

MCHS Administration Responsibilities

Ben Dale, Ed.D.	Deborah Hofreiter, Ed.D.	Steph Hall	Tara Grings	Jessica Bledsoe
Principal 5000	Vice Principal 5025	Vice Principal 5009	Vice Principal 5006	Vice Principal 5028
Depts: Media Arts, STEM School Mission, Vision, Goals, and Objectives Teacher Evaluation Professional Development Budget Development Staffing New Teacher Orientation Ed Council Data Analysis Bond/Construction Publicity Student Leadership Council School Representative to: Board of Education PTSA MBEF Manhattan Beach Coordinating Council Manhattan Beach Chamber of Commerce Drug Task Force Mustang Alumni Association Hall of Fame Permits Food Services El Camino Liaison SCROC Liaison Transcripts/credits Carol	Depts: History/PE 11 th Grade IEP/504/SST Teacher Evaluation Curriculum SEW / PBIS Student Activities / Clubs Office Hours Attendance/CBEDS SARB/SART Assemblies Calendar College Career Center School Site Council Registration Graduation Assign All TAs Study Zone Short/Long-Term IS Alt Ed / Cyber High After-School Tutoring Yearbook Student/Staff Awards NHS/CHS Programs Substitute Teachers This is Costa Night Alice (M-R Enrollment) Shelly Shubee Christine	Depts: Math/ Science 12 th Grade IEP/504/SST Teacher Evaluation Athletics Facilities Security AP Testing AP Course Approval Team Costa MBX Principal's Designee M & O/ Grounds Keys Parking Safety Plan/Emergency Drills Health Office Safety Committee NCAA Compliance Indep. Study Athletics School Sponsored Trips Interdistrict Permits Cindy (G-L Enrollment)	Depts: VAPA/SpEd 10 th Grade IEP/504/SST Teacher Evaluation Special Education Program Technology Testing: <ul style="list-style-type: none"> o CAASPP o CAST o PSAT/PLAN o Testing Accommodations o ASVAB o Course Entry Exams Front Office Operations Copy Room Aeries Administration Canvas Administration MBUSD Apps Administration Library/Textbooks Supervision of office TAs Krishna (S-Z Enrollment) Mabel	Depts: English/F.L. 9 th Grade IEP/504/SST Teacher Evaluation Master Schedule Counseling 504 Supervision Course Scheduling School Profile School Accountability Report Card UC and Course Approval Transcripts Report Cards/Progress Reports Student Support Programs Inc. 9 th Parent Breakout Night Student Academic Support Impact College Bound Students Solutions to Credit Deficiency SoCalRoc – CTEAC Liaison Foreign Exchange Students Student Teachers/Credentialing Long-Term Substitutes Jan (A-F Enrollment) Sina