

## Sylmar Charter High School Administrative Oversight 2018 - 2019

<b>Rodney Wright Principal</b>	<b>Victor Rodriguez Assistant Principal</b>	<b>Karen Williams Assistant Principal</b>	<b>Kevin Frost Assistant Principal</b>	<b>Edwinda Jackson Assistant Principal</b>
<b>Depts:</b> Math <b>SLC:</b> ACCR, SAS <b>Loc:</b> MO	<b>Depts:</b> Sciences, World Lang <b>SLC:</b> BTD <b>Loc:</b> WC	<b>Depts:</b> Social Sciences <b>SLC:</b> LAMA <b>Loc:</b> CO	<b>Depts:</b> ELA, ELD <b>SLC:</b> Magnet <b>Loc:</b> HO	<b>Depts:</b> Electives, PE <b>SLC:</b> DLA <b>Loc:</b> Room 3

<b>Supervision:</b> Assistant Principals Categorical Program Advisor ELD Coordinator IT Support Technicians	<b>Supervision:</b> Plant Manager Cafeteria Manager PSA	<b>Supervision:</b> Counselors College Counselor Dean Campus Aides	<b>Supervision:</b> Magnet Coordinator Athletic Director, Coaches Financial Manager ASB/ Club Sponsors	<b>Supervision:</b> Intervention Coordinator Psychologist Librarian
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<u><b>Duties/Oversight:</b></u> <b>Room Assignments</b> <b>Personnel</b> <b>Professional Development</b> - Inst Leadership Team (ILT) <b>Technology</b> (Navarro) <b>Payroll</b> (Greene) <b>Budgets</b> (Cardenas) <b>Orders</b> (Greene) <b>Conference Attendance</b> <b>District</b> -Audits -Media /Communications -Staff Relations <b>Faculty Meetings</b> <b>School Site Council</b> (Martin) <b>School Leadership Council</b> (Lopez) <b>Parent Center</b> (Cardenas) <b>New Magnet Plan</b> (Frost)	<u><b>Duties/Oversight:</b></u> <b>Attendance</b> <b>Enrollment</b> <b>Plant</b> (Trujillo) -Keys -Maintenance/Repairs <b>Emergency Drills/Supplies</b> <b>Cafeteria</b> (De la Cruz) <b>Faculty</b> -Opening/Closing Bulletin -Faculty Handbook -New Teacher Support -ConnectEd (Cardenas) <b>Master Calendar</b> -Weekly Bulletin -Website/Marquee (Martin) -Bell Schedules <b>Student IDs</b> <b>Copiers</b> (Cardenas) <b>Testing</b> (Snee)	<u><b>Duties/Oversight:</b></u> <b>Master Schedule</b> <b>Counseling Office</b> -Grades/Report Cards -Credit Recovery (Cardenas) -St Records/Transcripts -MS Articulation -Honors/Awards -Advanced Placement/SATs -Work Permits <b>College/Career Partnerships</b> (Delgado) <b>GATE</b> (Delgado) <b>Deans' Office</b> (Campos) -Suspensions/Expulsions/OTs -Random Searches <b>Peer Mediations</b> <b>Supervision/Campus Sec.</b> <b>Safe School Plan</b> <b>Uniform Complaints/Title IX</b> <b>Tardy Sweeps</b> <b>WASC Accreditation</b>	<u><b>Duties/Oversight:</b></u> <b>ELD</b> (Jimenez) -ELAC <b>Magnet School</b> (Steinert) <b>Health Office</b> <b>After School Programs</b> -Athletics (Snee) -Cheer/Band (Samaroo) -Educare -Civic Center Permits <b>Community Partnerships</b> <b>ASB/Leadership</b> (Melancon) -Clubs and Organizations -Assemblies <b>House of Representatives</b> <b>Senior Class</b> (Grall) -Graduation <b>Student Store</b> (Rabino) <b>Transportation</b> (Cardenas) -Field Trips <b>New Magnet Plan</b> (Wright)	<u><b>Duties/Oversight:</b></u> <b>Substitute Teachers</b> (Cano) <b>Emergency Lesson Plans</b> <b>Student Teachers</b> <b>CTE, ROP</b> <b>Special Education</b> (Arrivillaga) -IEPs/504s -SPED Assistants <b>SSPTs</b> (Arrivillaga) <b>Crisis Team</b> (PSA/PSW) <b>Peer Mentoring</b> (W. Garcia) <b>School-Parent Activities</b> -PLBAO -Back To Schl/Open House <b>CTE, ROP</b> <b>Academic Decathlon</b> (Craig) <b>Library Services</b> (Fife) <b>Textbooks</b> (Fife) <b>Yearbook</b> (Potrovitzza)
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