

RMHS ADMINISTRATIVE SITE RESPONSIBILITIES 2024-25

<p style="text-align: center;"><u>CAROLINE GONELLA</u> Assistant Principal, (A-Garit) Office: (805) 278-5502</p> <p style="text-align: center;">Amber Chaparro, Secretary – (805) 278-5506</p>	<p style="text-align: center;"><u>KELLEY STONE</u> Assistant Principal, (Garnica-Olivaros) Office: (805) 278-5524 Cell: (805) 807-5275</p> <p style="text-align: center;">Olivia Ramirez, Secretary – (805) 394-4758</p>	<p style="text-align: center;"><u>JESUS JIMENEZ</u> Assistant Principal, Onate-Z Office: (805) 278-5503</p> <p style="text-align: center;">Megan Ruffinelli, Secretary – (805) 278-5508</p>
<p>Adjunct Duties</p> <ul style="list-style-type: none"> ● Teacher/Counselor signups and compliance <p>After School Academies</p> <ul style="list-style-type: none"> ● DRAGG ● Port of Hueneme ● Pre-Engineering <p>English Learner (ELLRT)</p> <ul style="list-style-type: none"> ● Site Team Management <p>Gainful Employment</p> <p>International Baccalaureate (IB)</p> <ul style="list-style-type: none"> ● DP / CP Lead Support <p>MTSS and Restorative Intervention Counseling (RIC)</p> <ul style="list-style-type: none"> ● MTSS Plan ● Collaboration w/ Site and District Data Team ● RM Staff MTSS PD/Training <p>Office Manager</p> <ul style="list-style-type: none"> ● New Staff – Certificated / Classified ● Health/Nurse/Receptionist ● Faculty Workroom / Duplicating Operations <p>ParentSquare Communication</p> <p>School Site Council (SSC)</p> <ul style="list-style-type: none"> ● School Plan for Student Achievement (SPSA) ● Meeting Dates, Agendas, and Facilitation <p>Special Programs</p> <ul style="list-style-type: none"> ● Homeless/Foster ● Migrant ● Title 1/ELAC ● Foreign Exchange <p>Special Education Programs (SPED)</p> <ul style="list-style-type: none"> ● HHT / IST- SPED ● IEP Coordinator ● Para educators & Interpreters ● Psychologist / Speech Therapists ● Transition Partnership Program <p>Substitutes / Emergency Sub Plans / Comp</p> <p>Summer Mailer</p> <p>Summer School</p> <ul style="list-style-type: none"> ● Staffing, Planning, and Lead Admin Support ● AP week of duty assignments <p>Testing:</p> <ul style="list-style-type: none"> ● ELPAC / Initials ● IB Testing/IAs <p>Weekly Newsletter to the Community via PS</p> <ul style="list-style-type: none"> ● Activity/Athletic/Wellness Updates <p>Wellness Center</p> <ul style="list-style-type: none"> ● Collaboration with RIC and Academic Counseling ● Events/Activities <p>Recognition</p> <ul style="list-style-type: none"> ● Spartan Staff of the Quarter ● Staff Pride ● Spartan of the Quarter ● Seal of Biliteracy /Tri Literacy 	<p>Advanced Placement Programs</p> <ul style="list-style-type: none"> ● Compliance/yearly syllabus renewals ● Spring Assessments <p>Athletics</p> <ul style="list-style-type: none"> ● Admin Supervision Schedule ● Title IX (Sexual Harassment) Compliance ● Pep Squad ● Athletic Boosters <p>Attendance Clerk and Advisor</p> <ul style="list-style-type: none"> ● Opening Day Procedures ● SARB / SARC ● Attendance Policies & Procedures ● Bell Schedule ● Drop-out Report ● Tardy Policies / Sweeps ● CBEDS ● Spartan Saturday Academy/Detention <p>AVID</p> <p>Counselor-Academic</p> <ul style="list-style-type: none"> ● A-G, OOCR, Graduation Rate, FAFSA ● Dual Enrollment ● Guidance Tech ● UC A-G Course List ● UCSB Outreach Consultant <p>Information Technology (staff technology)</p> <ul style="list-style-type: none"> ● IT Support ● RMHS website and Social Media ● Minga, Remind <p>International Baccalaureate (IB)</p> <ul style="list-style-type: none"> ● MYP Lead Support <p>Food Services</p> <ul style="list-style-type: none"> ● Free & Reduced Lunch ● Educational Benefit Form <p>Master Schedule</p> <ul style="list-style-type: none"> ● Records ● Alternate Placement Committee (APC) ● Cardonex <p>ParentSquare Communication</p> <p>Parent Faculty Organization (PFO)</p> <ul style="list-style-type: none"> ● Startup plan ● Recruitment <p>Testing:</p> <ul style="list-style-type: none"> ● AP Testing ● PSAT/SAT <p>Yearbook</p> <ul style="list-style-type: none"> ● Approvals and Support <p>WASC</p> <ul style="list-style-type: none"> ● Report writer support ● Visit Coordinator <p>Recognition</p> <ul style="list-style-type: none"> ● Spartan Staff of the Quarter ● Staff Pride ● MVP (Athletic) Awards 	<p>ASB / Student Activities</p> <ul style="list-style-type: none"> ● Bookkeeper/Lockers/ID cards ● Clubs ● Freshman Orientation / Grad Night ● Marquee ● Rallies/Assemblies/Dances/Activities <p>Back to School Night / Open House / TCOB</p> <p>Band/Drama Support</p> <ul style="list-style-type: none"> ● Band Boosters <p>Campus Safety</p> <ul style="list-style-type: none"> ● School Resource Officer ● Alarm System/ WeTIP/Raptor ● Campus Supervisors ● Metal Detection Logs ● School Safety Plan, Planned Drills <p>College & Career Center</p> <ul style="list-style-type: none"> ● ASVAB / Career Assessment ● College Field Trips ● Oxnard College Liaison ● CSUCI Partnership ● DCAC ● EAOPS ● Work Permits <p>CTE Program</p> <ul style="list-style-type: none"> ● Support all CTE pathways <p>Eighth Grade Registration / Orientation</p> <p>Facilities</p> <ul style="list-style-type: none"> ● Maintenance / Custodial Depts ● Facilitron Reservations <p>Graduation</p> <ul style="list-style-type: none"> ● Senior Contract <p>Library and Textbook Room (student technology)</p> <ul style="list-style-type: none"> ● Librarian/Textbook Clerk Support ● Student Chromebooks/Technology <p>ParentSquare Communication</p> <p>Prop 28 Plan</p> <ul style="list-style-type: none"> ● Visual Arts ● Band <p>Senior Awards / Scholarship Committee</p> <p>Service Classes (TA, PE leaders, etc)</p> <p>Student Teachers / Residents</p> <p>Surveys</p> <ul style="list-style-type: none"> ● PBIS ● CA Healthy Kids ● Youth Truth <p>Testing:</p> <ul style="list-style-type: none"> ● CAASPP/CAST (Eng/Math/Sci) <p>Transportation</p> <ul style="list-style-type: none"> ● Daily, Field Trips, Athletics, Band, etc <p>Recognition</p> <ul style="list-style-type: none"> ● Spartan Staff of the Quarter ● Staff Pride ● Senior Awards / Academic Letters ● Spirit of the Spartan
Student Discipline–Suspensions / Expulsions Uniform Complaints	Student Discipline–Suspensions / Expulsions Uniform Complaints	Student Discipline–Suspensions / Expulsions Uniform Complaints
IEP/504s /SSTs / SARB / Case Mgt. (A-Garit)	IEP/504s / SSTs / SARB / Case Mgt. (Garnica-Olivaros)	IEP/504s /SSTs / SARB / Case Mgt. (Onate-Z)
Instruction - Supervision - Evaluation	Instruction - Supervision - Evaluation	Instruction - Supervision - Evaluation
<p style="text-align: center;"><u>Departments:</u> World Languages English Language Development (ELD) Physical Education SPED</p> <p style="text-align: center; font-size: small;">(Includes syllabus, grading scale, grade reports, emergency lesson plans)</p>	<p style="text-align: center;"><u>Departments:</u> AVID Mathematics Social Science Science</p> <p style="text-align: center; font-size: small;">(Includes syllabus, grading scale, grade reports, emergency lesson plans)</p>	<p style="text-align: center;"><u>Departments:</u> Career/Technical Education (CTE) English Visual and Performing Arts</p> <p style="text-align: center; font-size: small;">(Includes syllabus, grading scale, grade reports, emergency lesson plans)</p>