

Hale Charter Academy

Administrative Duties and Responsibilities 2019-20

Perdigao	Lehtihalme	Jaber-Ansari	DeBonis	Santi
Principal	Assistant Principal APSCS	Assistant Principal, Discipline	Assistant Principal, Enrollment	Assistant Principal, Special Ed
History	8th Grade (Andy Salinger)	PE/Electives Department	7th Grade (Michelle McKenzie)	6th Grade(Helga Rothaupt)
Main Office/Library	English Department	Safety/Discipline	Math Department	Science/Special Education Department
"The Buck Stops Here"	Master Program/Matrix Counseling Office Substitute Principal	Deans Office/ Nurses Office	Attendance Office	Instruction/Curriculum/PD Special Ed Office
AVID	504s	Assemblies	Attendance	Culmination
Administrative Staff	Articulation/Student Outreach	Faculty Mtgs, Certification	Back to School	Farm
Budget/ Budget Committee	Awards & Recognition	Health Office	Communication	Instruction/ PD Committee
Community Relations	Binder Reminders	Locker Clean-out	Donations/ Fundraising	Orientation/web
Donations/ Fundraising	Culminating requirements	Safe School Plan / Safety Committee	Enrollment	Plant/Facilities
HCC/SSC	ELAC/ LAT/ EL Master Plan	Second Step/ Advisories	Field Trips	Special ED
Keys	Grades/Report Cards/ Roll Books	Supervision	Food Services	Textbooks
LCAP/Charter Review	Intervention/ Intervention Committee	SWPBS/ PBIS (Discipline/Safety) Committee	Master Calendar	VAPA
Payroll	New Teachers Program	Youth Services/ B&Girls Club/ PEP	Open House	
Personnel	Open/Closing Bulletins		Parent Communication/ PTSA	
SAS/Gifted Program	Psychological Services (non-special Ed)		Student Activities/Clubs/ ASB	
Teacher Att/ Substitutes	Room Assignments		Technology/ Tech Committee	
Teacher Evaluations	SSPT		Transportation	
UCC Manager	Steam Magnet			
Workshops/ conferences	Student Teachers			
Yearbook	Testing			
Threat Assessments (all)	Threat Assessments (Psych related)	Threat Assessments (Discipline Related)	Child Abuse Reporting	Threat Assessment (SPED)
Child Abuse Reporting	Child Abuse Reporting	Child Abuse Reporting	Incident Reports	Child Abuse Reporting
Incident Reports	Incident Report	Incident Reports	Title IX	Incident Reports
9/1/19		Title IX		