



SANTA MARIA HIGH SCHOOL

ADMINISTRATIVE DUTIES

2021-2022

SMHS

Steve Campbell <i>Principal</i>	IVAN DIAZ <i>Assistant Principal Student Affairs</i>	MONICA PALLAN <i>Assistant Principal Curriculum & Instruction</i>	TIM VINCENT <i>Assistant Principal Special Programs</i>	JULES MANFREDA <i>Dean Of Students</i>
Monica Garcia Administrative Assistant	Denise Robles Administrative Assistant	Melissa Barredo Administrative Assistant	Leticia Juarez Administrative Assistant	Veronica Morales Administrative Assistant
Admin Meetings Board Meetings Budget: Title I/Admin/MAA Department Chairs/Guiding Coalition Newsletters/411 Personnel Public Relations School Site Council Shared Decision Making Student Teachers Website	Activities/ASB/Link Crew Athletics Business Office Classified Absences Community Liaison Data/PLC/Interventions Discipline - Major Front Desk Graduation Outreach Consultant Pictures/ID Cards Ren Learn School Safety	A-G/Grade Rate Academic Awards College & Career Center Counseling Crisis Intervention ELD: BIA's/ELAC/EL Specialist/ Translators Guidance Technicians Intervention Lab Specialist Master Schedule OTCR/IS Records Office Summer Program	504's/SSTs AP/PSAT Testing Avid Back to School Night Testing: CAASPP/ CAST & Surveys/ ACT/AP/SAT/PSAT Certificated Absences/ Substitutes Instructional Aids Library/Textbooks/Lottery Bgt. Special Ed Transportation WASC Williams Act Xerox	Attendance: Pre Arranged/ Field Trips Cal Soap Tutors Discipline/ISI - Minor Health Office Security/School Resource Off. Technology/Tech TOSA's Tutoring
(Departments) ♦ Ag ♦ Non-permanent Teachers	(Departments) ♦ Business ♦ Industrial Technology ♦ International Lang. ♦ ISI ♦ Math ♦ VPA	(Departments) ♦ Counseling ♦ English ♦ Independent Study	(Departments) ♦ Family Cons. Science ♦ Special Ed ♦ Social Studies	(Departments) ♦ Science ♦ PE

SHARED DUTIES: After-School Activities / Campus Supervision / Evaluations / Parent Conferences/Parent-Community Events/Rallies/Discipline