

Fremont High School

2018-2019 Administrative Team Responsibilities

Principal	Executive Assistant	Assistant Principals			Deans of Students	
Bryan Emmert 522-2401	April Perez 522-2402	Jeff Rosado 522-2411	Sydney Fernandez 522-2419	Susan Rocha 522-2409	Chris Moore 522-2416	George Bechara 522-2489
		Student Support (A – G)	Student Support (H – O)	Student Support (P – Z)	Student Discipline (A – L)	Student Discipline (M – Z)
<ul style="list-style-type: none"> ● Certificated evaluation & admin calibration ● Fremont Accelerated Academic Programs (formerly Title 1) ● Guiding Coalition for Learning (GCL) meeting facilitation ● Hiring and personnel ● Mental Health & Crisis Teams ● Modernization & Construction ● Principal's Advisory Board ● PTSA ● School budgets ● School partnerships ● School Plan/WASC data, implementation & assessment ● School Site Council ● SCVAL & CCS Board of Managers ● Staff Leadership Team ● Staff meetings ● Title IX Coordinator /Sexual Harassment Coordinator ● Work & assessment of admin team 	<ul style="list-style-type: none"> ● Communicate and interpret FHS and FUHSD policies and procedures and problem-solve with students, staff, parents, and community members ● Coordination of certificated evaluation schedule, staff contact information, PAFs, bell schedules, staff conferences and summer mailer ● FHS promotional efforts ● Instructional Minutes ● Key distribution ● Office Manager ● QCC requisitions coordination ● Reporting of instructional minutes, Workers Compensation claims, petty cash requests, and injury reports ● School Budgets ● Substitutes ● Support and assistance for principal, FHS admin team, staff, students, parents, and community members 	<ul style="list-style-type: none"> ● 504 Alpha Support ● 1st Day Advisory ● D, F, and I Notifications ● FHS Hall of Fame ● Guidance & Master schedule ● Guiding Coalition for Learning (GCL) meeting facilitation ● Infinite Campus ● Middle school articulations ● Naviance ● Report Cards ● Residency ● School profile ● Staff Leadership Team ● Staffing ● Student course selection ● Summer bridge programs 	<ul style="list-style-type: none"> ● 504 Site Coordinator & Alpha Support ● Back-to-School Night ● Classified staff ● College Board contact ● Dean Support ● ELAC ● Flex Lessons – Start of School Year ● Horizons ● Link Crew (Lead) ● Los Padres ● Senior checkout ● Staff Advisory Council ● Student Assistance Team 	<ul style="list-style-type: none"> ● 504 Alpha Support ● Firebird Fiesta ● Guiding Coalition for Learning (GCL) meeting facilitation ● Library ● Marquee ● New Staff handbook ● New teacher support and meetings ● School Site Council (lead) ● Senior Awards ● Staff Co-curricular duties (support) ● Staff Leadership Team ● Student clerks ● Student teachers ● Student Tutors ● Students for Success ● Technology ● Website & School Loop Content Coordinator 	<ul style="list-style-type: none"> ● Athletics Programs, Athletic Directors & Athletic Boosters ● Challenge Day Events ● Civic Permits ● Facilities (cafeteria, parking, pool, etc.) ● Graduation ceremony ● Health & safety ● Hearing Test ● Lunch & brunch supervision management ● Master Activity Calendar ● Safe Routes to School ● School Culture presentations (Lead) ● Student lockers ● Student shadow days ● Watermelon Run 	<ul style="list-style-type: none"> ● ASB/Leadership ● Attendance ● Baccalaureate ● Bus passes ● Clubs ● Field trips ● Freshmen orientation ● Graduation & Baccalaureate Speakers ● Link Crew ● Red & White Awards ● School Culture presentations ● Staff Co-curricular duties ● Student handbook ● Student photos & IDs ● Sunnyside-Izuka Exchange Program ● Truancy Mediation
<ul style="list-style-type: none"> ● Intervention area: <ul style="list-style-type: none"> ○ Read 180 		<ul style="list-style-type: none"> ● Intervention area: <ul style="list-style-type: none"> ○ Academic Foundations ○ Equity Task Force (Lead) 	<ul style="list-style-type: none"> ● Intervention area <ul style="list-style-type: none"> ○ ELD ○ GOALS 	<ul style="list-style-type: none"> ● Intervention area <ul style="list-style-type: none"> ○ Equity Task Force ○ Literacy, Lit/Writing 	<ul style="list-style-type: none"> ● Intervention area <ul style="list-style-type: none"> ○ Flex Time ○ Credit recovery 	<ul style="list-style-type: none"> ● Intervention Area <ul style="list-style-type: none"> ○ Algebra
			<ul style="list-style-type: none"> ● Testing Area: <ul style="list-style-type: none"> ○ AP ○ ELPAC ○ GMRT 	<ul style="list-style-type: none"> ● Testing Area: <ul style="list-style-type: none"> ○ CAASPP 		<ul style="list-style-type: none"> ● Testing Area: <ul style="list-style-type: none"> ○ PSAT
Department Liaison: Science, World Language		Department Liaison: CTE, Guidance, Social Studies	Department Liaison: ELD, GOALS, Visual Arts	Department Liaison: English, Special Education	Department Liaison: PE, Performing Arts	Department Liaison: AVID, Math
Classified staff supervision: Cynthia Atliano; Maria Areola Cruz; Jayson Huliganga; Raul Lujan; Andrea Sabatino; Seema Saxena	Classified staff supervision: Stacie Caires; Leslie Cannon; Maria Gomez; Silvia Rodriguez; Roger Swendig	Classified staff supervision: Jordan Amick; Kayla Balentine; Jazmine Garcia; Cesar Linares; Deirdre Louie; Lorena Moreno; Rose Saulus; Laine Sazon; Sue Yim	Classified staff supervision: Oscar Arias; Elizabeth Brasil; Rebecca Claros; Thomas Lopez; Veronica Quiroz; Maria Ricardo; Rosalie Walton; Jessica Wang	Classified staff supervision: Sharon Biney-Mensah; Hugo Cervantes; Mary Depew; Alisa Dunlap; Leila Lurie; Paulo Sazon; Ruben Zamora; SFS Coordinator-TBD	Classified staff supervision: Amber Cope; Jennifer Hernandez; Chuck Herrera; Dina James; Dino Paquiz; Jesus Ramirez; Mary Rhatigan; Jake Vilaubi; T Vorghin; Carmen Zarate	Classified staff supervision: Jessica Chan; Jose Pablo Diaz; Tris Fiaui; Leonardo Flores; Nancy Lee; Lucy Martinez; Johanna Moyoli; Nimia Phillips; Daniel Tesfay
District Responsibilities: <ul style="list-style-type: none"> ● Principals Meetings ● Board Meetings ● Early College ● SCVAL & CCS Board of Managers 	District Responsibilities: <ul style="list-style-type: none"> ● Executive Assistants Meetings ● FMA Board Rep 	District Responsibilities: <ul style="list-style-type: none"> ● CTE Pathways ● C & G Liaison ● FUHSD Guidance ● PLATE ● Social Studies Liaison 	District Responsibilities: <ul style="list-style-type: none"> ● 504 Liaison ● DELAC ● Placement Advisory Committee ● Trauma Informed Care 	District Responsibilities: <ul style="list-style-type: none"> ● C & G Liaison ● English Liaison ● Technology 	District Responsibilities: <ul style="list-style-type: none"> ● Athletic Directors Meetings ● SSAM 	District Responsibilities: <ul style="list-style-type: none"> ● Activities Directors ● SSAM