subs/time-off. [nstoddard@intermountainchristian.org](mailto:nstoddard@intermountainchristian.org)

## FINANCE MANAGER - TONYA BASKETT

Please contact for tuition, financial aid, HR needs, accounts payable, accounts receivable, reimbursements, and budgets. [tbaskett@intermountainchristian.org](mailto:tbaskett@intermountainchristian.org)

## ATHLETIC DIRECTOR - RANDI HILLAKER

Please contact for all athletic department questions, including questions pertaining to TeamSnap, icslions.org and @ics\_lions Facebook and Instagram account. [rhillaker@intermountainchristian.org](mailto:rhillaker@intermountainchristian.org)

## REGISTRAR - KIM JONES

Please contact for all school systems questions (RenWeb) and curriculum ordering. [kjones@intermountainchristian.org](mailto:kjones@intermountainchristian.org)

## MARKETING AND COMMUNICATIONS DIRECTOR - SARA HOBBS

Please contact for all overarching marketing and advertising questions, t-shirt and apparel orders, pictures, website updates, social media posts, color print jobs, and newsletter communications. [shobbs@intermountainchristian.org](mailto:shobbs@intermountainchristian.org)

## ADMISSIONS DIRECTOR - JENNIFER ADEMA

Please contact for all admissions questions (campus visits, applications, new student testing, shadow students, enrollment, and withdrawals). [jeadema@intermountainchristian.org](mailto:jeadema@intermountainchristian.org)

## COLLEGE AND CAREER GUIDANCE COUNSELOR - ASHLEY CLARK

Please contact for all HS college and career related questions. [aclark@intermountainchristian.org](mailto:aclark@intermountainchristian.org)

## FRONT DESK ADMINISTRATOR- SARAH STAHL

Please contact for **all** attendance questions and ICS event details. [sastahl@intermountainchristian.org](mailto:sastahl@intermountainchristian.org)