



SANTA MARIA HIGH SCHOOL



ADMINISTRATIVE DUTIES 2026-27

Matt Stockton Principal	Jules Manfreda Assistant Principal Student Affairs	Elizabth Cortes Assistant Principal Curriculum & Instruction	Auni Baldwin Assistant Principal Special Programs	Tyler Haglund Dean Of Students
Monica Garcia Administrative Assistant	Veronica Morales Administrative Assistant	Denise Robles Administrative Assistant	Celena Madriz Administrative Assistant	Leticia Juarez Administrative Assistant
Budget Cafecito Calendar Communication Community Relations Community Schools Curriculum Council Department Chairs Guiding Coalition Handbook Instructional Coaches Instructional Strategies Professional Learning SARC School Climate SDMC SSC Uniform Complaints WASC Website/Social Media	Activities Activities Director/Link Crew ARC Oversight Attendance Classified Absences Own Dept Discipline (Major) Expulsions Facilities FBSMV Por Vida FFA Graduation ITS MTSS/SSTs/COST (Lead) Safety Saint of the Season School Climate Security SRO Summer School Facilities Tipline Visitors William's Act	Academic Awards Alternative Education BIAs Career Technical Education CCAP Classified Absences Own Dept College & Career Center Community Schools Counseling Credit Recovery/ELO Data Confirmation Dual Enrollment Courses EL Program ELAC Enrollment Home & Hospital Instruction Independent Study Master Schedule PSAT Records Office Summer School Instruction Winter Intersession Work Permits Xerox Copy room	Adult Transition Athletic Director/Coaches Athletics AVID Back to School Night Boosters CAASPP Testing Certificated Absences Classified Absences Own Dept ELPAC Testing ESY IAs SPED IEP Meetings Manifestations New Teachers Section 504 Special Education Student Teachers Substitutes Teachers TLC Transportation SPED	AP/AP Testing ARC Referrals Classified Absences Own Dept Discipline ESS Field Trips Food Service Hall Passes/Student Monitoring Health Office IAs Gen Ed Library/Materials MTSS/SSTs/COST Pictures/ID Cards Professional Learning Securly Aware Teacher Referrals Technology Transportation Gen Ed Tutoring/CALSOAP/AHC WASC Wellness Center
Classified Supervision Receptionist	Classified Supervision ASB Community Liaison Outreach Consultant Security	Classified Supervision BIAs College & Career Center Counseling Secretary Guidance Technician Lab Technician Registrar Data Specialist	Classified Supervision Athletics Trainer Behavior Technician IAs SPED Secretary SPED SLPA	Classified Supervision Attendance Office Health Office IAs General Ed Library Wellness Center
Certificated Supervision Business Community Liaison Non-permanent Teachers Non-Departmental Social Science	Certificated Supervision Activities Agriculture ISI/ARC Math	Certificated Supervision Counseling ELA IL	Certificated Supervision Athletic Director FCS PE Psychs /SLPS SPED	Certificated Supervision IT Science VPA Wellness Counselor

SHARED DUTIES: After-School Activities / Campus Supervision / Evaluations / Parent Conferences / Parent-Community Events / Rallies / Discipline / Summer School