



SANTA MARIA HIGH SCHOOL



ADMINISTRATIVE DUTIES

2024-25

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