

2015-2016 Administration Responsibilities

Paul Gengler	Mike Burstein - VP	Deborah Frank - SSC
Principal	9 - 12 (E - K)	All Students
Administration Supervision	Alternative Education Placement	After School Tutor Program
All Programs and Operations	ASB Leadership/Activities	Alternative Education Placement
AP Course Audit	Athletics - AD/Events/Transportation	CARE Team
Assessment/Accountability	Back to School	Coordinator 504 Plans/SST
Athletic, PTSA, Music, Booster	Departments - Math, Science - PLC's	Foster/Homeless Youth Liaison
Budget	Detention	Home and Hospital - Designee
Counselors with Redd	Every 15 Minutes (Odd years)	Intern Counselors
Curriculum Development/Review	Grad Night Liaison	Positive Behavior Team Liaison
Department Chairs	Graduation	SARB/SART
District Goal Implementation	Marquee/Daily Bulletin	Senior Awards
Facilities Use Permits	Master Calendar- Cheri	SST Coordinator
Health/emergency Reports	Project Lead The Way Pathways	Substance Abuse Programs TUPE
IMC - Textbooks/Copy Center	PSAT Testing Coordinator	Undergrad Awards
Measure C	Student Attendance/Discipline	WASC Action Plan
Parent Leadership Team	Teacher Evaluations	
Personnel	Technology - Oars	
Representative NCS/DVAL	Transcript/Credit Review	
School Profile	WASC Action Plan	
Site Council/SPSA		
Student Teachers		
Teacher Evaluations		
Textbooks		
Treasurer's Office		
Walk-Thru		
Web Site		

Gary Jensen- VP	Aline Lee - VP	Patrinia Redd - VP
9 - 12 (A - D)	9 - 12 (L-Q)	9 - 12 (R - Z)

Alternative Education Placement	Alternative Education Placement	Alternative Education Placement
AVID	Course Catalog/Request Cards	AP Testing Coordinator
Awards Programs - Support (Frank)	Departments - Soc Sci, Sp Ed - PLC's	Attendance Office
Campus Supervisors	Eighth Grade Articulation	CAHSEE Testing Coordinator
Custodians	Master Schedule	Career Center
Departments - English, PE - PLC's	New Teachers	Departments - Arts, World Lang - PLC's
Evaluations	Open House	ELD Program Manage/CELDT Test
Field Trips	Registrar Office	Naviance
Grounds & Facilities Work Orders	Report Cards	Online Learning Programs
Healthy Kids Survey	Special Ed Administration	SARB Hearings
Lockers	Student Attendance/Discipline	School Guidance Programs/Nights
Safety Plan (drills, logs)	Teacher Evaluations	School Messenger
Student Agenda/Faculty Handbook	Transcript/Credit Review	Student Attendance/Discipline
Student Attendance/Discipline	WASC Action Plan	Student Meds/Logs
Teacher Evaluations		Teacher Evaluations
Testing Coordinator CAASP		Transcript/Credit Review
Transcript/Credit Review		WASC Action Plan
WASC Coordinator		