



# SANTA MARIA HIGH SCHOOL



## ADMINISTRATIVE DUTIES

2024-25

| <b>Steve Campbell</b><br><i>Principal</i>   | <b>Monica Pallan</b><br><i>Assistant Principal</i><br><b>Student Affairs</b>   | <b>Jules Manfreda</b><br><i>Assistant Principal</i><br><b>Curriculum &amp; Instruction</b>   | <b>Merrie Goldin</b><br><i>Assistant Principal</i><br><b>Special Programs</b>   | <b>Tyler Haglund</b><br><i>Dean Of Students</i>  |
|---|--|--|---|--|
| <b>Monica Garcia</b><br><b>Administrative Assistant</b>   | <b>Melissa Barredo</b><br><b>Administrative Assistant</b>  | <b>Veronica Morales</b><br><b>Administrative Assistant</b>   | <b>Denise Robles</b><br><b>Administrative Assistant</b>   | <b>Leticia Juarez</b><br><b>Administrative Assistant</b>   |
| <ul style="list-style-type: none"> <li>• Admin Meetings</li> <li>• Board Meetings</li> <li>• Budget: Title I/Admin/MAA</li> <li>• Department Chairs</li> <li>• Guiding Coalition</li> <li>• Newsletters/411</li> <li>• Parking</li> <li>• Personnel</li> <li>• Public Relations</li> <li>• School Site Council</li> <li>• Shared Decision Making</li> <li>• Student Teachers</li> <li>• Website/Social Media</li> </ul> | <p>Activities/ASB/Link Crew/<br/>Athletics/Director<br/>Attendance<br/>Business Office<br/>Cafecito<br/>Certificated Absences<br/>Community Liaison<br/>ESS<br/>Expulsion Process<br/>Field Trip Approvals<br/>Front Desk<br/>Graduation Ceremony<br/>Health Office<br/>MTSS<br/>Outreach Consultant<br/>School Safety/SRP<br/>SST's<br/>Substitute Teachers</p> | <p>A-G/Grade Rate<br/>Academic Awards<br/>College &amp; Career Center<br/>Counseling<br/>Crisis Intervention<br/>ELD: <i>BIA's/ELAC/EL Specialist/</i><br/>Guidance Technicians<br/>HHI - Reg Ed<br/>Intervention Lab Specialist<br/>Master Schedule<br/>OTCR/Independent Studies<br/>Records Office<br/>Short term IS<br/>Summer School</p> | <p>504's<br/>Avid<br/>BT/BCBA/BIP<br/>Back to School Night<br/>Classified Absences<br/>Testing: CAASPP/CAST<br/>Instructional Aides –Special Ed<br/>HHI/Home Instruction - Sped<br/>Transportation<br/>Saint of the Season<br/>Student of Excellence<br/>WASC<br/>Xerox</p> | <p>AP Testing<br/>Cal Soap<br/>Discipline/ISI/Tardies<br/>Instructional Aides - Reg Ed<br/>Library/Textbooks/Lottery Budget<br/>Pictures/ID Cards<br/>Saturday Academy Intersession<br/>Security/School Resource Off.<br/>Technology/Tech TOSA's<br/>Tutoring/Tutor.com<br/>Williams Act</p> |
| <p><b>(Departments)</b></p> <ul style="list-style-type: none"> <li>• Non-permanent Teachers</li> <li>• Non-Departments</li> </ul>   | <p><b>(Departments)</b></p> <ul style="list-style-type: none"> <li>• English</li> <li>• Industrial Technology</li> <li>◆ International Lang.</li> </ul>  | <p><b>(Departments)</b></p> <ul style="list-style-type: none"> <li>◆ Counseling</li> <li>◆ Math</li> <li>◆ Independent Study</li> <li>◆ Non-Departments</li> </ul>   | <p><b>(Departments)</b></p> <ul style="list-style-type: none"> <li>◆ Business</li> <li>◆ Family Cons. Science</li> <li>◆ Special Ed</li> <li>◆ Social Science/TOSA</li> <li>◆ VPA</li> <li>◆ Social Science</li> </ul>  | <p><b>(Departments)</b></p> <ul style="list-style-type: none"> <li>◆ Ag</li> <li>◆ Science</li> <li>◆ PE</li> </ul>  |

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