

Burbank High School

Administrative Responsibilities

2026-2027
School Year

Steven Hubbell

Principal
Etx. 51901

Jennifer Freemon

Assistant Principal
Etx. 51906

1. Master Schedule
2. ELD Program
3. Visual and Performing Arts
5. Course Description Guide
6. A-G Data and Tracking
7. Graduate Checks
8. Technology Devices (students)
9. Library & Bookroom
10. Registration/Orientation
11. AP Coordinator/AP Exams
- 12.SPSA

Nairobi Kennedy
Senior Secretary of Instruction
Etx. 51940

Jenna Stewart
EL Coordinator
Etx. 51144

Alexander Konstantine
Technology Support Specialist
Etx. 52905

Michael Farber

Assistant Principal
Etx. 51921

1. Athletic Programs
2. Athletic Director
3. Coaches
4. Game Management
5. Finance Office
6. Food Services
7. Emergency (Health & Safety Protocols)
8. Technology Devices (staff)
9. College and Career Center
10. CTE Dual Enrollment
11. Career Tech Ed Day
12. College Fair
13. CAASPP Testing (SBAC/CAST)

Tonya Mccann
Senior Secretary of Athletics and Activities
Etx. 51915

Holly Schillaci
Finance Technician
Etx. 51960

Rima Armiyants
Office Manager
Etx. 51902

1. BTA/CSEA Reps
2. Budget
3. Communication (Blackboard/Website/Apps)
4. Faculty & Department Chair Meetings
5. LCAP
6. Professional Development
7. School Site Council/SPSA
8. WASC
9. Master Schedule
10. Leadership Team Retreats
11. Activities: ASB & Clubs
12. Attendance, New Enrollments, Disenrollments
13. Back to School/Open House
- 14.SPSA/Safety Plan

Amy Winn
A.S.B. Director

1. Activities
2. Rallies
3. Student Leadership
4. A.S.B. Finances
5. Game Management



James Tarouilly

Assistant Principal
Etx. 51916

1. Campus Safety & Supervision
2. Facilities Management / Joint Use / Use of Facilities
3. Behavioral Supports and Intervention
4. Detention
5. Saturday School
7. PBIS
8. Student Safety
9. DTRC Committee
10. Senior Awards
11. PSAT
- 12.Safety Plan

Talin Rooben
Senior Secretary of Student Services
Etx. 51905

Plant Manager
Tristan Clark

Natalie Setaghatian

Assistant Principal
Etx. 53920

1. Special Education Programs
2. Mental Health
3. Social Emotional Programs
4. 504's
5. Graduation
7. Disaster Drills

Ariana Garcia
Senior Secretary of Guidance
Etx. 51920

All administrators are responsible for: Discipline, SART/SARB, IEP Meetings, Workers Compensation, Task Force Meetings, Event Supervision and Teacher/Staff Evaluations

Department Chairpersons

Donald Pesicka
Counseling (JF)

Wendy Johns
English (SH)

Yvette Velasco
Foreign Languages (JT)

Rebecca Platner
VAPA/CTE (MF)

Jessica Guyon
Mathematics (JF)

Allison McKain
Athletic Director/PE
(MF)

Katilyn Malinosky
Science/Health (MF)

Greg Clark
Social Studies (SH)

Randy Tobin
Special Education (NS)

Administrative Responsibilities

2026-2027 School Year

Steven Hubbell *Principal*

- *ASB President*
- *District Liaison*
- *Educational News/Updates*
- *Faculty Chairs*
- *Faculty Handbook*
- *Front Office*
- *Parent Engagement*
- *PTSA*
- *School Branding*
- *BHS-TV*
- *Yearbook*
- *Paw Print (Newspaper)*
- *Mascot/Logo Oversight*
- *Prop 28 Funds*
- *Enrollments*
- *Disenrollments*
- *Attendance Appeals for Graduation*
- *IEP Meetings*
- *Suspension Approvals*
- *Event Security and Supervision*
- *Faculty/Staff/Admin/ Supervision Evaluations*

Jennifer Freemon *Assistant Principal*

- *UC Course Management Portal*
- *Aeries/CALPADS*
- *Diploma Awards (Golden State Seal/Biliteracy Seal)*
- *Home Hospital*
- *Library & Bookroom*
- *Registrar*
- *Grades/Credits*
- *Student Teachers*
- *TA's / Academic Mentors*
- *New Course Adoption*
- *Grade Level / College Prep Nights*
- *504's*
- *SART/SARB (L-R)*
- *IEP Meetings*
- *Work Place Injuries/Workers Comp*
- *Task Force Meetings*
- *Student Discipline*
- *Event Security and Supervision*
- *Faculty/Staff Supervision & Evaluations*

Natalie Setaghatian *Assistant Principal*

- *Mental Health*
- *Care Center*
- *SART/SARB (S-Z)*
- *IEP Meetings*
- *Work Place Injuries/Workers Comp*
- *Task Force Meetings*
- *Student Discipline*
- *Event Security and Supervision*
- *Faculty/Staff Supervision & Evaluations*

James Tarouilly *Assistant Principal*

- *Child Welfare / Outreach*
- *Court Probation Liaison*
- *School Resource Officer*
- *School Safety Plan*
- *Homeless Liaison*
- *Indebts Ineligibility*
- *Lunch Permits*
- *504's*
- *SART/SARB (A-E)*
- *IEP Meetings*
- *Work Place Injuries/Workers Comp*
- *Task Force Meetings*
- *Student Discipline*
- *Event Security and Supervision*
- *Faculty/Staff Supervision & Evaluations*

Michael Farber *Assistant Principal*

- *Extracurricular Eligibility*
- *Volunteers*
- *Boosters/501c3*
- *E-Waste*
- *Field Trips*
- *Transportation Budget*
- *504's*
- *SART/SARB (F-K)*
- *IEP Meetings*
- *Work Place Injuries/Workers Comp*
- *Task Force Meetings*
- *Student Discipline*
- *Event Security and Supervision*
- *Faculty/Staff Supervision & Evaluations*