



SANTA MARIA HIGH SCHOOL



ADMINISTRATIVE DUTIES

2023-24

Steve Campbell <i>Principal</i>	IVAN DIAZ <i>Assistant Principal Student Affairs</i>	MONICA PALLAN <i>Assistant Principal Curriculum & Instruction</i>	Merrie Golden <i>Assistant Principal Special Programs</i>	JULES MANFREDI <i>Dean Of Students</i>
Monica Garcia <i>Administrative Assistant</i>	Denise Robles <i>Administrative Assistant</i>	Melissa Barredo <i>Administrative Assistant</i>	Leticia Juarez <i>Administrative Assistant</i>	Veronica Morales <i>Administrative Assistant</i>
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 TOSA Social Science 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 TOSA Math	A-G/Grade Rate Academic Awards College & Career Center Counseling Crisis Intervention ELD: BIA's/ELAC/EL Specialist/ <i>Translators</i> Guidance Technicians Intervention Lab Specialist Master Schedule OTCR/Independent Studies Records Office Ren Learning TOSA English	504's SST'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 Saint of the Season Williams Act Xerox	Cal Soap Discipline/ISI Instructional Aids - Reg Ed Peer After School Pictures/ID Cards Security/School Resource Off. Summer School Program Technology/Tech TOSA's TOSA Science Tutoring/Tutor.com
(Departments) <ul style="list-style-type: none"> ◆ Non-permanent Teachers ◆ Social Science 	(Departments) <ul style="list-style-type: none"> ◆ Industrial Technology ◆ International Lang. ◆ ISI ◆ Math 	(Departments) <ul style="list-style-type: none"> ◆ Counseling ◆ English ◆ Independent Study 	(Departments) <ul style="list-style-type: none"> ◆ Business ◆ Family Cons. Science ◆ Special Ed ◆ VPA 	(Departments) <ul style="list-style-type: none"> ◆ Ag ◆ Science ◆ PE

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