

Fremont High School

2020-2021 Administrative Team Responsibilities

Principal	Executive Assistant	Assistant Principals			Deans of Students	
Bryan Emmert 522-2401	April Perez 522-2402	Brooke Chan 522-2411	Chris Moore 522-2419	Andy Walczak 522-2409	Connor Smith 522-2416	George Bechara 522-2489
		Student Support (A – Go)	Student Support (Gr – O)	Student Support (P – Z)	Student Discipline (A – Ln)	Student Discipline (Lo – Z)
<ul style="list-style-type: none"> ● Certificated evaluation & admin calibration ● Crisis Team (support) ● Fremont Accelerated Academic Programs (FAAP – formerly Title 1) ● Guiding Coalition for Learning (GCL) meeting facilitation ● Hiring and personnel ● Modernization & Construction ● Principal’s Advisory Board ● PTSA ● School budgets ● School partnerships ● School Plan/WASC data, implementation & assessment ● School Site Council ● Staff Appreciation (lead) ● Staff Leadership Team ● Staff meetings ● Title IX Coordinator /Sexual Harassment Coordinator (Staff) ● WASC Planning ● 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, substitutes, PARs, bell schedules, staff conferences and summer mailer ● FHS promotional efforts ● Instructional Minutes ● Key distribution ● Morning Announcements & Marquee Coordination ● Office Manager ● Principal’s Advisory Board ● QCC requisitions coordination ● Reporting of instructional minutes, Workers Compensation claims, petty cash requests, and injury reports ● School Budgets ● Summer School Site Coordination ● 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 ● Guidance & Master schedule ● Guiding Coalition for Learning (GCL) meeting facilitation ● Infinite Campus ● Middle school articulations ● Naviance ● New Parent Orientation ● Report Cards ● School profile ● Staff Advisory Council ● Staffing ● Student course selection 	<ul style="list-style-type: none"> ● 504 Site Coordinator & Alpha Support ● ACT & College Board accommodation supports ● Back-to-School Night ● Career Day ● Classified staff ● Climate Office Support ● Horizontes ● Intervention Data Coordination ● Los Padres & Kababayan ● Mental Health & Crisis Teams (lead) ● Senior checkout ● Student Assistance Team ● Staff Leadership Team ● Students for Success ● Summer bridge programs 	<ul style="list-style-type: none"> ● 504 Alpha Support ● ASB/Leadership ● Athletics Programs, Athletic Directors & Athletic Boosters ● Clubs ● ELAC ● Firebird Fiesta ● FHS Hall of Fame ● Link Crew & Freshmen orientation (support) ● New Staff handbook ● New teacher support and meetings ● Residency ● School Site Council (lead) ● Senior Awards ● Student clerks ● Student shadow days ● Student Tutors 	<ul style="list-style-type: none"> ● Bus passes, Safe Routes to School & VTA ● Crisis Team (support) ● Facilities (cafeteria, parking, pool, etc.) & Civic Permits ● Flex Lessons – Start of School Year ● Graduation ceremony ● Guiding Coalition for Learning (GCL) meeting facilitation ● Health & safety ● Hearing Test ● Lunch & brunch supervision management ● Master Activity Calendar ● School Culture presentations (support) ● Student lockers ● Student teachers ● Watermelon Run 	<ul style="list-style-type: none"> ● Baccalaureate ● Crisis Team (support) ● Chronic Absentee Intervention (CAI) and Attendance ● Field trips ● Graduation & Baccalaureate Speakers ● Library ● Link Crew & Freshmen orientation (lead) ● Red & White Awards ● School Culture presentations (lead) ● Staff Co-curricular duties ● Student handbook ● Student photos & IDs ● Sunnyvale Challenge Team ● Sunnyvale-Izuka Exchange Program ● Technology ● Title IX Coordinator /Sexual Harassment Coordinator (Student) ● Website & Schoology Content Coordinator
<ul style="list-style-type: none"> ● Intervention area: <ul style="list-style-type: none"> ○ Algebra ○ Read 180 		<ul style="list-style-type: none"> ● Intervention area: <ul style="list-style-type: none"> ○ Equity Task Force 	<ul style="list-style-type: none"> ● Intervention area <ul style="list-style-type: none"> ○ Academic Foundations ○ Unconditional Education (UE) 	<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"> ○ Literacy, Lit/Writing 	<ul style="list-style-type: none"> ● Intervention area <ul style="list-style-type: none"> ○ Credit recovery & ALEKS ○ Flex Time
			<ul style="list-style-type: none"> ● Testing Area: <ul style="list-style-type: none"> ○ AP 	<ul style="list-style-type: none"> ● Testing Area: <ul style="list-style-type: none"> ○ 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: Math, World Language		Department Liaison: CTE, Guidance, Visual Arts	Department Liaison: PE, Special Education	Department Liaison: ELD, GOALS, Social Studies	Department Liaison: English	Department Liaison: AVID, Performing Arts, Science
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 	District Responsibilities: <ul style="list-style-type: none"> ● 504 Liaison ● C & G Liaison ● Placement Advisory Committee 	District Responsibilities: <ul style="list-style-type: none"> ● Activities Directors ● Athletic Directors Meetings ● DELAC 	District Responsibilities: <ul style="list-style-type: none"> ● Family Engagement Collaborative ● SSAM 	District Responsibilities: <ul style="list-style-type: none"> ● SSAM ● Technology