

Santa Barbara Unified School District  
Alternative Education High School Programs (La Cuesta & Alta Vista)  
Organizational Chart

**Administration**

**Carlos Cohen- *Principal***

**Alexandra Wilson- *Assistant Principal***

<b>Program Management</b>	School Plans LCAP SPSA WASC Budgets School Site Council Personnel/Evaluation Instructional Minutes/Bell Schedules Staff Meetings	<b>Academic Programs</b>	Site Leadership Team PLC's UC A-G English Learners / Reclassification Middle College / Dual Enrollment and Alt Placement Orientations STRIVE/ Scholars Community Schools Grant	<b>Program Management</b>	Implementation of RA Quetzal Program Attendance Summer School Classified Evaluation Alt Placement referrals (lead)	<b>Student Services</b>	Back to School night Mental Wellness Student discipline Community Outreach Nutrition Services MTSS Orientations IEPs Student Support Team Graduation
<b>Testing / Evaluation (Co-Coordinator w/AP)</b>	PSAT/Pre-ACT STAR Reading CAASPP / CAST ELPAC	<b>Student Services</b>	Student Awards & Events Program Referrals Student discipline College/Career Tech Community Outreach Social Media	<b>School Safety</b>	Safe School Plan Panorama		

**Shannon Sadecki  
ISS TOSA**

**Support Staff**

**Carrie Anderson  
Academic Counselor**

- Orientation Meetings
- Student interventions
- 504 Coordination
- Master Schedule
- SST/FTC Meetings?

**Alejandro Juarez  
College/Career Counselor**

- Community Service
- SBCC Liaison
- Work Permits & Internship
- Cal-SOAP Liaison
- College visits/tours
- Community outreach

**Joel Lazcano  
Registrar**

- Registration & Enrollment
- Transcripts
- Grade reporting
- Attendance reports
- Data verification
- Education Verification/Graduates

**Mayra Guinto  
Office Manager**

- Budget coordination
- Facilities/Work Orders
- Substitute coverage
- Professional development requests

**Guadalupe Olivares  
Administrative Support Technician**

- Receives calls from public
- Daily Attendance
- Home Hospital/IHI teacher assignment
- Home Hospital processes and payroll

**Margarita Rodriguez  
Family Outreach**

- Parent Outreach
- Parent Surveys (Panorama/ELAC)
- ELD/Reclassification
- Family supports / Community linkages

**Lauren Gleason  
TOSA**

- Data Collection & Analysis
- Support Tiers 1, 2 & 3
- Instructional Support and UDL
- Liaison to families, students and teachers
- Transition Planning & Coordination
- Tracking students progress
- Firebird Forum
- Support for Community Schools, WASC, SPSA and LCAP