




<b>BETTY RILEY</b> Principal	<b>VICTOR RODRIGUEZ</b> Assistant Principal	<b>JOANNE GODINEZ-ALI</b> Assistant Principal	<b>MICHAEL LOVELADY</b> Assistant Principal	<b>HARRY IBACH</b> Interim Assistant Principal
<p>API, AYP Monitoring Systems                      ASB Finance/Student Store                      Audits                      Budgets                      Certificated Staffing                      Certification Forms                      Child Abuse Reporting                      Classified Staffing                      Curriculum                      Instruction                      Master Schedule Oversight                      Media Relations                      Meetings</p> <ul style="list-style-type: none"> <li>• Administrative Team</li> <li>• Faculty Meeting</li> </ul> <p>Public Relations                      Sexual Harassment Reporting                      Staff Relations                      Uniform Complaint Procedures                      UTLA Contract Compliance                      District Instructional Initiatives</p> <p><b><u>Instructional Focus</u></b></p> <ul style="list-style-type: none"> <li>• Sixth Grade Academy</li> <li>• Ninth Grade Transition Program</li> </ul> <div style="text-align: center;">    </div>	<p>Accident Reporting                      Alterations/Improvements                      Building &amp; Grounds Personnel                      Cafeteria Operations                      Civic Center Permits                      Construction                      Discipline</p> <ul style="list-style-type: none"> <li>• Campus Security</li> <li>• Dean's Office</li> <li>• Expulsions, Suspensions, OTs</li> <li>• Hall Passes</li> <li>• Incident Report</li> <li>• Positive Behavior &amp; Support</li> <li>• Referral Procedures</li> <li>• School Police</li> <li>• Supervision Schedule</li> <li>• Tardy Sweeps</li> <li>• Uniforms</li> </ul> <p>Display Cases                      Emergency Drills                      Furniture/Equipment Inventory                      Hall Lockers                      Handbook (Faculty)                      Keys                      Meetings and Agendas</p> <ul style="list-style-type: none"> <li>• Construction</li> <li>• Department Chair</li> <li>• Operations (SBM)</li> <li>• PDLC</li> <li>• SSC, SBM</li> </ul> <p>Parking                      Periodic Assessments                      Professional Development</p> <ul style="list-style-type: none"> <li>• Banked Day Agenda</li> <li>• PDLC Agenda</li> <li>• Pupil Free Day Agenda</li> </ul> <p>Safe School Plans                      Stull Coordination                      Substitute Principal                      Telephones (classrooms)                      Youth Services: Permits</p> <p><b><u>Instructional Focus</u></b></p> <ul style="list-style-type: none"> <li>• Science Department</li> <li>• Social Studies Department</li> <li>• Instructional Coaches</li> </ul>	<p>Academic Awards                      AP Syllabi /Audit                      AVID                      Back to School, Open House, PHBAO, Conf.                      Bilingual &amp; Title I Budgets                      COST/SST Coordination                      Counseling</p> <ul style="list-style-type: none"> <li>• Articulation</li> <li>• Cumulative Records, Transcripts</li> <li>• College/Career Center &amp; Advisor</li> <li>• Crisis Team</li> <li>• Graduation Requirements</li> <li>• Mark Reporting, Rollbooks</li> <li>• Print Report Cards</li> <li>• Print Student Schedules</li> <li>• ROP, Perkins</li> <li>• Service Learning</li> </ul> <p>Gifted &amp; Talented Programs                      Graduation/Culmination Coordination                      Master Schedule Coordination                      Meetings/Agendas</p> <ul style="list-style-type: none"> <li>• CEAC, ELAC</li> </ul> <p>Opening/Closing Bulletins                      Orientation                      Parent Center                      Personal Learning Environments (PLE)                      PHBAO                      Room Assignments                      School for Advanced Studies (SAS)                      Suicide Prevention                      Summer School Master                      Teacher Attendance</p> <ul style="list-style-type: none"> <li>• Sign In/Sign Out</li> <li>• Substitutes/Coverage</li> </ul> <p>Testing</p> <ul style="list-style-type: none"> <li>• CELDT</li> </ul> <p>Title I Program</p> <ul style="list-style-type: none"> <li>• Federal Lunch Program</li> <li>• Single Plan</li> </ul> <p>Transportation (Special Education)</p> <p><b><u>Instructional Focus</u></b></p> <p>ESL                      Special Education</p> <ul style="list-style-type: none"> <li>• Bridge Coordinator</li> <li>• Psychologist</li> <li>• Itinerant Staff</li> <li>• Special Ed. Paraprofessional</li> </ul> <p>Bilingual &amp; Title I Coordinator</p>	<p>Academic Decathlon                      Beyond the Bell (Woodcraft Rangers)                      Data Analysis and Reporting                      Field Trips                      Intervention</p> <ul style="list-style-type: none"> <li>• Advisory Assignments/Curriculum</li> <li>• Response to Intervention (RtI)</li> </ul> <p>Innovation Committee                      Library Media Center                      My Data                      New Teacher Support</p> <ul style="list-style-type: none"> <li>• BTSA</li> <li>• NBC Teachers</li> <li>• Student Teachers</li> <li>• CSMP</li> <li>• SARC</li> </ul> <p>School Experience Survey                      School Report Card/SARC                      Small Learning Communities                      Student Activities</p> <ul style="list-style-type: none"> <li>• ASB Leadership</li> <li>• School Newspaper</li> <li>• Student Life (SBM)</li> <li>• Clubs</li> </ul> <p>Technology</p> <ul style="list-style-type: none"> <li>• Equipment Inventory</li> <li>• Microcomputer Technician</li> <li>• Website Development</li> <li>• Computer Repair</li> <li>• Technology in the Classroom</li> <li>• Telephones/Voice Mail</li> </ul> <p>Testing</p> <ul style="list-style-type: none"> <li>• Advanced Placement</li> <li>• CAHSEE</li> <li>• STAR Testing Program</li> <li>• P SAT, SAT, ACT, ASVAB</li> <li>• STS</li> </ul> <p>Tutoring Programs/Homework Club                      On-Line Courses</p> <p><b><u>Instructional Focus</u></b></p> <ul style="list-style-type: none"> <li>• Computer Science Department</li> <li>• English Language Arts Department</li> <li>• AME Academy</li> <li>• Art, Band, Music/Drama</li> <li>• Problem Solving Data Coach</li> <li>• Testing Coordinator</li> </ul>	<p>Assemblies                      Athletics</p> <ul style="list-style-type: none"> <li>• Clearances and Scheduling</li> <li>• Booster Club</li> <li>• Cheerleaders/Drill Team</li> <li>• Supervision</li> </ul> <p>Attendance Office</p> <ul style="list-style-type: none"> <li>• Drop Out Prevention</li> <li>• Enrollment Procedures</li> <li>• Period-by-Period Attendance</li> <li>• Incentives</li> <li>• ISIS/SIS</li> <li>• Surveys</li> <li>• Statistical/Classification Report</li> </ul> <p>Bell Schedules                      Conference Attendance                      Copy Machines                      Family Module                      Guest Speakers                      ID Pictures                      Master Calendar                      Nursing Services                      PA Announcements                      Physical Fitness Testing (STAR)                      Positive Behavior and Support Team                      School-to-Home Communication</p> <ul style="list-style-type: none"> <li>• Marquee</li> <li>• Connect-ED</li> <li>• Summer Informational Mailers</li> <li>• Student Agendas</li> </ul> <p>Textbooks                      TUPE                      Video-Audio Approval                      Volunteer Program                      Weekly Bulletin                      Yearbook</p> <p><b><u>Instructional Focus</u></b></p> <ul style="list-style-type: none"> <li>• Mathematics</li> <li>• Military Science</li> <li>• Physical Education</li> <li>• PSA Counselor</li> <li>• World Languages Department</li> </ul>

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