

PRINCIPAL- Joe Williams
ADMIN III - (Stefanie Elizarraras)

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

ASSISTANT PRINCIPAL- Scott Manley
ADMIN I - (Karen Alaniz)

- Discipline
- Grade School Outreach
- Math/Science/Electives/Counseling
- SSTs/504s/IEPs
- Civil Rights Data Collection
- LCAP
- Campus/Event Supervision
- Extra Duty Hours
- Probation Classes
- IA Scheduling
- Safety Plan
- Physical Fitness Testing
- Panorama Survey
- ELAC/DELAC
- After School Tutoring
- Sub Desk/AESOP
- Testing Coordinator
- Custodian of Records

HEAD COUNSELOR
BRANDI FOBES

- LAST NAME A- L
- AVID Support
- Testing Support
- SST / 504
- Academic Interventions
- Master Schedule
- Course Registration
- Head Counselor
- Admin Designee

COUNSELOR
PEDRO AGUILAR

- LAST NAME M - Z
- ELL Support
- Testing Support
- SST / 504
- Academic Interventions
- Master Schedule
- Course Registration

ASB
MINDY GRIJALVA

- Student Activities
- Activities Calendar
- Student Store
- ASB Bookkeeper (shared)
- Marquee
- Dances/Pep Rallies
- Campus/Event Supervision
- Yearbook
- Website
- Social Media Maintenance
- W.E.B.
- PBIS Chair

AD
PAUL CONKLE

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

SOA ATTENDANCE
HELEN SANG

- Front Office
- Attendance
- SARB
- Home Visits
- A2A
- Fill in Admin 1
- Weekly Reports
- Monthly Reports

SOA COUNSELING
JANET MARTINEZ

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

MENTAL HEALTH CLINICIAN
QUIANA ROBERTS

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

FAMILY ENGAGEMENT LIASON
MARI MERCADO

- 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



Est. 2023

LARREA
MIDDLE
SCHOOL