

## **Administrator Oversight**

**Dr. Timothy Guy**

**Principal**

A hall main office

**Accountability Report, Athletics, Booster Club, Budgets, Campus Aides, Civic Center Permits/Leasing, Community/Parent Relations, Coordinatorships, Curriculum, Evaluations: English, ROP, Culinary Arts, Administrators, Instr. Coach, Librarian/Media, Classified and Coordinators, Facility Permits, Faculty Handbook, Grant Writing/Proposals, Instructional Materials, Keys, Labor Unions, Liaison: LAUSD and media, Parent Center, Parking - Student/Staff, Plant-Operations, PTSA, School Police/Probation, School Policies, SSC/CCLC, Staffing/Personnel, Supervision of Instruction, Technology, Title I**

**Mrs. Laura Voets**

**Asst. Principal**

A hall room 2

**9th Grade Academy, A-G Compliance, Acting Principal, Adult School/Home Teaching/Alternative Studies, Articulation, Bulletins - Opening/Closing, Career/Work Experience, College Advisement Programs Continuation/ROP/ROC, Credits Recovery Programs CUM Records, Evaluations: Counseling, Science, and Art Foreign Exchange Program, Gifted and Talented/SAS Graduation Requirements, New Student/Parent/College Orientation Programs, Room Assignments School Service-Student TA's, Testing Programs, Tutoring**

**Mr. Kevin Chong**  
**Asst. Principal**  
F hall room 35

**Accreditation (WASC), Attendance, MTA Buses**  
**Cafeteria Services, Classification Report,**  
**Drop Out Prevention, Emergency Drills/Procedures**  
**Enrollment Services, Evaluations: LOTE, Health Dept.,**  
**History/Social Science Dept., Faculty Meetings,**  
**G.A.M.E. Academy, Instructional Leadership Team**  
**Lockers, Meal Program, MSIS: Policies/Permits**  
**Professional Development, PSA Liaison**  
**School Site Safety Plans, Statistical Report:**  
**Surveys-Fall/Spring, TAP Tardy/Attendance,**  
**Youth Services**

**Mrs. Diana Kim**  
**Asst. Principal**  
A hall room 5

**Academic Decathlon, Activities-Senior/Student Body,**  
**Assemblies/Guest Speakers, AVID, BTSA, Bulletins/PA's,**  
**Calendar (Master), Clubs and Organizations,**  
**Course Outlines/Syllabi, Evaluations: Mathematics, P.E.,**  
**Music, Drama, ROP Medical, Field Trips/Buses,**  
**Fundraising, Faculty Handbook, Graduation Ceremony,**  
**Medical Careers Academy, Beginning/New Teachers,**  
**Yearbook/Faculty Pictures, Open House/Back to School,**  
**PHBAO/Parent Conferencing, Publications-Highlights/**  
**Student ID Cards/Pictures, Student Orientation,**  
**Student Store, Student Teachers, Textbooks,**  
**Volunteer Program, Website**

**Mrs. Christina Trevino-McHenry**

**Asst. Principal**

E hall room A

**504 Plans, Child Abuse Reporting, Complaint Manager:**

**Title IX & Crisis Team-Psych Services, Dean(s),**

**ELAC, English Learners Program, Evaluations:**

**Special Education, Health Office, Humanitas Academy,**

**IEP Administrator, Psychologist, Itinerant Teacher,**

**Sexual Harassment, Sp. Ed. Supervisor, and ELD,**

**Special Ed. Programs, Special Ed. Teacher Assistants,**

**Student Discipline, Student Success & Progress Team,**

**Survey-Bilingual, Threat Assessment, Title III Coach,**

**TSP/Bilingual Coordinator, Vandalism**