

**KNIGHT HIGH SCHOOL
RESPONSIBILITY CHART
2022-2023**



PRINCIPAL

**Tammie Nickols
Liz Morfin, Secretary to Principal**

Management Confidential

**Assistant Principal: Rochelle Miser
Vice Principal: Andrea Wells
Vice Principal: Edgar Ortega
Vice Principal: Mike Ybarra
Vice Principal: Debi Keys
Director of Security: James Diaz
Liz Morfin, Secretary to the Principal
Mike Thom, LA Co. Deputy Sheriff**

Classified Supervision

**John Lambeth, Media Network Tech
Mayra Santana, Site Accountant
Robert Wenrich, Maintenance I
Cory Clark, Maintenance II**

Areas of Direct Responsibility

**Department Chairs
Title I Coordinator
AVID
Implementation of School Vision
Budget/Fiscal Management
Categorical Programs & Budgets
Community/Media Relations
Curriculum and Instruction
Deputy Liaison Program
Employee Contract Management
Expulsion Process
Formal/Uniform Complaint
Instructional Leadership Team
Personnel Selection/Personnel requests
Site Management
Principal's Advisory Committee
School Site Council
Site Plan for Student Achievement (SPSA)
Oversight of Technology Plan
Technology Infrastructure
WASC
Site Technology Plan
Cafeteria**

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ASSISTANT PRINCIPAL

**Rochelle Miser
Danielle Goree, Secretary to Assistant Principal**

Certificated Supervision

**English
School Counseling
Alternative Education**

Classified Supervision

**Danielle Goree, Secretary to the Assistant Principal
TBD, Switchboard Operator
Sara Morfin, Site Data Technician
Jacquiline Portillo, Registrar
Hortencia Ojeda, Pupil Services Technician
Maria Bazan, Pupil Services Technician
Daniella Segura, Pupil Services Technician
Patricia Davila, Guidance Office Clerk
Yvonne Deaso, Library Technician
Rosa Bramont, Textbook Clerk
Juliana Machkovski, I.S. Clerk
Eddie Vavrick, I.S. Learning Center Tech.**

Areas of Direct Responsibility

**Credit Retrieval
Tutoring Program
Instructional Partners
AVTI/Support Providers/New Teacher Meetings
Advanced Placement, Assessment, Testing
Classroom Utilization
Instructional Minutes/Bell Schedules
Instructional Technology
DDE Academy
Library/Textbooks
Master Schedule
Staff Development
Substitute Teachers
Summer School Principal
Textbooks
Williams Visit**

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VICE PRINCIPAL – Activities

**Andrea Wells
Maria Gilpatrick, Secretary (Activities)**

Certificated Supervision

**Science
VAPA
Work Experience Coordinator**

Classified Supervision

**Maria Gilpatrick, Secretary, (Activities)
Evelin Garibay, Student Store Clerk
Karina De La Cruz, Computer Lab Technician
Ryan Cusick, PC Repair Technician
Ryan Collins, PC Repair Technician**

Student Services

Discipline Group: H-PA

Areas of Direct Responsibility

**Kara Johnson, Activities Coordinator
All Club Advisors
LINK Crew
Cheerleading
Activities:**

- ASB and Leadership
- ASB Budget
- Assemblies/Orientation
- Booster Clubs
- Calendaring of All School Activities
- College Information Night
- Facilities/Master Calendar/Requests
- Graduation
- Student Store
- Winter Ball, Prom, All Dances

**Back To School Night (Fall/Spring)
4.0 Dinner/Program
Admin Interns**

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VICE PRINCIPAL - Athletics

**Mike Ybarra
Perla Marin, Secretary (Athletics)**

Certificated Supervision

**Math
Social Studies**

Classified Supervision

**Perla Marin, Secretary
Custodial Staff: Day and Night Custodians (7)**

Additional Staff Reporting to District Office
Grounds Staff (2) (Non-Evaluative)
Security Staff (9) (Non-Evaluative)

Student Services

Discipline Group: C-G

Areas of Direct Responsibility

**Tom Hegre, Athletic Director
All Athletics Coaches
Student Support Center
PBIS**

Athletics:

- Eligibility/Clearance of Athletes
- Athletic Staffing/Personnel Requests
- Budget
- Athletic Schedules
- Calendaring of all Athletic events
- Trip Requests

Positive Behavior Intervention Support (PBIS)

Gender Equity

Transportation

- Transportation Budget
- School Vehicle Cleaning and Maintenance

Oversight of On Campus Detention

Safety Committee

Admin Interns

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**VICE PRINCIPAL-School Community
Comms/ Programs/Attendance**

**Edgar Ortega
Norma Duran, Secretary**

Certificated Supervision

Physical Education
ROTC
English Learner Development
World Languages
Behavioral Science

Classified Supervision

Norma Duran, Secretary (Alt Placement)
Jasmine Borja, Sr. Attendance Clerk
Kathy Zelaya, Attendance Clerk
Veronica Morfin, Community Attendance Worker
Adelaida Harris, EL Instructional Aide
Edirna Bazan, EL Instructional Aide
Karen Galdamez, EL Instructional Aide

Sylvia Mendoza, EL Secretary

Student Services

Discipline Group: Pe-Z

Areas of Direct Responsibility

English Learner Program
English Learner Advisory Committee (ELAC)
School Wide/Community/Family Surveys
Schoolwide/Family communication
Data Collection/Analysis
LCAP Forum
Attendance Policy – Positive Attendance Plan
Short Term Independent Study (S.T.I.S.)
• Student Study Team (SST)/504's
SART/SARB
Saturday School/Saturday Work Programs
9th Grade College Field Trips
Parent Volunteers
Student Planners
COVID protocols
Admin Interns

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VICE PRINCIPAL – Special Education

**Deborah Keys, (SPED)
Carla Alvarez, Spec. Ed. Secretary**

Certificated Supervision

**Special Education Department
RSP, TSA, ED, TMH, and SDC Teachers**

Classified Supervision

**Carla Alvarez, Sp. Ed. Secretary
TBD, Health Office Technician
Instructional Aides
Paraeducators**

Additional Staff Reporting to District Office

**Jackie Jones, Psychologist
Claudia Rodriguez, Psychologist
Victor Alcantara, Psychologist
Stephanie Roorck- Speech Pathologist
Linda Love, Speech Paraeducator**

Student Services

Discipline Group: A-B and SDC-B(ED)

Areas of Direct Responsibility

**Student Support Center (SPED compliance/supports)
Special Education**

- Assessments
- Calendaring of IEP's
- All aspects of Special Ed program

Home Teaching

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DIRECTOR OF SECURITY

James Diaz

Classified Supervision

Campus Security Personnel

- Chris Fiscus (Campus Supervisor 1)
- Christina Orozco
- Rachelle Hawkins
- Ellis McGruder
- Nieko Elridge
- Mayra Galaviz
- Val Powell
- Erika Kazee
- Elnora Hayslett, Locker Room Attendant
- Ray Lothert, Locker Room Attendant

Areas of Direct Responsibility

Campus Security

- Student Control
- Secure Facilities

Disaster Preparedness/Disaster Supplies

School Safety Plan

On Campus Detention

Tardy policy

Security Alarms

Key Control

Locker Coordination

Student ID Cards and Photos

- Replacements and New Students

Saturday School Program

Saturday Work Program

Campus Asset Inventory