



SANTA MARIA HIGH SCHOOL



ADMINISTRATIVE DUTIES

2022-23

Steve Campbell <i>Principal</i>	IVAN DIAZ <i>Assistant Principal</i> Student Affairs	MONICA PALLAN <i>Assistant Principal</i> Curriculum & Instruction	TIM VINCENT <i>Assistant Principal</i> Special Programs	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 Parking Personnel Public Relations School Site Council Shared Decision Making Student Teachers WASC Website	SST's Activities/ASB/Link Crew/ Field Trip Approvals Athletics/Director Attendance Business Office Certificated Absences/ Substitute Teachers Community Liaison Covid Expulsion Process Front Desk Graduation Ceremony Health Office MTSS Outreach Consultant School Safety/A.L.I.C.E	A-G/Grade Rate Academic Awards College & Career Center Counseling Crisis Intervention ELD: BIA's/ELAC/EL Specialist/ <i>Instructional Aids - Reg Ed Translators</i> Guidance Technicians Intervention Lab Specialist Intervention - TOSA's Master Schedule OTCR/Independent Studies Records Office Ren Learning	504's AP/PSAT Testing Avid Back to School Night Classified Absences Testing: CAASPP/CAST & Surveys/ACT/AP/SAT/PSAT Library/Textbooks/Lottery Budget Instructional Aids –Special Ed Transportation Williams Act Xerox	Cal Soap Discipline/ISI Peer After School Pictures/ID Cards Security/School Resource Off. Summer School Program Technology/Tech TOSA's Tutoring/Tutor.com
<p align="center">(Departments)</p> <ul style="list-style-type: none"> ◆ Ag ◆ Non-permanent Teachers 	<p align="center">(Departments)</p> <ul style="list-style-type: none"> ◆ Business ◆ Industrial Technology ◆ International Lang. ◆ ISI ◆ Math ◆ VPA 	<p align="center">(Departments)</p> <ul style="list-style-type: none"> ◆ Counseling ◆ English ◆ Independent Study 	<p align="center">(Departments)</p> <ul style="list-style-type: none"> ◆ Family Cons. Science ◆ Special Ed ◆ Social Studies 	<p align="center">(Departments)</p> <ul style="list-style-type: none"> ◆ Science ◆ PE

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