

## 2017 – 2018 ADMINSTRATIVE RESPONSIBILITIES

Kathie Laurence	Jack Ballard	Mike Heffner	Pier Angeli La Place	Tara Keith
Principal	Assistant Principal	Assistant Principal	Assistant Principal	Assistant Principal
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Alumni Assoc. Back to School Mailing (w/Martha) Communications Community Partnerships Counselor Admin for: <ul style="list-style-type: none"> <li>• David Leftwich</li> <li>• John Christensen</li> </ul> Facilities Master Plan Facilities Steering Cmt Fundraising/Grants Meetings <ul style="list-style-type: none"> <li>• Admin</li> <li>• BOE</li> <li>• Ed Council</li> <li>• Principals</li> <li>• PTSA Exec Board</li> <li>• Site Council</li> <li>• TOSAs</li> </ul> Parent Education Professional Learning Public Relations School Goals/WASC Goals School Improvement Plan (SPSA) Student Activities (w/Lisa) Student Teachers/Interns Supervision of: Admin Team, ISs, TOSAs, Volunteer Coordinator, Principal's secretary	AP Course Audits Blended Learning CBEDS reporting Challenge Success Team Counselor Admin for: <ul style="list-style-type: none"> <li>• Goldie Chan</li> <li>• Adrian Hernandez</li> </ul> Curriculum Writing Data Lead Department Liaison for: <ul style="list-style-type: none"> <li>• Science</li> <li>• Math</li> <li>• CTE</li> </ul> Innovation Lead NCAA Course List New Course Development New Teacher Support Parent Education Professional Learning & PLC's, TLT, MTSS (w/Mike) Research/Capstone Projects Student Activities (w/Lisa) Sources of Strength Survey Administration (CHKS, CS, Sources, Strategic Plan, etc) SLC admin and liaison Special Testing Arrangement (SDD Coordinator) Supervision of Library and IT Staff Technology Lead Technology plan Testing (PSAT & AP) TOSA support Tutorial UC Course Updates	Alternate Referrals (AV/FMC) AVID Site Team Cassy Certificated Staffing College and Career Center COST Counselor Admin for: <ul style="list-style-type: none"> <li>• Derek Johanson</li> <li>• Shannon Flaskerud</li> </ul> Course Catalog Development Crisis Response Team lead Department Liaison for: <ul style="list-style-type: none"> <li>• English</li> <li>• ELL</li> </ul> First Generation student support 504 Coordinator Guidance Instructional Supervisor/Department Chair Guidance Parent Nights Independent Study Master Schedule Opening of School Professional Learning & PLC's, TLT, MTSS (w/Jack) Registration/Course Selection Secondary Records Comm. Student Records Student Wellness Supervision of Guidance staff, health office, attendance office, and Wellness Team	Academic Integrity Policy Athletics Attendance Back to School Night Camp Unity (w/SEL TOSAs) Copy Room/Production Mgt Counselor Admin for: <ul style="list-style-type: none"> <li>• Jon Fidani</li> <li>• Cora Ross</li> </ul> Department Liaison for: <ul style="list-style-type: none"> <li>• HSS</li> <li>• WL</li> </ul> Discipline Emergency Prep and Planning (w/Tara) Focus on Success LGBTQQ Library Graduation Ceremony Master Calendar MATD SCVAL Board of Managers Special Testing Arrangement (SDD Coordinator) Staff Handbook Student Handbook Supervision of Substitute Teachers School Safety Plan (w/Tara) Shadowing/student visitors Front Office secretaries, Testing (CASSP & ACT) Testing Center Theater Manager Textbook Distribution	AED training and support Athletic Facilities Rentals (w/Bridget) Bldgs, Grounds & Facilities Budget and LCAP Construction Co-teachers & inclusion Dangerous Student Records Department Liaison for: <ul style="list-style-type: none"> <li>• Special Ed</li> <li>• PE</li> <li>• VAPA</li> </ul> Discipline Emergency Prep and Planning (w/Pier Angeli) Environment & Recycling Facilities Steering Cmt Facility Rentals and Use (w/Bridget) Field trip authorization PAPD Liaison School Safety Plan (w/Pier Angeli) Supervision of Budget Secretary, Auditor, Campus Supervisors, Custodial Staff Traffic Safety