



SANTA MARIA HIGH SCHOOL



ADMINISTRATIVE DUTIES

2023-24

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

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