

LMS ORGANIZATIONAL CHART 2023-2024

PRINCIPAL- Joe Williams ADMIN 3-(Stefanie Elizarras)

- Administrative Team
- Library/Williams Act
- SPSA
- Athletics/ASB
- Department Chairs/PLC
- Probationary Teachers
- Family Engagement
- Security
- District Office/Board Meetings
- Budget/POs
- Facility Requests
- Community Relations
- Handbooks
- Promotion (next year)
- Field Trips/Conferences
- Campus/Event Supervision
- Counseling/Master Schedule
- Sped/PE/English/SS
- PBIS
- Sub Desk/AESOP
- Middle School Partnership/HDAL
- SRO/PO
- Literacy Team
- AVID

AP SCOTT MANLEY

- Discipline
- Grade School Outreach
- CTE/Science/Math/FL Testing
- SSTs/504s/IEPs
- Academic Interventions
- Civil Rights Data Collection
- LCAP
- Campus/Event Supervision
- Extra Duty Hours
- Probation Classes
- IA Scheduling
- Safety Plan
- Physical Fitness Testing
- Panorama Survey
- Boomerang Middle School/Link Crew
- ELAC/DELAC
- After School Tutoring
- Sub Desk/AESOP

AD PAUL CONKLE

- Athletic Team Staffing
- Coaches/Clearances
- Athletics Transportation
- Walk-On Coaches
- Family ID/Athletic Clearances
- Facility Requests
- AD Meetings
- Game Schedules
- Athletic Equipment/Uniforms
- Referees
- Coaching Evaluations
- Seasonal Coaching Meetings
- Campus/Event Supervision
- High Desert Athletic League
- OCI

ASB LIZ WHITE/JENNIFER THOMAS

- Student Activities
- Activities Calendar
- Student Store
- ASB Bookeeper- (shared)
- Marquis
- Promotion (year 2)
- Dances/Pep Rallies
- Facility Requests
- Campus/Event Supervision
- Yearbook
- Website Marquis
- Social Media Maintenance

COUNSELOR TBD

- Course Registration A-Z
- AVID
- Master Schedule
- RSP/Inclusion
- SSTs/504s
- Read 180/System44 Literacy Program
- Lead Counselor
- Testing
- EL Student Liaison
- Promotion (year 2)

SOA ATTENDANCE VICKEIA BOWDEN

- Attendance/SARB
- Home Visits
- Report Cards
- A2A
- Fill in Admin 3
- Academic Warnings

AP ADMIN 1 JENNIFER YAVER

- Hearing/Vision Screening
- Schedule Observations/Evaluations
- Interim Benchmarks Schedule & Data Collection
- Discipline Entry

SOA COUNSELING OFFICE TBD

- Academic Warnings
- Report Cards
- Counselor Appointment Scheduling
- SST/504 Scheduling
- Parent/Teacher Meeting Scheduling
- IEP Scheduling

MENTAL HEALTH CLINICIAN/LVN QUIANA ROBERTS

- Crisis Team Member
- Mental Health Referrals
- Peer Counseling
- Foster/Homeless Site Liaison
- Group Counseling

FAMILY ENGAGEMENT LIAISON CRISTIONNA PITTS

- Community Outreach
- PIQE/PIBE/AFAM
- District FEL Team Member
- Admin/Family Networking (Coffee with the Principal)
- Parent Panorama Survey
- School Site Council
- ELAC Committee

LVN JASMINE CRAWFORD

- Medical Assisting
- First Aid Kit Maintenance
- Medications
- Parent Contracts



**LARREA
MIDDLE
SCHOOL**

Est. 2023