

RMHS ADMINISTRATIVE SITE RESPONSIBILITIES 2021-22

CURRICULUM & ASSESSMENT	EXTENDED LEARNING	GUIDANCE & INTERVENTION
ALEXIS ORTIZ , Assistant Principal - A-GD (805) 278-5504 Jack Rambadt , Secretary – (805) 278-5506	GARY PETERSON , Assistant Principal - GE-OR (805) 278-5502 Nathalie Habash , Secretary – (805) 278-5507	BLANCA GIL , Assistant Principal - OS-Z (805) 278-5503 Olivia Ramirez , Secretary – (805) 278-5508
Linked to: Director of Curriculum & Assessment Director of Special Education	Linked to: Director of Student & Staff Support Director of EL & Migrant Education Director of Student Services Coordinator CWA	Linked to: Asst. Supt. Educational Services Asst. Supt. Administrative Services
After School Academies <ul style="list-style-type: none"> • Law Enforcement Academy • Pre-Engineering Academy Attendance & Advisor <u>Attendance Policies & Procedures</u> <ul style="list-style-type: none"> • Bell Schedule • Drop-out Report AP Programs Behavioral Intervention Band Boosters <u>Campus Safety</u> <ul style="list-style-type: none"> • Alarm System • Campus Supervisors • Crime Reports • Metal Detection • Report of Loss CBEDS CTE Program <ul style="list-style-type: none"> • Merit <u>Curriculum and Instruction</u> <u>D.C.C. (District Curriculum Committee)</u> <u>Detention/Saturday Work Program / ISS</u> <u>Disaster Preparedness/ School Safety Plan</u> <u>Faculty Workroom / Duplicating Operator</u> <u>Gainful Employment</u> Health/Nurse <u>New Staff – Certificated / Classified</u> <u>Office Manager</u> <u>Opening Day Procedures</u> <u>Receptionist</u> <u>SARB / SARC</u> <u>Saturday Academy / School</u> <u>Special Education Programs (SPED)</u> <ul style="list-style-type: none"> • HHT / Home Teaching • IEP Coordinator • Para educators & Interpreters • Psychologist • Speech Therapist School Resource Officer Spartan Academy <u>Student Teachers by Department</u> <u>Substitutes</u> <u>Summer Mailer</u> <u>Summer School</u> Suspension/Expulsion <u>Teacher Expectations Syllabus</u> <u>Teacher Emergency Lesson Plans</u> <u>Teacher Recognition</u> <u>Testing:</u> <ul style="list-style-type: none"> • AP • DWA – Benchmarks (by Dept.) 	ASB / Student Activities <ul style="list-style-type: none"> • Bookkeeper/Lockers • Clubs • Freshman Orientation • Grad Night • ID cards • Marquee • Noontime Activities • Rallies/Assemblies/Dances <u>Adjunct Duties / Class and Clubs</u> <u>Back to School Night / Open House/TCOB</u> CTE Program <ul style="list-style-type: none"> • Construction <u>English Learner (ELLRT)</u> <u>Information Technology</u> <u>Facilities / Physical Plant</u> <ul style="list-style-type: none"> • Facility Work Order • Phones • School Furniture • Use of Facilities Food Services / Free & Reduced Lunch <u>Graduation</u> Homeless/Foster <u>International Study</u> <u>LEAP/SPSA – Single School Plan</u> Maintenance / Custodial Depts. <u>Master Activities Calendar</u> <u>Peer Mediation</u> <u>PFO</u> <u>Senior Contract</u> <u>SIS</u> <u>Special Programs</u> <ul style="list-style-type: none"> • DFS • EIA/LEP • EIE • Migrant • Title 1/ELAC • Title IX • TUPE <u>Student Teachers by Department</u> <u>Teacher Expectations Syllabus</u> <u>Testing/Assessment:</u> <ul style="list-style-type: none"> • ELPAC (CELDT) • SBAC • CAASSP • DWA – Benchmarks (by Dept.) Textbooks / Textbook Clerk <u>Transition Partnership Program</u> <u>Uniform Complaints</u> <u>Yearbook</u> <u>WASC – Action Plan</u> <u>Wellness Center</u>	A-G Completion Rate Athletics AVID <u>College & Career Center</u> <ul style="list-style-type: none"> • ASVAB / Career Assessment CSF (California Scholastic Federation) Counselor / Academic / 504 Plan CTE Completion Rate CTE Program <ul style="list-style-type: none"> • Baking & Pastry • Video & Production <u>CSUCI Partnership</u> Data Teams Eighth Grade Registration / Orientation <u>Instructional Staff</u> <u>International Baccalaureate (IB)</u> Library Services <u>Mandated Costs</u> <u>Master Schedule</u> <u>New Staff – Certificated / Classified</u> <u>Office Practice</u> <u>Oxnard College Liaison</u> <u>Pep Squad</u> <u>Professional Development</u> Pupil Records Reading & Corrective Reading Program <u>ROP</u> Scholarship Committee Senior Awards <u>Service Classes</u> <u>Sexual Harassment – Board Policies</u> <u>Staff Development Training</u> <u>Student Recognition Committees</u> <ul style="list-style-type: none"> • Academic Letters • Department Awards • Spartan of the Month / Super Spartans <u>Student Teachers by Department</u> <u>Teacher Expectations Syllabus</u> <u>Testing:</u> <ul style="list-style-type: none"> • DWA – Benchmarks (by Dept.) • IB Testing • PSAT / ACT / SAT / PLAN Transportation UC – AG Course List <u>UCSB Outreach Consultant</u>
Grade Change Approvals IEP / SST / SARB / Case Mgt. (A-GD) PFO/PLC Sheriff Liaison	Grade Change Approvals IEP / SST / SARB / Case Mgt. (GE-OR) PFO/PLC Sheriff Liaison	Grade Change Approvals IEP / SST / SARB / Case Mgt. (OS-Z) PFO/PLC Sheriff Liaison
Instruction - Supervision - Evaluation	Instruction - Supervision - Evaluation	Instruction - Supervision - Evaluation
Departments: Arts – Performing (Music) World Languages SPED Social Science	Departments: Arts – Visual Mathematics Physical Education Science	Departments: Career/Technical Education (CTE) English English Language Development (ELD)