

## RMHS ADMINISTRATIVE SITE RESPONSIBILITIES 2022-23

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