

Sylmar Charter High School Administrative Oversight 2019 - 2020

| Rodney Wright Principal | Victor Rodriguez Assistant Principal (Principal's Designee) | Kevin Frost Assistant Principal | Edwinda Jackson Assistant Principal |
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| Depts: Mathematics, Physical Education SLC: ACCR, SAS Loc: MO | Depts: Sciences, World Lang SLC: BTD Loc: Discipline Office | Depts: ELA/ELD, Social Studies SLC: Magnet Loc: HO | Depts: Electives, Special Education SLC: DLA/LAMA Loc: CO |

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| Supervision: Assistant Principals Categorical Program Advisor ELA Instructional Coach ELD Coordinator IT Support Technician/SAA | Supervision: Cafeteria Manager Campus Aides Dean/RJ Teacher Advisor Plant Manager PSA Counselor | Supervision: Athletic Director, Coaches ASB/ Club Sponsors Financial Manager Magnet Coordinator Nurse | Supervision: Academic/College Counselors Intervention Coordinator Paraprofessionals Psychologist/PSW Counselor Library Media Teacher |
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| <u>Duties/Oversight:</u> BBC Communications (Cardenas) Budgets (Cardenas) CTE, ROP Conference Attendance (Greene) District -Audits -Media/Communications -Staff Relations Faculty Meetings GATE (Delgado/Duke) Local School Leadership Council Personnel/Staffing Professional Development - Instructional Leadership Team (ILT) Technology (Garcia) Parent Center (Cardenas) -Parent Portal Payroll (Greene) Purchasing (Greene) Room Assignments School Site Council (Cardenas) Student Teaching Assignments WASC Accreditation | <u>Duties/Oversight:</u> Attendance Discipline/Dean's Office (Campos) -Suspensions/Expulsions/OTs -Random Searches/Tardy Sweeps Supervision/Campus Sec. Enrollment Plant (Trujillo) -Keys -Maintenance/Repairs Emergency Drills/Supplies Cafeteria (De la Cruz) Faculty -Opening/Closing Bulletin -Faculty Handbook -New Teacher Support (Arrivillaga) Master Calendar -Weekly Bulletin -Website/Marquee (Martin) -Bell Schedules Restorative Justice/PBS Safe School Plan Student IDs Testing (Snee) | <u>Duties/Oversight:</u> Academic Decathlon (Craig) After School Programs -Cheer/Band (Martinez/Nickum) -Educare (Carchi) -Civic Center Permits (Snee) ASB/Leadership (Melancon) -Clubs and Organizations -Assemblies/Senior Activities Athletics (Snee) -Booster Club (Snee) English Learner Program (Jimenez) -ELAC Field Trips (Cardenas) Graduation Health Office House of Representatives Magnet School (Steinert) Middle School Articulation Community Partnerships School-Parent Activities -PLBAO -Back To School Night/Open House Student Store (Rabino) | <u>Duties/Oversight:</u> College/Career Partnerships (Delgado) Counseling Office -Grades/Report Cards -Credit Recovery (Cardenas) -St Records/Transcripts -Honors/Awards -Advanced Placement/SATs -Work Permits (Martin) Crisis Team (Hiller/Mancini) Emergency Lesson Plans Library Services (Fife) Master Schedule Naviance Peer Mentoring School Experience Survey (Cardenas) Special Education (Arrivillaga) -IEPs/504s -SPED Assistants SSPTs (Arrivillaga) Substitute Teachers (Alfaro) Textbooks (Fife) Uniform Complaints/Title IX Yearbook (Potrovitza) |
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